

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARGARET'S WEST HOATHLY

England & Wales · Charity number 1164054

## Details

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**Other names** WEST HOATHLY ST. MARGARET'S PCC

**Status** Registered

**Legal form** Previously excepted

**Registered** 2015-10-21

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 3 Clays Close  
East Grinstead  
RH19 4DJ

**Phone** 07717672866

**Website** [www.westhoathly.org.uk](http://www.westhoathly.org.uk)

## Activities

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**Objects:** PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH.

**Activities:** Church of England Parish Church

## Classification

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- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

## Geography

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- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£121,055	£115,156	-	-
2024-12-31	£105,336	£104,865	-	-
2023-12-31	£102,202	£84,382	-	-
2022-12-31	£106,612	£95,607	-	-
2021-12-31	£85,647	£68,979	-	-
2020-12-31	£91,392	£91,184	-	-

## Trustees

Name	Role	Appointed
Beverley Kim Mager		2023-05-14
CHRISTINE MARY FIELD		2024-05-19
Jaime Reed		2023-05-14
Janet Ann Hutchings		2022-05-15
Janet Sarah Louise Pigram		2022-09-01
Karen Blackman		2022-05-15
MRS ADRIENNE LINDSAY SHURVEL		2017-04-02
Rev Heather Julia Wilkin		2023-09-05
TIMOTHY MARK BAKER		2019-04-28
Tina Allen		2025-05-18

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# Accounts

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**St Margaret's Church West Hoathly** registered charity number 1164054  
**Summary of Financial Receipts and Payments**

The financial effect of our activities during the year can be summarised as follows

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2025	All Funds 2024	
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
Donations and legacies	87057				87057	78210	
Charitable activities	7984				7984	8605	
Other trading activities	11287				11287	10071	
Investments	590		13192		13782	7723	
Other receipts	945				945	727	
<b>Total received</b>	<b>107863</b>	<b>0</b>	<b>13192</b>		<b>121055</b>	<b>105336</b>	2
<b>Expenditure on:</b>							
Cost of raising funds	1758				1758	1146	
Charitable costs	88037		21480		109517	99723	
Trading costs	3881				3881	3996	
Other payments							
<b>Total paid</b>	<b>93676</b>		<b>21480</b>		<b>115156</b>	<b>104865</b>	3
<i>Reconciliation of funds:</i>							
Net income or (net expenditure)	14187		(8288)		5899	471	
Transfers between funds							
<b>Net movement in funds</b>							
Bank accounts at 1 January					329036	328565	
<b>Bank accounts at 31 December</b>					<b>334935</b>	<b>329036</b>	A&L

**St Margaret's Church West Hoathly** registered charity number 1164054  
**Statement of Assets and Liabilities**

Our financial position at the year-end was

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2025	All Funds 2024	
	£	£	£	£	£	£	
<b>Assets:</b>							
Bank current account	51604		44445		96049	103342	
Deposit Accounts			238886		238886	225964	
PCC-owned bank balance	51604		283331		334935	329036	R&P
Diocesan Assigned Fees received						-	
<b>Total bank and deposit accounts</b>	<b>51604</b>		<b>283331</b>		<b>334935</b>	<b>329036</b>	
Wedding fees not yet received	-	-	-	-	-	0	
Local Authority grant for churchyard	-	-	-	-	-	0	
	-	-	-	-	-	0	
<b>Debtors</b>						0	
Endowment & Restricted				33861	33861	35174	
Investment assets at market value				33861	33861	35174	
Investment assets at cost							
<b>Total assets</b>	<b>51604</b>		<b>283331</b>	<b>33861</b>	<b>368796</b>	<b>364210</b>	
<b>Liabilities:</b>							
<b>Total liabilities</b>							

This Financial Report for the year ended 31st December 2025, including the notes following, was approved by the PCC and signed on its behalf by Reverend Heather Wilkin

.....  
 Date 19/3/26

## Notes to the Financial Report

1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

2 Analysis of total received

	Unrestricted		Restricted Fund/s	Total All Funds 2025	Total All Funds 2024	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Planned giving (excl. tax refunds)	42259	-	-	42259	32832	
Planned giving (no tax refunds)	16104	-	-	16104	22341	
Collections at all services and wall safe	9029	-	-	9029	6095	
Churchyard Donations	300	-	-	300	1330	
Gift Aid recovered	11369	-	-	11369	9554	
Sundry Donations and Appeals	6346	-	-	6346	3599	
Legacies	0	-	-	0	500	
Grants	1650	-	-	1650	1480	
Charity Collection	0	-	-	0	479	
<b>Donations and legacies</b>	<b>87057</b>	-	-	<b>87057</b>	<b>78210</b>	
Fees for weddings & funerals	7984	-	-	7984	8605	
<b>Charitable activities</b>	<b>7984</b>	-	-	<b>7984</b>	<b>8605</b>	
Fetes and other fundraising activities	5585	-	-	5585	3958	
Emmaus receipts	456	-	-	456	164	
Sales of the parish magazine	2834	-	-	2834	2957	
HMRC Refund	0	-	-	0	0	
Lettings & Income Sharpthorne Hall	1602	-	-	1602	1404	
Magazine Advertisement fees	810	-	-	810	805	
Refunds and Insurance Receipts	0	-	0	0	783	
<b>Other trading activities</b>	<b>11287</b>	-	<b>0</b>	<b>11287</b>	<b>10071</b>	
Bank & CBF deposit interest	143	0	13192	13335	7287	
CBF investment fund dividend	447	-	-	447	436	
Letting of investment property	-	-	-	-	-	
<b>Investments</b>	<b>590</b>	<b>0</b>	<b>13192</b>	<b>13782</b>	<b>7723</b>	
Contributions from All Saints Highbrook	945	-	-	945	727	
<b>Total received on all funds</b>	<b>107863</b>	-	<b>13192</b>	<b>121055</b>	<b>105336</b>	

## Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

## St Margaret of Antioch, West Hoathly

St Margaret of Antioch Church, North Lane, West Hoathly, RH19 4PP

Registered Charity no. 1164054

For the year ended 31st December 2025

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During the year the following served as members of the Parochial Church Council:

Ex Officio members

Incumbent & Chairman: The Reverend Heather Wilkin

Churchwardens: Mrs Ann Hutchings Mr Tim Baker

Deanery Synod Representative - Mrs Karen Blackman Mrs Ann Hutchings

Elected members: Mrs Lindsay Shurvell, Mrs Sarah Pigram (Secretary), Mrs Bev Mager, Mr Jaime Reed, Mrs Christine Field and Mrs Tina Allen - Treasurer

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent), the churchwardens and members of the Deanery, Diocesan or General Synods and up to 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure balance of skills and experience where possible.

The parish forms part of a Benefice with All Saints', Highbrook who are administered by their own PCC, but share the same incumbent. Under a Pastoral Measure 1968, it was declared that the two Parishes "shall remain distinct".

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by

Reverend Heather Wilkin 

Date 19/3/26

## St Margaret's Church West Hoathly registered charity number 1164054

### Notes to the Financial Report

#### 3 Analysis of total paid

	Unrestricted		Restricted	Total	Total	Notes
	General	Designated		All Funds	All Funds	
	Fund	Funds	Fund/s	2025	2024	
	£	£	£	£	£	
Street Fair expenses	1758	-	-	1758	-	
Concert posters & musicians expenses	-	-	-	-	1146	
Other appeals expenses	-	-	-	-	0	
<b>Cost of raising funds</b>	<b>1758</b>	<b>-</b>	<b>-</b>	<b>1758</b>	<b>1146</b>	
Charitable grants and donations	-	-	-	-	479	
Parish share to Chichester Diocese	69907	-	-	69907	67879	4
Salaries and honoraria incl NI	600	-	-	600	600	5
Clergy and other people's expenses	-	-	-	-	-	
Mission & evangelism costs	2115	-	-	2115	1801	
Sunday school/Children's work	391	-	-	391	195	
Insurance	3154	-	-	3154	2955	
Water, Gas, Electricity, and Oil	2848	-	-	2848	2842	
Printing & photocopying	206	-	-	206	-	
Vicarage Expenses	3577	-	-	3577	4995	
Churchyard Maintenance	4050	-	-	4050	5985	
Church maintenance & redecoration	1189	-	-	1189	3062	
Extension Project Costs	-	21480	-	21480	5043	
Parish Fees	-	-	-	-	3566	
<b>Charitable costs</b>	<b>88037</b>	<b>21480</b>	<b>-</b>	<b>109517</b>	<b>99723</b>	
	-	-	-	-	-	
	-	-	-	-	-	
Sharpthorne Hall Running Costs	1253	-	-	1253	1286	
Magazine expenses	2568	-	-	2568	2650	
Admin and Bank Charges	60	-	-	60	60	
Depreciation	-	-	-	-	-	
<b>Trading costs</b>	<b>3881</b>	<b>-</b>	<b>-</b>	<b>3881</b>	<b>3996</b>	
Other payments						
<b>Total paid on all funds</b>	<b>93676</b>	<b>21480</b>	<b>-</b>	<b>115156</b>	<b>104865</b>	

4 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The full cost of parish ministry for the Benefice amounts to £83888.

## Notes to the Financial Report

5 Payments to PCC employees:

	2025	2024
	£	£
Wages, salaries and honoraria	600	600
Employer National Insurance		
Employer pension contributions		
	600	600

6 Payments to PCC members:

- a) Clergy support: Council tax £3576.88, Water £0
- b) 5 members received reimbursement for parish expenses amounting in total to £189

7 Transactions with persons related to PCC members:

A payment of £3600 was made to a relative of a PCC member for churchyard maintenance.

8 Transactions with related charities:

The Friends of West Hoathly Churchyard make donations to the PCC.

9 Statement of funds:

*Endowed funds are required by the donors to be invested and the income spent on specific objectives*

**The Bonsey Endowment Fund** The market value of the fund as at 31st December 2025 was £22287.09. The accrued income of the fund is used by the Diocese to reduce Stipendiary costs.

**The Chancel Trust** The Chancel Trust that is held by the Diocesan Board for the benefit of St. Margaret's PCC, West Hoathly is invested in 242.82 CBF Investment Fund (Income) Shares and the Diocese advised in December 2019 that this should not be shown in the PCC accounts. Income received from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel. Accumulated grant income not yet received from Chichester DBF and included in debtors amounted to £1593.48 at 31<sup>st</sup> December 2025 (£1522.52 in 2023)

**The Churchyard Trust** The Churchyard Trust is held by the Diocesan Board and is invested in 240 CBF Investment Fund (Income) Shares that had a market value of £5327.59 at 31st December 2025. The fund is invested in the Churchyard Fund in accordance with the purposes of the Churchyard Trust.

Investments – **The Clock Field Fund** The Clock Field Fund of which the PCC is the beneficiary is invested in 240.8 income units in the Charities Official Investment Fund valued at £4652.71 on 31st December 2025. Income from the Fund in 2025 was used in accordance with the purposes of the Clock Field Fund.

*Restricted funds are not invested permanently but are to be spent within reasonable timescales*

The restricted funds comprise the Extension Fund

*Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides*

*The summary of all funds appears on the next page*

## 2025 Church and Churchyard Report to the APCM

St Margaret's is known for its well-kept Churchyard, one of the best in Sussex and we are grateful to all who help with the upkeep. The monthly volunteer working party, often in excess of six volunteers, does a fantastic job of general maintenance including planting, clearing away the results of windy days, weed clearing, and branch trimming.

The PCC would like to express their thanks to all the volunteers involved and to Derek Shurvell who leads the team. In addition, the PCC would like to record their thanks to The Friends of the Churchyard Trust who continue to support the work around the Churchyard with both encouragement and financial support.

## Financial Review

Thanks to the generosity of our church community we sustained our income level in 2025.

### *Sharing the ministry costs of the Diocese of Chichester*

The largest expenditure of the PCC was the sum of £69907 paid to the diocese for our share of all churches' Parish Ministry Costs – this is a 3% increase on 2024 and we are grateful to all those members of our congregation and wider community that give to the church and enable this payment to be made. This amount covers the housing, stipend and pension costs of the clergy and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. The United Benefice of All Saints Highbrook and St Margaret of Antioch, West Hoathly once again met the Parish Share in full.

### *Staff costs*

The PCC pays for a cleaner and a caretaker of the churchyard.

### *Trustee payments and expenses*

Expenses are paid to clergy and PCC members for expenditure relating to the mission of the church and to Mrs Lindsay Shurvell for the maintenance of Sharpthorne Hall.

### *Why we hold some money in reserve*

It is PCC policy to endeavour to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations.

## Structure, governance and management of the charity

The Parochial Church Council (referred to throughout as "the PCC") is a registered charity, registered number 1164054.

### ***The church building for people to enjoy***

The church has once more been open to the public every day during daylight hours for those seeking a place for prayers, peace and tranquility.

A range of prayer resources are available in church and this year were enhanced to help people to spend time in the presence of God. Visitors also have access to a range of historical information about the church. Many people visit this place, and its beautiful churchyard, and we hope that our welcome brings them closer to feeling the presence of God. We continued with our Eco Church work.

### ***Provision of tangible support to the poor and needy***

Church, school and community members responded to the great need by donating to the Basket of Blessing, in the church porch. The donations have continued to be given to the local food bank in East Grinstead, Crawley Open House homeless project and Family Support Work. Church members have also show initiative with their own projects to support local Food Banks and projects.

In addition, we have continued to support Refugees Welcome Crawley and a donation box in for this purpose has been placed in the church porch, with their monthly 'wish list' on display so donations can be carefully chosen.

### ***Other charitable giving***

Sharpthorne Hall has continued to be maintained by the church and continues to be usually used for PCC meetings, church and community events.

The church family has supported many other mission and charitable societies including locally, the Good Companions, the Senior Citizens Christmas Lunch, The Children's Society, The Royal British Legion Poppy Appeal and Christian Aid, to name but a few. People have also been encouraged to support the Disasters Emergency Committee (DEC) appeals throughout the year.

### ***Spatial reordering of the church building and future projects***

By the end of 2025 we had made great progress in bringing our plans to fruition. Full plans were drawn up during the year, and in Autumn 2025 we begun the tendering process for the work. By the end of the year we had also received a recommendation to proceed from the Diocesan Advisory Committee. By this time the evidence in front of us indicated that we could afford to go ahead with the project as planned. The work includes the provision of a toilet, servery, a new vestry, and the conversion of the old vestry to make a multi-purpose meeting room. The parish is extremely excited at the news that this will finally be built.

## **St Margaret's Church West Hoathly** registered charity number 1164054 **Notes to the Financial Report**

### **10** Summary of funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2025	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2025
	£	£	£	£	£
Bonsey Fund	23215		-	(928)	22287
Churchyard Trust	5549		-	(221)	5328
Clock Field Fund	4887		-	(234)	4653
<b>Total of all endowed funds</b>	<b>33651</b>	<b>-</b>	<b>-</b>	<b>(1383)</b>	<b>32268</b>
Chancel Trust	1522		-	71	1593
Extension Fund	291619	13192	21480		283331
<b>Total of all restricted funds</b>	<b>326792</b>	<b>13192</b>	<b>21480</b>	<b>(1312)</b>	<b>317192</b>
General fund	37417	107863	93676		51604
<b>Total of all unrestricted funds</b>	<b>37417</b>	<b>107863</b>	<b>93676</b>		<b>51604</b>
<b>Total funds</b>	<b>364209</b>	<b>121055</b>	<b>115156</b>	<b>(1312)</b>	<b>368796</b>

# Independent Examiner's Report to the PCC of St Margaret of Antioch, West Hoathly for the Year Ended 31<sup>st</sup> December 2025

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Margaret of Antioch, West Hoathly, on the annual report for the year ended 31<sup>st</sup> December 2025 set out on pages 8 to 13

<b>Respective responsibilities of trustees and examiner</b>	The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.
<b>Basis of independent examiner's statement</b>	<p>It is my responsibility to:</p> <ol style="list-style-type: none"> <li>1. examine the accounts under section 145 of the Charities Act,</li> <li>2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and</li> <li>3. to state whether particular matters have come to my attention.</li> </ol> <p>My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.</p>
<b>Independent examiner's statement</b>	<p>In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below *) which gives me cause to believe that in, any material respect:</p> <ul style="list-style-type: none"> <li>• accounting records were not kept in accordance with section 130 of the Charities Act or</li> <li>• the accounts do not accord with the accounting records</li> </ul> <p>I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p><i>* Please delete the words in the (brackets) if they do not apply</i></p>
<b>Examiner's signature</b>	<i>Marion A Jones</i>
<b>Examiner's name</b> CAPITALS	MARION A JONES
<b>Date</b>	6th May 2026
<b>Relevant professional qualification(s) or body if any</b>	ACIB
<b>Examiner's address</b>	6 GLENTAM PLACE, TOP RD, SHARPTONVA W SOSSEX, RH19 4HU

Members of the church attended a deanery study morning led by Rev'd Dr Earl Collins, on the Nicene Creed. The church took part in events to celebrate the 1700<sup>th</sup> anniversary of the Nicene Creed, including a Deanery Celebration Service led by Bishop Ruth in January.

During Lent, a study course took place, led by the Vicar, which studied events leading up to the crucifixion as described in the gospel of St John.

### Evangelism and outreach

Our year began in January with the organisation of a 'Thank You' party for all in the community who contribute to the church in various ways. This was very much enjoyed, despite the weather being off-putting! It is impossible list the number of 'thank you's due to all those who contribute to St Margarets, aside from saying: 'Thank you, everyone'.

We have continued to work closely with West Hoathly CE Primary School, which is a church-controlled school with a distinctly Christian ethos. At the beginning of November 2025, the school joined the Hurst Educational Trust. Our Vicar is an ex-officio governor at the school, and one of our church family members continues to be a Foundation Governor.

Collective Worship in the school is led every other week by Rev'd Heather and in addition, the school visited the church for collective worship at Candlemas, Easter, Pentecost, Harvest and Christmas. As in previous years, the church family donated Bibles to each child in Year 6 at a leavers' service in July.

A service to commemorate the 80<sup>th</sup> anniversary of VE Day and beacon lighting was held in a local park and a service Remembrance Sunday was held in church, organised in conjunction with the Royal British Legion.

We continued to record the names of those baptised being written on wooden fish, in a net. When anniversary of baptism cards are sent, families are invited to return to St Margaret's and collect their fish.

A number of social and fundraising events took place this year: a Street Fair was held in July. A Pancake Party and lantern making were enjoyed by members of the community, especially families. We continued to hold 'Coffee, Cake and Chat' mornings, once a month, which have been tremendously successful in bringing the community together.

The Chronicle magazine (which advertises village events and articles about village life) has continued to be sponsored by St Margaret's Church and has a member of the congregation on the Editorial Team. It is distributed by volunteers to all subscribers in the parish.

Our worship is enhanced by committed and loyal musicians: an organist and music group of piano, flutes, guitar, and occasional drums, so the music style varies each week, allowing for a wider range of hymns and worship songs.

The annual 'Carols in the Square' service for the whole community again attracted a large number of participants, particularly young families, and was enhanced by a portable sound system. The 'star' which was projected onto the church during December, proved an effective focal point for the community's celebration of Christmas.

During the week before Christmas, we invited those who had been bereaved during the last year, along with all in the community who wished to reflect on those they had lost, to a 'drop in' time of reflection: to light a candle and to add an angel of remembrance to a Christmas tree. This was warmly received by many in the village who would not usually attend worship services.

The Christingle Service on Christmas Eve, also saw large numbers, with crowds struggling to fit into the church. Midnight Mass attracted a different group of people, and a Christmas Eucharist took place on Christmas day.

Services took place to mark Holy Week and Easter, including young people's activities with a fire which reminded them of St Peter denying Jesus.

Our ALM in pastoral care continued to offer friendly chats, delivery of the church notices and taking Holy Communion to people who were unable through sickness or frailty to be present in church. She also provides support to the bereaved in terms of sending cards and inviting them to services to remember loved ones: on All Souls' Day and at Christmas. Her duties extended to assisting with the process for the bereaved to organise the burial of loved ones' ashes in the churchyard and with the permissions for memorial plaques.

During the autumn, with the assistance of a member of the congregation, placards with comforting bible verses were placed in the churchyard with the hope that they became meaningful for members of the public seeking a peaceful place of reflection.

The team of bellringers have once more been ringing every other Sunday and have been supported by ringers from St Peter's, Ardingly. We have also hosted visiting ringers.

**Teaching, baptising and nurturing new and existing believers**

During the year there have been 3 weddings; 8 church funerals; 3 funerals taken by the Vicar at the local crematorium; 8 burials of ashes and 5 baptisms. One candidate was prepared for confirmation and subsequently confirmed at St Peter's, Brighton with others from the Diocese. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

## Independent Examiner's Report to the PCC of St Margaret of Antioch, West Hoathly for the Year Ended 31<sup>st</sup> December 2025

Section B	Disclosure
Give here brief details of any items that the examiner wishes to disclose	<p>Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)</p>

## **What we achieved and how we affected beneficiaries' lives**

### ***Worship and Prayer***

St Margaret's is the village parish church in the middle of West Hoathly and also serves the neighbouring village of Sharpthorne and the surrounding countryside. Regular attenders come from both villages and, alongside the wider members of the community, have a strong historical connection to the church, which is seen as a place of worship and a space where people can come for peace and sanctuary. We are blessed with a beautiful church building and stunning, well-maintained, churchyard which remains open for burials.

There are currently 70 people on the Electoral Roll, and of those, 15 reside outside the parish. The usual weekly attendance in 2025 was 30 adults and 8 children.

St Margaret's continued to have an energetic group of individuals who were happy to offer their services as flower arrangers, welcomers, reading, leading intercessions, administering the chalice (as authorised Lay Ministers of Communion) gathering the offertory collection and serving refreshments at the end of services. A volunteer provides admin. support largely by the production of the weekly Benefice Notices and supporting the compilation of the Sunday intercessions.

Our main Sunday service continued to be a 10.30am service of Holy Communion modern language with a sermon. On the first Sunday of the month, our worship remains Eucharistic, but less formal. During 2025, we held 'Breakfast Church' as our main Sunday Service on a few occasions during the summer months. This maintained the tradition of being both Eucharistic but very informal. A mid-week service of Holy Communion takes place on most Wednesdays (once a month it is on a Thursday), attendance at which has been sparse, but it is considered important to retain this act of worship for the spiritual wellbeing of those who value it. A service of Evening Prayer takes place each week on a Friday, and attendance ranges between 8 and 12 people. It is a further opportunity to pray for the needs of the church, world and parish, and to pray the prayers left by members of the public on our prayer tree. In addition, we have continued to offer a rich variety of seasonal worship to match all needs from Mothering Sunday to Remembrance Sunday and Harvest.

We actively enjoy the presence of children at church and accommodating their needs reminds us that we are one body in Christ. On the second, third and fourth Sundays in the month, the Sunday Club meets during the main service and shares their work with us on their return. This has continued to provide the children with a time of worship and teaching appropriate for their age and has continued to be led by an Authorised Lay Minister (ALM, Children, Family & Youth). The ALM also shares the leadership of the Emmaus Youth Club, which has met throughout the year, enjoying a wide variety of activities. This youth work creates a vital bridge into the community and supports a village where activities for young people locally are few.

# St Margaret of Antioch

## Trustees Annual Report for 2025

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### Our aims and purposes as a charity

The PCC has responsibility for co-operating with the Incumbent, Reverend Heather Wilkin in:

- The promotion the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting the ecclesiastical parish the whole mission of the church, pastoral, social, evangelistic, and ecumenical.
- To know, love and follow Jesus better and to help others do the same;
- Practical support and care for people in the parish of all ages irrespective of their age, gender, sexuality, age, colour or financial situation;
- Providing support to those in need and, to other organisations with similar objectives.

The PCC also contributes to some of the running costs of a separately constituted charity known as Sharpthorne Hall.

### What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

St Margaret's Church Mission Action Plan follows the strategy and vision of the Diocese of Chichester:

To be MORE OPEN, MORE CONVERTED TO JESUS CHRIST, MORE GENEROUS and MORE ENGAGED

This included the drawing in of members of our community on the fringes of church; development of our worship services; the growth of our work with children and young people; fundraising for ministry costs as well as for specific projects; completion of the facilities project and to find new ways to work in conjunction with the local community.

# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Margaret of Antioch, West Hoathly

St Margaret of Antioch Church, North Lane, West Hoathly, RH19 4PP

Registered Charity no. 1164054

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**For the year ended 31st December 2025**

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Website: <http://westhoathly.org.uk/>

Vicar: The Reverend Heather Wilkin

Independent  
examiner: Mrs M Jones  
6 Glenham Place, Sharpthorne, West Sussex, RH19 4HU

Bankers: CAF Bank, 25 Kings Hill Avenue, West Malling. ME19 4JQ &  
Lloyds Bank East Grinstead. The PCC also maintained deposit  
accounts at the Nationwide Building Society until October  
2025.

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# Accounts

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## Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2024	All Funds 2023	
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
Donations and legacies	78210		6		78210	74068	
Charitable activities	8605				8605	9245	
Other trading activities	10071				10071	14198	
Investments	542		7181		7723	3810	
Other receipts	727				727	926	
<b>Total received</b>	<b>98155</b>	<b>0</b>			<b>105336</b>	<b>102202</b>	3
<b>Expenditure on:</b>							
Cost of raising funds	1146				1146	1775	
Charitable costs	94680	5043			99723	78832	
Trading costs	3996				3996	3775	
Other payments						-	
<b>Total paid</b>	<b>99822</b>	<b>5043</b>			<b>104865</b>	<b>84382</b>	5
<i>Reconciliation of funds:</i>							
Net income or (net expenditure)	(1667)	(5043)	7181		471	17820	
Transfers between funds							
<b>Net movement in funds</b>							
Bank accounts at 1 January					328565	310745	
<b>Bank accounts at 31 December</b>					<b>329036</b>	<b>328565</b>	A&L

## Statement of Assets and Liabilities

Our financial position at the year-end was

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2024	All Funds 2023	
	£	£	£	£	£	£	
<b>Assets:</b>							
Bank current account	37417		65925		103342	110052	
Deposit Accounts			225694		225694	215813	
PCC-owned bank balance	37417		291619		329036	328565	R&P
Diocesan Assigned Fees received						-	
<b>Total bank and deposit accounts</b>	<b>37417</b>		<b>291619</b>		<b>329036</b>	<b>328565</b>	
Wedding fees not yet received	-	-	-	-	-	0	
Local Authority grant for churchyard	-	-	-	-	-	0	
	-	-	-	-	-	0	
<b>Debtors</b>						0	
Endowment & Restricted	-	-	-	35174	35174	34346	
Investment assets at market value	-	-	-	35174	35174	34346	
	-	-	-	-	-	-	
Investment assets at cost	-	-	-	-	-	-	
<b>Total assets</b>	<b>37417</b>		<b>291619</b>	<b>35174</b>	<b>364210</b>	<b>362911</b>	
<b>Liabilities:</b>							
<b>Total liabilities</b>							

This Financial Report for the year ended 31st December 2024, including the notes following, was approved by the PCC and signed on its behalf by Reverend Heather Wilkin

  
.....

Date 19/3/25  
.....

## Notes to the Financial Report

1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

2 Analysis of total received

	Unrestricted		Restricted Fund/s	Total All Funds 2024	Total All Funds 2023	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Planned giving (excl. tax refunds)	32832	-	-	32832	34203	
Planned giving (no tax refunds)	22341	-	-	22341	7703	
Collections at all services and wall safe	6095	-	-	6095	8387	
Churchyard Donations	1330	-	-	1330	1572	
Gift Aid recovered	9554	-	-	9554	9353	
Sundry Donations and Appeals	3599	-	-	3599	9916	
Legacies	500	-	-	500	1000	
Grants	1480	-	0	1480	1350	
Charity Collection	479	-	0	479	584	
<b>Donations and legacies</b>	<b>78210</b>	<b>-</b>	<b>-</b>	<b>78210</b>	<b>74068</b>	
Fees for weddings & funerals	8605	-	-	8605	9425	
<b>Charitable activities</b>	<b>8605</b>	<b>-</b>	<b>-</b>	<b>8605</b>	<b>9425</b>	
Fetes and other fundraising activities	3958	-	-	3958	6304	
Emmaus receipts	164	-	-	164	280	
Sales of the parish magazine	2957	-	-	2957	3105	
HMRC Refund	0	-	-	0	0	
Lettings & Income Sharpthorne Hall	1404	-	-	1404	1678	
Magazine Advertisement fees	805	-	-	805	720	
Refunds and Insurance Receipts	783	-	0	783	2111	
<b>Other trading activities</b>	<b>10071</b>	<b>-</b>	<b>0</b>	<b>10071</b>	<b>14198</b>	
Bank & CBF deposit interest	106	0	7181	7287	3335	
CBF investment fund dividend	436	-	-	436	430	
Letting of investment property	-	-	-	-	-	
<b>Investments</b>	<b>542</b>	<b>0</b>	<b>7181</b>	<b>7723</b>	<b>3765</b>	
Contributions from All Saints Highbrook	727	-	-	727	926	
<b>Total received on all funds</b>	<b>98155</b>	<b>-</b>	<b>7181</b>	<b>105336</b>	<b>102202</b>	

## Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

## St Margaret of Antioch, West Hoathly

St Margaret of Antioch Church, North Lane, West Hoathly, RH19 4PP

Registered Charity no. 1164054

For the year ended 31st December 2024

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### Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations.

### Structure, governance and management of the charity

The Parochial Church Council (referred to throughout as "the PCC") is a registered charity, registered number 1164054.

During the year the following served as members of the Parochial Church Council:

Ex Officio members

Incumbent & Chairman: The Reverend Heather Wilkin

Churchwardens: Mrs Ann Hutchings Mr Tim Baker

Deanery Synod Representatives - Mrs Karen Blackman & Mrs Ann Hutchings

Elected members:, Mrs Lindsay Shurvell, Mrs Sarah Pigram (Secretary), Mrs Bev Mager, Mr Jaime Reed, Mrs Christine Field (from May 2024) and Mrs Tina Allen - Treasurer

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and up to 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure balance of skills and experience where possible.

The parish forms part of a Benefice with All Saints', Highbrook who are administered by their own PCC, but share the same incumbent. Under a Pastoral Measure 1968, it was declared that the two Parishes "shall remain distinct". The parishes worship together when there is a fifth Sunday in the month.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by

Reverend Heather Wilkin .....  
Date.....

# St Margaret's Church West Hoathly registered charity number 1164054

## Notes to the Financial Report

### 3 Analysis of total paid

	Unrestricted		Restricted	Total	Total	Notes
	General	Designated		All Funds	All Funds	
	Fund	Funds	Fund/s	2024	2023	
	£	£	£	£	£	
Street Fair expenses		-	-		1691	
Concert posters & musicians expenses	1146	-	-	1146	84	
Other appeals expenses	-	-	-	-	0	
<b>Cost of raising funds</b>	<b>1146</b>	<b>-</b>	<b>-</b>	<b>1146</b>	<b>1775</b>	
Charitable grants and donations	479	-	-	479	584	
Parish share to Chichester Diocese	67879	-	-	67879	59096	4
Salaries and honoraria incl NI	600	-	-	600	600	5
Clergy and other people's expenses	-	-	-	-	148	
Mission & evangelism costs	1715	-	-	1801	3219	
Sunday school/Children's work	195	-	-	195	620	
Insurance	2955	-	-	2955	2574	
Water, Gas, Electricity, and Oil	2842	-	-	2842	2119	
Printing & photocopying	407	-	-	407		
Vicarage Expenses	4995	-	-	4995	118	
Churchyard Maintenance	5985	-	-	5985	7663	
Church maintenance & redecoration	3062	-	-	3062	2093	
Extension Project Costs				5043	-	
Parish Fees	3566	5043	-	3566	-	
<b>Charitable costs</b>	<b>94680</b>	<b>5043</b>	<b>-</b>	<b>99723</b>	<b>78832</b>	
	-	-	-	-	-	
	-	-	-	-	-	
Sharpthorne Hall Running Costs	1286	-	-	1286	1124	
Magazine expenses	2650	-	-	2650	2585	
Admin and Bank Charges	60	-	-	60	66	
Depreciation	-	-	-	-	-	
<b>Trading costs</b>	<b>3996</b>	<b>-</b>	<b>-</b>	<b>3996</b>	<b>3775</b>	
Other payments						
<b>Total paid on all funds</b>	<b>99822</b>	<b>5043</b>	<b>-</b>	<b>104865</b>	<b>84382</b>	

4 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The full cost of parish ministry for the Benefice amounts to £81455.

## Notes to the Financial Report

### 5 Payments to PCC employees:

	2024	2023
	£	£
Wages, salaries and honoraria	600	600
Employer National Insurance		
Employer pension contributions		
	600	600

### 6 Payments to PCC members:

- a) Clergy support: Council tax £4995, Water £0
- b) 5 members received reimbursement for parish expenses amounting in total to £189

### 7 Transactions with persons related to PCC members:

A payment of £3600 was made to a relative of a PCC member for churchyard maintenance.

### 8 Transactions with related charities:

The Friends of West Hoathly Churchyard make donations to the PCC.

### 9 Statement of funds:

*Endowed funds are required by the donors to be invested and the income spent on specific objectives*

**The Bonsey Endowment Fund** The market value of the fund as at 31st December 2024 was £23215.19. The accrued income of the fund is used by the Diocese to reduce Stipendiary costs.

**The Chancel Trust** The Chancel Trust that is held by the Diocesan Board for the benefit of St. Margaret's PCC, West Hoathly is invested in 242.82 CBF Investment Fund (Income) Shares and the Diocese advised in December 2019 that this should not be shown in the PCC accounts. Income received from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel. Accumulated grant income not yet received from Chichester DBF and included in debtors amounted to £1522.52 at 31<sup>st</sup> December 2024 (£1445.99 in 2023)

**The Churchyard Trust** The Churchyard Trust is held by the Diocesan Board and is invested in 240 CBF Investment Fund (Income) Shares that had a market value of £5549.45 at 31st December 2024. The fund is invested in the Churchyard Fund in accordance with the purposes of the Churchyard Trust.

Investments – **The Clock Field Fund** The Clock Field Fund of which the PCC is the beneficiary is invested in 240.8 income units in the Charities Official Investment Fund valued at £4886.63 on 31st December 2024. Income from the Fund in 2023 was used in accordance with the purposes of the Clock Field Fund.

*Restricted funds are not invested permanently but are to be spent within reasonable timescales*

The restricted funds comprise the Extension Fund

*Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides*

*The summary of all funds appears on the next page*

### *Spatial reordering of the church building and future projects*

We seek to finalise plans for the facilities project that has been in progress for many years and pray that we find a solution to a scaled down more affordable version of our initial plans. We were granted the necessary planning permission for a small part of this project, and very encouraging advice from the Diocesan Advisory Committee. The priority is the provision of well-needed toilet facilities to our church.

### 2024 Church and Churchyard Report to the APCM

In May 2024 Archdeacon Angela Martin conducted a visitation at the parish, inspecting the registers, documentation and meeting with the Vicar, churchwardens, and members of the PCC. This was a positive experience and gave us encouragement.

St Margaret's is known for its well-kept Churchyard, one of the best in Sussex and we are grateful to all who help with the upkeep. The monthly volunteer working party, often in excess of six volunteers, does a fantastic job of general maintenance including planting, clearing away the results of windy days, weed clearing, and branch trimming.

The PCC would like to express their thanks to all the volunteers involved and to Derek Shurvell who leads the team. In addition, the PCC would like to record their thanks to The Friends of the Churchyard Trust who continue to support the work around the Churchyard with both encouragement and financial support.

### Financial Review

Thanks to the generosity of our church community we sustained our income level in 2024. The PCC made the decision to transfer funds from the general fund into the restricted building fund as they anticipate further progress with the building project in the coming months.

### *Sharing the ministry costs of the Diocese of Chichester*

The largest expenditure of the PCC was the sum of £67879 paid to the diocese for our share of all churches' Parish Ministry Costs – this is a significant increase on 2023 and we are grateful to all those members of our congregation and wider community that give to the church and enable this payment to be made. This amount covers the housing, stipend and pension costs of the clergy and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. The United Benefice of All Saints Highbrook and St Margaret of Antioch, West Hoathly once again met the Parish Share in full

### *Staff costs*

The PCC pays for a cleaner and a caretaker of the churchyard.

### *Trustee payments and expenses*

Expense are paid to clergy and PCC members for expenditure relating to the mission of the church and to Mrs Lindsay Shurvell for the maintenance of Sharpthorne Hall.

local 'Finche Field' and an 'Evening with Andrew Bourn'. A Pancake Party, Light Party and lantern making for families were enjoyed by families. Towards the end of the year we began to hold coffee mornings, once a month, which were tremendously successful in bringing the community together.

The Chronicle magazine (which advertises village events and articles about village life) has continued to be sponsored by St Margaret's Church and has a member of the congregation on the Editorial Team. It is distributed by volunteers to all subscribers in the parish.

### ***The church building for people to enjoy***

The church has once more been open to the public every day during daylight hours for those seeking a place for prayers, peace and tranquillity.

A range of prayer resources are available in church and this year were enhanced to help people to spend time in the presence of God. Visitors also have access to a range of historical information about the church. Many people visit this place, and its beautiful churchyard, and we hope that our welcome brings them closer to feeling the presence of God.

The parish was delighted to achieve a bronze Eco Award this year, which recognised the level of care we have for our environment.

### ***Provision of tangible support to the poor and needy***

Church, school and community members responded to the great need by donating to the Basket of Blessing, in the church porch. The donations have continued to be given to the local food bank in East Grinstead, Crawley Open House homeless project and Family Support Work in Chichester. Church members have also show initiative with their own projects to support local Food Banks and projects.

In addition, we have continued to support Refugees Welcome Crawley and a donation box in for this purpose has been placed in the church porch, with their monthly 'wish list' on display so donations can be carefully chosen.

### ***Other charitable giving***

Sharpthorne Hall has continued to be maintained by the church and continues to be usually used for church and community events.

The church family has supported many other mission and charitable societies including locally, the Good Companions, the Senior Citizens Christmas Lunch, The Children's Society, The Royal British Legion Poppy Appeal and Christian Aid, to name but a few. People have also been encouraged to support the Disasters Emergency Committee (DEC) appeals throughout the year.

## **St Margaret's Church West Hoathly** registered charity number 1164054 **Notes to the Financial Report**

### 10 Summary of funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2024	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2024
	£	£	£	£	£
Bonseley Fund	22696		-	519	23215
Churchyard Trust	5425		-	124	5549
Clock Field Fund	4779		-	108	4887
<b>Total of all endowed funds</b>	<b>32900</b>	<b>-</b>	<b>-</b>	<b>751</b>	<b>33651</b>
Chancel Trust	1446		-	77	1523
Extension Fund	264481	7181	-5043	25000	291619
<b>Total of all restricted funds</b>	<b>298827</b>	<b>7181</b>	<b>5043</b>	<b>25828</b>	<b>326793</b>
General fund	64084	98155	99822	-25000	37417
<b>Total of all unrestricted funds</b>	<b>64084</b>	<b>98155</b>	<b>99822</b>	<b>-25000</b>	<b>37417</b>
<b>Total funds</b>	<b>362911</b>	<b>105336</b>	<b>104865</b>	<b>828</b>	<b>364210</b>

# Independent Examiner's Report to the PCC of St Margaret of Antioch, West Hoathly for the Year Ended 31<sup>st</sup> December 2024

**NB: To change the wording above double-click the words then delete this instruction**

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Margaret of Antioch, West Hoathly, on the annual report for the year ended 31<sup>st</sup> December 2024 set out on pages 8 to 13

**Respective responsibilities of trustees and examiner**

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

**Basis of independent examiner's statement**

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the (brackets) if they do not apply*

**Examiner's signature**

*Marion A Jones*

**Examiner's name** CAPITALS

MARION A JONES

**Date**

25 APRIL 2025

**Relevant professional qualification(s) or body**  
if any

AMICB

**Examiner's address**

6, GLENTON PLACE, TOP ROAD  
SHARPTHORNE, RH19 4HU

Diocese. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

Members of the church attended a deanery study morning led by Rev'd Dr Earl Collins, on the New Testament.

During Lent, a study course took place, led by the Vicar, which used objects of dust, bread, the cross and oil to deepen our relationship with God at this time. In the autumn, the Vicar led a study morning on the Old Testament, responding to a request from church members.

**Evangelism and outreach**

Our year began in January with the organisation of a 'Thank You' party for all in the community who contribute to the church in various ways. This was very successful and will form part of the annual calendar going forwards. It is impossible list the number of 'thank you's due to all those who contribute to St Margarets, aside from saying: 'Thank you, everyone'.

We have continued to work closely with West Hoathly CE Primary School, which is a church-controlled school with a distinctly Christian ethos. It was delightful to welcome Mrs Dann as the new headteacher in January 2024, and a good relationship with her has developed. This year, the school was subject to a SIAMS inspection, which was extremely positive and stated that, 'there is strong collaboration between the school and St Margaret's church'. Our Vicar is an ex-officio governor at the school, and one of our church family members continues to be a Foundation Governor.

Collective Worship in the school is led every other week by Rev'd Heather and in addition, the school visited the church for collective worship at Easter, Harvest and Christmas. As in previous years, the church family donated Bibles to each child in Year 6 at a leavers' service in July.

A service to commemorate the 80<sup>th</sup> anniversary of D Day and beacon lighting was held in a local park and a service Remembrance Sunday was held in church, organised in conjunction with the Royal British Legion.

A display, with the names of those baptised written on wooden fish, in a net, was created this year. When anniversary of baptism cards are sent, families are invited to return to St Margaret's and collect their fish.

A number of social and fundraising events took place this year: a Spring Fair in the church, an Autumn Fair at the Sharptorne Hall, a summer celebration for the community in the

Our worship is enhanced by committed and loyal musicians: an organist and music group of piano, flutes, guitar, and occasional drums, so the music style varies each week, allowing for a wider range of hymns and worships songs.

The annual 'Carols in the Square' service for the whole community attracted more participants than ever before and enhanced by the kind sponsorship of a portable sound system by a church member. The 'angel' which was projected onto the church during December, proved an effective focal point for the community's celebration of Christmas and linked with the deanery's 'Inspiring Angels' initiative.

During the week before Christmas, we invited those who had been bereaved during the last year, along with all in the community who wished to reflect on those they had lost, to a drop in time of reflection: to light a candle and to add an angel to a remembrance Christmas tree. This was warmly received by many in the village who would not usually attend worship services.

The Christingle Service on Christmas Eve, also saw an increase in numbers, with crowds struggling to fit into the church. Because of the volume of services in this and the other church in the benefice, midnight mass was not offered, but a Christmas Eucharist took place on Christmas day. This will be reviewed next year.

Services took place to mark Holy Week and Easter, including a children's churchyard trail that finished at the cross.

The parish were delighted that our ALM in pastoral care completed her training in Spring, and since then has offered friendly chats, delivery of the church notices and taking the Holy Communion to people who were unable through sickness or frailty to be present in church. She also provides support to the bereaved in terms of sending cards and inviting them to services to remember loved ones: on All Souls' Day and at Christmas.

The Vicar recorded an online series of prayer walks, called 'Autumn Ramblings' which were available to the community via the church's facebook page.

The team of bellringers have once more been ringing every other Sunday and have been supported by ringers from St Peter's, Ardingly. The bells have also been rung to mark special moments during the past year, including the 80<sup>th</sup> anniversary of D Day, as well as inviting people to worship.

***Teaching, baptising and nurturing new and existing believers***

During the year there have been 3 weddings; 8 church funerals; 3 funerals taken by the Vicar at the local crematorium; 8 burials of ashes and 5 baptisms. One candidate was prepared for confirmation and subsequently confirmed at St Peter's, Brighton with others from the

## Independent Examiner's Report to the PCC of St Margaret of Antioch, West Hoathly for the Year Ended 31<sup>st</sup> December 2024

Section B	Disclosure
<p>Give here brief details of any items that the examiner wishes to disclose</p>	<p>Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)</p>

## **What we achieved and how we affected beneficiaries' lives**

### ***Worship and Prayer***

St Margaret's is the village parish church in the middle of West Hoathly and also serves the neighbouring village of Sharpthorne and the surrounding countryside. Regular attenders come from both villages and, alongside the wider members of the community, have a strong historical connection to the church, which is seen as a place of worship and a space where people can come for peace and sanctuary. We are blessed with a beautiful church building and stunning, well-maintained, churchyard which remains open for burials.

There are currently 72 people on the Electoral Roll, and of those, 11 reside outside the parish. The usual weekly attendance in 2024 was 32 adults and 10 children.

St Margaret's continued to have an energetic group of individuals who were happy to offer their services as flower arrangers, welcomers, reading, leading intercessions, administering the chalice (as authorised Lay Ministers of Communion) gathering the offertory collection and serving refreshments at the end of services. A volunteer provides admin. support largely by the production of the weekly Benefice Notices and supporting the compilation of the Sunday intercessions.

Our main Sunday service continued to be a 10.30am service of Holy Communion modern language with a sermon. On the first Sunday of the month, our worship remains Eucharistic, but less formal. A mid-week service of Holy Communion takes place on most Wednesdays (once a month it is on a Thursday), attendance at which has been sparse, but it is considered important to retain this act of worship for the spiritual wellbeing of those who value it. A service of Evening Prayer takes place each week on a Friday, and attendance ranges between 8 and 10 people. It is a further opportunity to pray for the needs of the church, world and parish, and to pray the prayers left by members of the public on our prayer tree. In addition, we have continued to offer a rich variety of seasonal worship to match all needs from Mothering Sunday to Remembrance Sunday and Harvest.

We actively enjoy the presence of children at church and the proportion of children to adults at our worship (1:3) is a great strength and accommodating their needs reminds us that we are one body in Christ. On the second, third and fourth Sundays in the month, the Sunday Club meets during the main service, and shares their work with us on their return. This has continued to provide the children with a time of worship and teaching appropriate for their age and has continued to be led by an Authorised Lay Minister (ALM, Children, Family & Youth). The ALM also shares the leadership of the Emmaus Youth Club, which has met throughout the year, enjoying a wide variety of activities. This youth work creates a vital bridge into the community and supports a village where activities for young people locally are few.

# St Margaret of Antioch

## Trustees Annual Report for 2024

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### Our aims and purposes as a charity

The PCC has responsibility for co-operating with the Incumbent, Reverend Heather Wilkin in:

- The promotion the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting the ecclesiastical parish the whole mission of the church, pastoral, social, evangelistic, and ecumenical.
- To know, love and follow Jesus better and to help others do the same;
- Practical support and care for people in the parish of all ages irrespective of their age, gender, sexuality, age, colour or financial situation;
- Providing support to those in need and, to other organisations with similar objectives.

The PCC also contributes to some of the running costs of a separately constituted charity known as Sharpthorne Hall.

### What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

St Margaret's Church Mission Action Plan follows the strategy and vision of the Diocese of Chichester:

To be MORE OPEN, MORE CONVERTED TO JESUS CHRIST, MORE GENEROUS and MORE ENGAGED

This included the drawing in of members of our community on the fringes of church; development of our worship services; the growth of our work with children and young people; fundraising for ministry costs as well as for specific projects; completion of the facilities project and to find new ways to work in conjunction with the local community.

# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Margaret of Antioch, West Hoathly

St Margaret of Antioch Church, North Lane, West Hoathly, RH19 4PP

Registered Charity no. 1164054

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**For the year ended 31st December 2024**

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<b>9</b>	Statement of financial receipts and payments
<b>10</b>	Statement of assets and liabilities
<b>11</b>	Notes to the accounts
<b>15</b>	Report of the independent examiner

Website: <http://westhoathly.org.uk/>

Vicar: The Reverend Heather Wilkin

Independent  
examiner: Mrs M Jones  
6 Glenham Place, Sharpthorne, West Sussex, RH19 4HU

Bankers: CAF Bank, 25 Kings Hill Avenue, West Malling. ME19 4JQ &  
Lloyds Bank East Grinstead. The PCC also maintains deposit  
accounts at the Nationwide Building Society.

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# Accounts

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# Independent Examiner's Report to the PCC of St Margaret of Antioch, West Hoathly for the Year Ended 31<sup>st</sup> December 2023

Section B	Disclosure
Give here brief details of any items that the examiner wishes to disclose	Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

## Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

## St Margaret of Antioch, West Hoathly

St Margaret of Antioch Church, North Lane, West Hoathly, RH19 4PP

Registered Charity no. 1164054

For the year ended 31st December 2023

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16	Report of the independent examiner

Website: <http://westhoathly.org.uk/>

Vicar: The Reverend Heather Wilkin from 5th September 2023  
In Vacancy (to 5<sup>th</sup> September 2023)

Independent examiner: Mrs M Jones  
6 Glenham Place, Sharpthorne, West Sussex, RH19 4HU

Bankers: CAF Bank, 25 Kings Hill Avenue, West Malling. ME19 4JQ & Lloyds Bank East Grinstead. The PCC also maintains deposit accounts at the Nationwide Building Society.

# St Margaret of Antioch Trustees Annual Report for 2023

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## What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

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This included the drawing in of members of our community on the fringes of church; development of our worship services; the growth of our work with children and young people; fundraising for ministry costs as well as for specific projects; completion of the facilities project and to find new ways to work in conjunction with the local community.

During the first half of this year, the parish was in interregnum, and relied heavily on the hard work undertaken by the churchwardens, church members and clergy who assisted

# Independent Examiner's Report to the PCC of St Margaret of Antioch, West Hoathly for the Year Ended 31<sup>st</sup> December 2023

**NB: To change the wording above double-click the words then delete this instruction**

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Margaret of Antioch, West Hoathly, on the annual report for the year ended 31<sup>st</sup> December 2021 set out on pages 8 to 13

## Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

## Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

## Independent examiner's statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the (brackets) if they do not apply*

Examiner's signature

*Marion A Jones*

Examiner's name CAPITALS

MRS MARION A JONES

Date

6 May 2024

Relevant professional qualification(s) or body if any

6 CLONHAM PLACE, TOP ROAD

Examiner's address

SHARP THORNE, RH19 4HU

## Notes to the Financial Report

### 15 Summary of funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2023	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2023
	£	£	£	£	£
Bonsey Fund	20744	-	-	1952	22696
Churchyard Trust	5017	-	-	408	5425
Clock Field Fund	4377	-	-	402	4779
<b>Total of all endowed funds</b>	<b>30138</b>	<b>-</b>	<b>-</b>	<b>2762</b>	<b>32900</b>
Chancel Trust	1401	-	-	45	1446
Extension Fund	261244	3237	-	-	264481
<b>Total of all restricted funds</b>	<b>292783</b>	<b>3237</b>		<b>2807</b>	<b>298827</b>
General fund	49501	98965	84382	-	64084
<b>Total of all unrestricted funds</b>	<b>49501</b>	<b>98965</b>	<b>84382</b>	<b>-</b>	<b>64084</b>
<b>Total funds</b>	<b>342284</b>	<b>102202</b>	<b>84382</b>	<b>2807</b>	<b>362911</b>

during this time. After the suspension of presentation had been lifted in 2022, the parish was able to welcome a new vicar. Rev'd Heather Wilkin was inducted and installed on 5<sup>th</sup> September 2023.

### What we achieved and how we affected beneficiaries' lives

#### Attendance at worship

St Margaret's is the village parish church in the middle of West Hoathly, and also serves the neighbouring village of Sharpthorne. Regular attenders come from both villages and both the congregation and wider members of the community have a strong historical connection to the church, which is seen as a place of worship and a community hub, where people can come for peace and sanctuary. St Margaret's is blessed with a beautiful church building and stunning well-maintained churchyard which remains open to burials.

There are currently 72 people on the Electoral Roll, and of those, 10 reside outside the parish. The usual weekly attendance in 2023 was 33 adults and 8 children.

St Margaret's continued to have an energetic group of individuals who were happy to offer their services as flower arrangers, welcomers, reading, leading intercessions, administering the chalice (as authorised Lay Ministers of Communion) gathering the offertory collection and serving refreshments at the end of services. A volunteer provides admin. support largely by the production of the weekly Benefice Notices and a paper copy of the readings for our readers each week.

Our main Sunday service continued to be a 10.30am service of Holy Communion modern language with a sermon. On the first Sunday of the month, our worship remains Eucharistic, but less formal and the intention is to develop this informality further in 2024 and beyond. A service of Evening Prayer takes place each week on a Friday, and attendance ranges between 5 and 10 people. In addition, we have continued to offer a rich variety of seasonal worship to match all needs from Mothering Sunday to Remembrance Sunday and Harvest.

We actively enjoy the presence of children at church. On the second, third and fourth Sundays in the month, the Sunday Club meets during the main service, and shares their work with us on their return. This has continued to provide the children with a time of worship and teaching appropriate for their age and has continued to be led by an Authorised Lay Minister (ALM, Children, Family & Youth). The ALM also shares the leadership of the Emmaus Youth Club, which has met throughout the year, enjoying a wide variety of activities. This youth work creates a vital bridge into the community and supports a village where activities for young people locally are few.

Our worship is enhanced by a committed and loyal organist and an enthusiastic music group of piano, flutes, guitar, and occasional drums, so the music style has varied each week, allowing for a wider range of hymns and worships songs.

The annual 'Carols in the Square' service for the whole community attracted more participants than ever before and enhanced by the kind sponsorship of a portable sound system by a church member. The 'star' which was projected onto the church during December, proved an effective focal point for the community's celebration of Christmas.

The Christingle Service on Christmas Eve, also saw an increase in numbers, with crowds struggling to fit into the church. Following the vacancy, midnight mass was resumed, as well as the usual worship services on Christmas day.

The team of bellringers have once more been ringing every other Sunday and have been supported by ringers from St Peter's, Ardingly. The bells have also been rung to mark special moments during the past year, as well as inviting people to worship.

### **Teaching, baptising and nurturing new and existing believers**

During the year there have been 4 weddings; 5 church funerals; 9 burials of ashes and 1 baptism. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

Due to the vacancy, there was no Lent course, but this will return in 2024.

### **Evangelism and outreach**

We have continued to work closely with West Hoathly CE Primary School, which is a church-controlled school and has a distinctly Christian ethos. The church has supported the school during a change of leadership: supporting an acting head installed at very short notice, and in the recruitment of a new headteacher, in place by January 2024. Our Vicar is an ex-officio governor at the school, and one of our church family members continues to be a Foundation Governor.

During the vacancy, Collective Worship in the school was led by local clergy, and then by Rev'd Heather on her appointment in September 2023. In addition, the school visited the church for services on Ash Wednesday and Pentecost plus the Leavers' Service in July and a Harvest Thanksgiving Celebration in October. As in previous years, the church family donated Bibles to each Year 6 leavers.

A service Remembrance Sunday, organised in conjunction with the Royal British Legion was very well attended, and showed how the relationship between church and community in this place is very connected.

We continued to send out Anniversary of Baptism cards to every child baptised at St Margaret's. Accompanying the card is an invitation for them, their families, and Godparents

## **Notes to the Financial Report**

### **11 Payments to PCC employees:**

	2023	2022
	£	£
Wages, salaries and honoraria	600	600
Employer National Insurance		
Employer pension contributions		
	600	600

### **12 Payments to PCC members:**

- a) Clergy support: Council tax £0, Water £91
- b) 5 members received reimbursement for parish expenses amounting in total to £576

### **13 Transactions with persons related to PCC members:**

A payment of £3600 was made to a relative of a PCC member for churchyard maintenance.

### **14 Transactions with related charities:**

The Friends of West Hoathly Churchyard make donations to the PCC.

### **15 Statement of funds:**

*Endowed funds are required by the donors to be invested and the income spent on specific objectives*

**The Bonsey Endowment Fund** The market value of the fund as at 31st December 2023 was £22695.72. The accrued income of the fund is used by the Diocese to reduce Stipendiary costs.

**The Chancel Trust** The Chancel Trust that is held by the Diocesan Board for the benefit of St. Margaret's PCC, West Hoathly is invested in 242.82 CBF Investment Fund (Income) Shares and the Diocese advised in December 2019 that this should not be shown in the PCC accounts. Income received from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel. Accumulated grant income not yet received from Chichester DBF and included in debtors amounted to £1445.99 at 31<sup>st</sup> December 2023 (£1401.15 in 2022)

**The Churchyard Trust** The Churchyard Trust is held by the Diocesan Board and is invested in 240 CBF Investment Fund (Income) Shares that had a market value of £5425.27 at 31st December 2023. The fund is invested in the Churchyard Fund in accordance with the purposes of the Churchyard Trust.

Investments – **The Clock Field Fund** The Clock Field Fund of which the PCC is the beneficiary is invested in 240.8 income units in the Charities Official Investment Fund valued at £4778.68 on 31st December 2023. Income from the Fund in 2023 was used in accordance with the purposes of the Clock Field Fund.

*Restricted funds are not invested permanently but are to be spent within reasonable timescales*

The restricted funds comprise the Extension Fund

*Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides*

The designated funds comprise the monies raised or received for the repairs in the churchyard.

*The summary of all funds appears on the next page*

## Notes to the Financial Report

### 5 Analysis of total paid

	Unrestricted		Restricted	Total All Funds	Total All Funds	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Street Fair expenses	1691	-	-	1691	-	
Concert posters & musicians expenses	84	-	-	84	881	
Other appeals expenses	-	-	-	-	25	
<b>Cost of raising funds</b>	<b>1775</b>	-	-	<b>1775</b>	906	
Charitable grants and donations	584	-	-	584	1505	
Parish share to Chichester Diocese	59096	-	-	59096	47500	6
Salaries and honoraria incl NI	600	-	-	600	600	11
Clergy and other people's expenses	148	-	-	148	2889	
Mission & evangelism costs	3219	-	-	3219	4648	
Sunday school/Children's work	620	-	-	620	84	
Insurance	2574	-	-	2574	2399	
Water, Gas, Electricity, and Oil	2118	-	-	2119	3153	
Printing & photocopying	-	-	-	-	258	
Vicarage Expenses	118	-	-	118	2984	
Churchyard Maintenance	7663	-	-	7663	18899	
Church maintenance & redecoration	2092	-	-	2093	1740	
Extension Project Costs	-	-	-	-	-	
Parish Fees	-	-	-	-	3951	
<b>Charitable costs</b>	<b>78832</b>	-	-	<b>78832</b>	90610	
	-	-	-	-	-	
	-	-	-	-	-	
Sharpthorne Hall Running Costs	1124	-	-	1124	2004	
Magazine expenses	2585	-	-	2585	1872	
Admin and Bank Charges	66	-	-	66	215	
Depreciation	-	-	-	-	-	
<b>Trading costs</b>	<b>3775</b>	-	-	<b>3775</b>	4091	
Other payments						
<b>Total paid on all funds</b>	<b>84382</b>	0	-	<b>84382</b>	95607	

6 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The full cost of parish ministry for the Benefice amounts to £78795.

to come to St Margaret's to celebrate the anniversary, with details of our Sunday provision for children included in the invitation.

Outreach has included a number of social and fundraising events through the year which has included a Coronation Fair, for which Mid Sussex County Council awarded us a grant of £650. In September, a further fair was held in the church. There have also been concerts, a Pancake Party, a Light Party and lantern making for families.

The Chronicle magazine (which incorporates all of the village events and articles about village life) has continued to be sponsored by St Margaret's Church and still has a member of the congregation on the Editorial Team. It has continued to be distributed by volunteers to all subscribers in the parish. This has helped to maintain links between the church family and the community and has proved to be a good communication link too.

Monthly Churchyard working parties, to keep the church grounds looking smart and loved, have continued to take place throughout the year. These have been well attended by members of the congregation as well as many loyal supporters from our community. As well as reflecting our responsibility as Christians to be good stewards in caring for God's creation, these working parties provide fellowship, companionship and help foster community spirit.

### *The church building for people to enjoy*

The church has once more been open to the public every day during daylight hours for those seeking a place for prayers, peace and tranquility. During the Vacancy we had a dedicated team of people who unlock and lock up each day until the installation of Rev'd Heather.

A range of prayer resources are available in church to help people to spend time in the presence of God. An example of this is a booklet of suggestions on how the church architecture can be used to lead people into deeper prayer. Visitors also have access to a range of historical information about the church. Many people visit this place, and its beautiful churchyard, and we hope that our welcome brings them closer to feeling the presence of God.

### *Provision of pastoral care for people living in the parish*

During the vacancy, members of the pastoral visiting team, offered friendly chats, deliver of the church notices and taking the Holy Communion to people who were unable through sickness or frailty to be present in church. In September, the PCC recommended a member of this team to begin training as a pastoral Authorised Lay Minister. This is due to be completed by April 2024.

### *Provision of tangible support to the poor and needy*

Church, school and community members responded to the great need by donating to the Basket of Blessing, in the church porch. The donations have continued to be given to the local food bank in East Grinstead, Crawley Open House homeless project and Family Support Work in Chichester. Church members have also show initiative with their own projects to support local Food Banks and projects.

In addition, we have continued to support Refugees Welcome Crawley and a donation box in for this purpose has been placed in the church porch, with their monthly 'wish list' on display so donations can be carefully chosen.

### Other charitable giving

Sharpthorne Hall has continued to be maintained by the church and continues to be usually used for PCC meetings, church and community events.

The church family has supported many other mission and charitable societies including locally, the Good Companions, the Senior Citizens Christmas Lunch, The Children's Society, The Royal British Legion Poppy Appeal and Christian Aid, to name but a few. People have also been encouraged to support the Disasters Emergency Committee (DEC) appeals throughout the year.

### Spatial reordering of the church building and future projects

We seek to finalise plans for the facilities project that has been in progress for many years and pray that we find a solution to a scaled down more affordable version of our initial plans. Our vision is to commence work in 2024 on a project that we can afford, the priority being the provision of well needed toilet facilities to our church.

### 2023 Church and Churchyard Report to the APCM

St Margaret's is known for its well-kept Churchyard, one of the best in Sussex and we are grateful to all who help with the upkeep. The monthly volunteer working party, often in excess of six volunteers, does a fantastic job of general maintenance including planting, clearing away the results of windy days, weed clearing, and branch trimming.

The PCC would like to express their thanks to all the volunteers involved and to Derek Shurvell who leads the team. In addition, the PCC would like to record their thanks to The Friends of the Churchyard Trust who continue to support the work around the Churchyard with both encouragement and financial support.

A new handrail, made by local blacksmith's Anvils of Sharpthorne, was installed in the spring, again supported by the Friends of the Churchyard Trust.

## Notes to the Financial Report

1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

2 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal. The Horsham Stone has been released and the funds received back into the account.

3 Analysis of total received

	Unrestricted		Restricted	Total	Total	Notes
	General	Designated				
	Fund	Funds	Fund/s	2023	2022	
	£	£	£	£	£	
Planned giving (excl. tax refunds)	34203	-	-	34203	32827	
Planned giving (no tax refunds)	7703	-	-	7703	2533	
Collections at all services and wall safe	8387	-	-	8387	10887	
Churchyard Donations	1572	-	-	1572	8065	
Gift Aid recovered	9353	-	-	9353	9919	
Sundry Donations and Appeals	9910	-	6	9916	6173	
Legacies	1000	-	-	1000	0	
Grants	1350	-	0	1350	1300	
Charity Collection	584	-	-	584	244	
<b>Donations and legacies</b>	<b>74062</b>	<b>-</b>	<b>6</b>	<b>74068</b>	<b>71948</b>	
Fees for weddings & funerals	9245	-	-	9245	13049	
<b>Charitable activities</b>	<b>9245</b>	<b>-</b>	<b>-</b>	<b>9245</b>	<b>13049</b>	
Fetes and other fundraising activities	6304	-	-	6304	5760	
Emmaus receipts	280	-	-	280	384	
Sales of the parish magazine	3105	-	-	3105	3695	
HMRC Refund	0	-	-	0	0	
Lettings & Income Sharpthorne Hall	1678	-	-	1678	979	
Magazine Advertisement fees	720	-	-	720	560	
Refunds and Insurance Receipts	2111	-	0	2111	8140	
<b>Other trading activities</b>	<b>14198</b>	<b>-</b>	<b>0</b>	<b>14198</b>	<b>19518</b>	
Bank & CBF deposit interest	104	0	3231	3335	716	
CBF investment fund dividend	430	-	-	430	297	
Letting of investment property	-	-	-	-	-	
<b>Investments</b>	<b>534</b>	<b>0</b>	<b>3231</b>	<b>3765</b>	<b>1013</b>	
Contributions from All Saints Highbrook	926	-	-	926	1084	
<b>Total received on all funds</b>	<b>98965</b>	<b>-</b>	<b>3237</b>	<b>102202</b>	<b>106612</b>	

## Statement of Assets and Liabilities

Our financial position at the year-end was

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2023	All Funds 2022	
	£	£	£	£	£	£	
<b>Assets:</b>							
Bank current account	64084		45968		110052	95463	
Deposit Accounts			218513		215813	215282	
PCC-owned bank balance	64084		264481		328565	310745	R&P
Diocesan Assigned Fees received						-	
<b>Total bank and deposit accounts</b>	<b>64084</b>		<b>264481</b>		<b>328565</b>	<b>310745</b>	
Wedding fees not yet received	-	-	-	-	-	0	
Local Authority grant for churchyard	-	-	-	-	-	0	
	-	-	-	-	-	0	
<b>Debtors</b>	<b>-</b>	<b>-</b>				<b>0</b>	
Endowment & Restricted	-	-	-	34346	34346	31539	
Investment assets at market value	-	-	-	34346	34346	31539	
	-	-	-	-	-	-	
Investment assets at cost	-	-	-	-	-	-	
	-	-	-	-	-	-	
<b>Total assets</b>	<b>64084</b>		<b>264481</b>	<b>34346</b>	<b>362911</b>	<b>342284</b>	
<b>Liabilities:</b>							
	-	-	-	-	-	-	
<b>Total liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

This Financial Report for the year ended 31st December 2023, including the notes following, was approved by the PCC and signed on its behalf by Reverend Heather Wilkin

.....  
Date 21/3/24

## Financial Review

Thanks to a Stewardship Campaign led by Derek Shurvell giving was increased throughout 2023 with a further increase in the number of donations being received through the Parish Giving Scheme. The Goodbox device for electronic giving in the church continues to be effective and income through this medium was sustained.

### Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £59096 paid to the diocese for our share of all churches' Parish Ministry Costs – this is a significant increase on 2022 and we are grateful to all those members of our congregation and wider community that give to the church and enable this payment to be made. This amount covers the housing, stipend and pension costs of the clergy and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. The United Benefice of All Saints Highbrook and St Margaret of Antioch, West Hoathly met the Parish Share in full for the first time in several years.

### Staff costs

The PCC pays for a cleaner and a caretaker of the churchyard.

### Trustee payments and expenses

Expense are paid to clergy and PCC members for expenditure relating to the mission of the church and to Mrs Lindsay Shurvell for the maintenance of Sharpthorne Hall.

### Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations.

## Structure, governance and management of the charity

The Parochial Church Council (referred to throughout as "the PCC") is a registered charity, registered number 1164054.

During the year the following served as members of the Parochial Church Council:

Ex Officio members

Incumbent & Chairman: The Reverend Heather Wilkin (from September)

Churchwardens: Mrs Ruth Pitcairn (to May 2023) Mrs Ann Hutchings Mr Tim Baker (from May 2023)

Deanery Synod Representative - Mrs Karen Blackman

Elected members: Mrs Lindsay Shurvell, Mrs Karen Blackman, Mrs Sarah Pigram (Secretary), Mr Eddie Saunders (to January 2023), Mrs Bev Mager (from May 2023), Mr Jaime Reed (from May 2023), Mr Simon Chalk (May 2023-November 2023) and Mrs Tina Allen - Treasurer

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and up to 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure balance of skills and experience where possible.

The parish forms part of a Benefice with All Saints', Highbrook who are administered by their own PCC, but share the same incumbent. Under a Pastoral Measure 1968, it was declared that the two Parishes "shall remain distinct".

This Trustees' Annual Report was approved by the PCC and signed on their behalf by

Reverend Heather Wilkin .....  
Date 21/3/24

# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

## St Margaret of Antioch, West Hoathly

St Margaret of Antioch Church, North Lane, West Hoathly, RH19 4PP

Registered Charity no. 1164054

For the year ended 31st December 2023

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10	Statement of financial receipts and payments
11	Statement of assets and liabilities
12	Notes to the accounts
16	Report of the independent examiner

# St Margaret's Church West Hoathly registered charity number 1164054

## Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2023	All Funds 2022	
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
Donations and legacies	74062		6		74068	71948	
Charitable activities	9245				9245	13049	
Other trading activities	14198				14198	19518	
Investments	534		3231		3810	1013	
Other receipts	926				926	1084	
<b>Total received</b>	<b>98965</b>	<b>0</b>	<b>3237</b>		<b>102202</b>	<b>106612</b>	3
<b>Expenditure on:</b>							
Cost of raising funds	1775				1775	906	
Charitable costs	78832	0			78832	90610	
Trading costs	3775				3775	4091	
Other payments						-	
<b>Total paid</b>	<b>84382</b>				<b>84382</b>	<b>95607</b>	5
<i>Reconciliation of funds:</i>							
<b>Net income or (net expenditure)</b>	<b>14583</b>		<b>3237</b>		<b>17820</b>	<b>11005</b>	
Transfers between funds							
<b>Net movement in funds</b>							
Bank accounts at 1 January					310745	299740	
<b>Bank accounts at 31 December</b>					<b>328565</b>	<b>310745</b>	A&L

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# Accounts

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## 2022 Church and Churchyard Report to the APCM

St Margaret's is known for its well-kept Churchyard, one of the best in Sussex and we are grateful to all who help with the upkeep.

The monthly volunteer working party, often in excess of six volunteers, does a fantastic job of general maintenance including planting, clearing away the results of windy days, weed clearing, and branch trimming. The bulbs planted the previous Autumn for the Queen's Jubilee looked superb with the added benefit of many reappearing in 2023. The replanted gardens outside the Tower were also quite inspiring.

The PCC would like to express their thanks to all the volunteers involved and to Derek Shurvell who leads the team. In addition, the PCC would like to record their thanks to The Friends of the Churchyard Trust who continue to support the work around the Churchyard with both encouragement and financial support.

Looking towards 2023, the PCC was mindful that some local residents were struggling with the small steps toward the War Memorial and we obtained permission to install a new handrail. This is due to be installed in the spring and has been made by local blacksmith's Anvils of Sharpthorne. Once again, the Friends of the Churchyard Trust have supported this proposal.

## Financial Review

Giving was sustained throughout 2022 with an increase in the number of donations being received through the Parish Giving Scheme. The Goodbox device for electronic giving in the church continues to be effective and income through this medium increased in 2022. The company that processes the payments went into administration but we continue to receive payments and the administrators are hopeful that a buyer can be found. There were a significant number of weddings in 2022 which contributed to our income stream and there were a number of successful fundraising events throughout the year.

### *Sharing the ministry costs of the Diocese of Chichester*

The largest expenditure of the PCC was the sum of £47500 paid to the diocese for our share of all churches' Parish Ministry Costs – this is a significant increase on 2021 and we are grateful to all those members of our congregation and wider community that give to the church and enable this payment to be made. This amount covers the housing, stipend and pension costs of the clergy and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. The PCC is committed to increasing the amount paid towards the Parish Ministry Costs.

### *Staff costs*

The PCC pays for a cleaner and a caretaker of the churchyard.

### *Trustee payments and expenses*

Expense are paid to Mother Nicol for expenditure relating to the mission of the church and to Mrs Lindsay Shurvell for the maintenance of Sharpthorne Hall.

### *Why we hold some money in reserve*

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations.

## Structure, governance and management of the charity

The Parochial Church Council (referred to throughout as "the PCC") is a registered charity, registered number 1164054.

During the year the following served as members of the Parochial Church Council:

### *Ex Officio members*

Incumbent & Chairman: The Reverend Nicol Kinrade (to Oct 2022)

Churchwardens: Mrs Erica Ansell (to May 2022) Mrs Ruth Pitcairn Mrs Ann Hutchings (from May 2022)

Deanery Synod Representative - Mrs Karen Blackman (from May 2022)

Elected members: Mrs Kay Masters - Secretary (to September 2022), Mr Tim Baker, Mrs Lindsay Shurvell, Mrs Karen Blackman (from May 2022), Mrs Sarah Pigram (from September 2022), Mr Eddie Saunders (from May 2022), Mrs Erica Ansell (to July 2022) and Mrs Tina Allen - Treasurer

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and up to 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure balance of skills and experience where possible.

The parish forms part of a Benefice with All Saints', Highbrook who are administered by their own PCC, but share the same incumbent. Under a Pastoral Measure 1968, it was declared that the two Parishes "shall remain distinct".

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by

Churchwardens ..... *R.A. Pitcairn* .....  
Date ..... *14.03.2023* .....

addition, they were reminded of this offer during Advent and in preparation for Christmas. Paper copies of the weekly Benefice Notices, and in the Vacancy also the Sunday readings and prayers, continue to be popped through the doors of our housebound church family members.

Members of the church family have regularly reached out to people who were isolating or housebound, including helping with shopping, delivering flowers, and regular phone-calls.

On most Sundays the Eucharist Service has been recorded and uploaded to our YouTube channel. In addition, the Benefice Notices and the readings and prayers etc. for the Sunday Eucharist have been uploaded to our website. In this way everyone who has wished to, has been able to keep connected to our church life and join in as far as it is possible with our worship.

### ***Provision of tangible support to the poor and needy***

Church, school and community members responded to the great need by donating to the Baskets of Blessing. As well as the existing basket in the church porch, at the start of the Vacancy an additional basket has been placed in the porch of Luctons, North Lane (rather than at the Vicarage) and both have been consistently used. The donations have continued to be given to the local food bank in East Grinstead, Crawley Open House homeless project and Family Support Work in Chichester. Church members have also show initiative with their own projects to support local Food Banks and projects.

In addition, we have continued to support Refugees Welcome Crawley and a donation box in for this purpose has been placed in the church porch, with their monthly 'wish list' on display so donations can be carefully chosen. Earlier in 2022 we raised money to support the Ukrainian families who have come to live here because of the war in Ukraine. The money was put to good use, paying for flights to the UK, and essential items such as school uniforms (and school lunches etc. whilst Universal Credit was being sorted out).

*"Thank you very much for the recent cash and food donations from your churches, which are very kind and generous..."*

***Relationships Manager of Crawley Open House***

### ***Other charitable giving***

Sharpthorne Hall has continued to be maintained by the church and continues to be usually used for PCC meetings and church events, and also community events, including the visiting podiatrist. It is in an excellent state of decoration and repair as it was refurbished extensively

## **St Margaret's Church West Hoathly** registered charity number 1164054 **Summary of Financial Receipts and Payments**

The financial effect of our activities during the year can be summarised as follows

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>			<i>All Funds 2022</i>	<i>All Funds 2021</i>	
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
Donations and legacies	67346		4602		71948	62775	
Charitable activities	13049				13049	11309	
Other trading activities	19518				19518	9284	
Investments	493		520		1013	926	
Other receipts	1084				1084	1353	
<b>Total received</b>	<b>101490</b>	<b>0</b>	<b>5122</b>		<b>106612</b>	<b>85647</b>	3
<b>Expenditure on:</b>							
Cost of raising funds	650				650	650	
Charitable costs	58540	0	1240		64920	64920	
Trading costs	3409				3409	3409	
Other payments						-	
<b>Total paid</b>	<b>94367</b>		<b>1240</b>		<b>95607</b>	<b>68979</b>	5
<i>Reconciliation of funds:</i>							
<b>Net income or (net expenditure)</b>					<b>11005</b>	<b>16668</b>	
Transfers between funds							
<b>Net movement in funds</b>							
Bank accounts at 1 January					299740	283072	
<b>Bank accounts at 31 December</b>					<b>310745</b>	299740	A&L

After the previous year's closing of church, and very little 'church-based' worship due to the Covid-19 pandemic, we have seen a regrowth of most of the regular congregation with both previous and new worshippers attending on a regular basis. There are currently 70 people on the Electoral Roll, and of those, 10 reside outside the parish. There average weekly attendance in 2022, calculated by adding together weekly attendance figures at the 10.30am service and dividing by 52, the number of weeks in the year, was 42 adults and 10 children. This is an increase on 2021, when the average attendance was 33 adults and 5 children.

St Margaret's continued to have an energetic group of individuals who were happy to offer their services as flower arrangers, welcomers, reading, leading intercessions, serving at the altar, administering the chalice (as authorised Lay Ministers of Communion) gathering the offertory collection and serving refreshments at the end of services. In addition, since the start of the Vacancy a volunteer has stepped forward to provide admin. support largely by the production of the weekly Benefice Notices and a paper copy of the readings and prayers for our readers and clergy each week. We are also blessed with volunteers who, since the Vacancy began, record our Sunday Eucharist and upload it to our YouTube channel, which is something that Mother Nicol had previously be responsible for doing.

Our main Sunday service continued to be a 10.30am Eucharist in modern language with a sermon. On the second Sunday of the month, we continued to offer Evening Prayer, and Evening Prayer continued to be said each week on a Friday. Both services have been led by laity during the Vacancy. In addition, we have continued to offer a rich variety of seasonal worship to match all needs from Mothering Sunday to Remembrance Sunday and Harvest. Unfortunately, in 2022 we were unable to offer an All Souls' service due to being in Vacancy, but this is something it is hoped will be reinstated when we have full time Priest once more.

We actively enjoy the presence of children at church, and we have seen a steady growth in the number of children regularly attending church in 2022, as reflected in the average attendance figures. We very much want to encourage them to come in faith to Jesus just as they did in his day. Sunday Club has been able to meet once more, every Sunday except the first Sunday of the month, after the Covid pandemic. This has continued to provide the children with a time of worship and teaching appropriate for their age and has continued to be led by a dedicated volunteer, who was licensed as an Authorised Lay Minister (Children, Family & Youth) in January 2022. He has continued to be supported by their parents and encouraged by the church family and through our prayers. Throughout the year children have been invited to be a part of church services by leading the procession in with their Sunday Club candle, and at the monthly All Age Eucharist they have been invited to read, be part of the welcoming team or take the offertory collection. In 2022 children started to regularly make up 25% of our congregation. The Emmaus Club met throughout the year,

## Notes to the Financial Report

### 11 Payments to PCC employees:

	2022	2021
	£	£
Wages, salaries and honoraria	600	600
Employer National Insurance		
Employer pension contributions		
	600	600

### 12 Payments to PCC members:

- a) Clergy support: Council tax £2723, Water £120
- b) 1 member received reimbursement for resources, postage and travelling expenses amounting in total to £2889

### 13 Transactions with persons related to PCC members:

A payment of £3600 was made to a relative of a PCC member for churchyard maintenance.

### 14 Transactions with related charities:

The Friends of West Hoathly Churchyard make donations to the PCC and one member of the PCC is also a trustee of this charity

### 15 Statement of funds:

*Endowed funds are required by the donors to be invested and the income spent on specific objectives*

**The Bonsey Endowment Fund** The market value of the fund as at 31st December 2022 was £20744.05. The accrued income of the fund is used by the Diocese to reduce Stipendiary costs.

**The Chancel Trust** The Chancel Trust that is held by the Diocesan Board for the benefit of St. Margaret's PCC, West Hoathly is invested in 242.82 CBF Investment Fund (Income) Shares and the Diocese advised in December 2019 that this should not be shown in the PCC accounts. Income received from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel. Accumulated grant income not yet received from Chichester DBF and included in debtors amounted to £1401.15 at 31<sup>st</sup> December 2022 (£1383.01 in 2021)

**The Churchyard Trust** The Churchyard Trust is held by the Diocesan Board and is invested in 240 CBF Investment Fund (Income) Shares that had a market value of £4958.74 at 31st December 2022. The fund is invested in the Churchyard Fund in accordance with the purposes of the Churchyard Trust.

**Investments – The Clock Field Fund** The Clock Field Fund of which the PCC is the beneficiary is invested in 240.8 income units in the Charities Official Investment Fund valued at £4,376.52 on 31st December 2022. Income from the Fund in 2022 was used in accordance with the purposes of the Clock Field Fund.

*Restricted funds are not invested permanently but are to be spent within reasonable timescales*

The restricted funds comprise the Extension Fund

*Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides*

The designated funds comprise the monies raised or received for the repairs in the churchyard.

*The summary of all funds appears on the next page*

## 2022 Church and Churchyard Report to the APCM

St Margaret's is known for its well-kept Churchyard, one of the best in Sussex and we are grateful to all who help with the upkeep.

The monthly volunteer working party, often in excess of six volunteers, does a fantastic job of general maintenance including planting, clearing away the results of windy days, weed clearing, and branch trimming. The bulbs planted the previous Autumn for the Queen's Jubilee looked superb with the added benefit of many reappearing in 2023. The replanted gardens outside the Tower were also quite inspiring.

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Looking towards 2023, the PCC was mindful that some local residents were struggling with the small steps toward the War Memorial and we obtained permission to install a new handrail. This is due to be installed in the spring and has been made by local blacksmith's Anvils of Sharpthorne. Once again, the Friends of the Churchyard Trust have supported this proposal.

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Churchwardens ..... R.A. Pitcairn .....  
Date ..... 14.03.2023

addition, they were reminded of this offer during Advent and in preparation for Christmas. Paper copies of the weekly Benefice Notices, and in the Vacancy also the Sunday readings and prayers, continue to be popped through the doors of our housebound church family members.

Members of the church family have regularly reached out to people who were isolating or housebound, including helping with shopping, delivering flowers, and regular phone-calls.

On most Sundays the Eucharist Service has been recorded and uploaded to our YouTube channel. In addition, the Benefice Notices and the readings and prayers etc. for the Sunday Eucharist have been uploaded to our website. In this way everyone who has wished to, has been able to keep connected to our church life and join in as far as it is possible with our worship.

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Church, school and community members responded to the great need by donating to the Baskets of Blessing. As well as the existing basket in the church porch, at the start of the Vacancy an additional basket has been placed in the porch of Luctons, North Lane (rather than at the Vicarage) and both have been consistently used. The donations have continued to be given to the local food bank in East Grinstead, Crawley Open House homeless project and Family Support Work in Chichester. Church members have also show initiative with their own projects to support local Food Banks and projects.

In addition, we have continued to support Refugees Welcome Crawley and a donation box in for this purpose has been placed in the church porch, with their monthly 'wish list' on display so donations can be carefully chosen. Earlier in 2022 we raised money to support the Ukrainian families who have come to live here because of the war in Ukraine. The money was put to good use, paying for flights to the UK, and essential items such as school uniforms (and school lunches etc. whilst Universal Credit was being sorted out).

*"Thank you very much for the recent cash and food donations from your churches, which are very kind and generous..."*

**Relationships Manager of Crawley Open House**

### **Other charitable giving**

Sharpthorne Hall has continued to be maintained by the church and continues to be usually used for PCC meetings and church events, and also community events, including the visiting podiatrist. It is in an excellent state of decoration and repair as it was refurbished extensively

## **St Margaret's Church West Hoathly** registered charity number 1164054 **Summary of Financial Receipts and Payments**

The financial effect of our activities during the year can be summarised as follows

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
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Charitable activities	13049				13049	11309	
Other trading activities	19518				19518	9284	
Investments	493		520		1013	926	
Other receipts	1084				1084	1353	
<b>Total received</b>	<b>101490</b>	<b>0</b>	<b>5122</b>		<b>106612</b>	<b>85647</b>	3
<b>Expenditure on:</b>							
Cost of raising funds	650				650	650	
Charitable costs	58540	0	1240		64920	64920	
Trading costs	3409				3409	3409	
Other payments						-	
<b>Total paid</b>	<b>94367</b>		<b>1240</b>		<b>95607</b>	<b>68979</b>	5
<i>Reconciliation of funds:</i>							
<b>Net income or (net expenditure)</b>					<b>11005</b>	<b>16668</b>	
Transfers between funds							
<b>Net movement in funds</b>							
Bank accounts at 1 January					299740	283072	
<b>Bank accounts at 31 December</b>					<b>310745</b>	299740	A&L

Service in July and a Harvest Thanksgiving Celebration in October. As in previous years, the church family donated Bibles to each Year 6 leaver.

The usual Civic Service was held for Remembrance Sunday, which was very well attended, with the children of our school contributing with some beautifully singing. Their excellent behaviour and respectfulness were commented on by many.

In 2022 we began sending out Anniversary of Baptism cards to every child baptised at St Margaret's and at All Saints'. Accompanying the card is an invitation for them, their families, and Godparents to come to St Margaret's to celebrate the anniversary, with details of our Sunday provision for children included in the invitation.

Outreach has continued to include a number of social and fundraising events through the year which has included Churchyard Markets in May and September (one held in the church and grounds, and one held at Sharpthorne Hall), concerts and the annual Croquet Tournament as well a Pancake Party, Teddy Bear Hunt and a Light Party for families. To mark the Queen's Platinum Jubilee the church hosted a community 'Songs of Praise', with favourite hymns being sung that had been chosen by our church congregation as well as our community groups. The annual 'Carols in the Square' continued to be a popular event for the whole community. It was led by laity and was well attended event despite the snow this year.

(Carols in the Square) "A magical evening. Thank you to the organisers!!"  
CR (on social media)

(Carols in the Square) "Lovely event. Brilliant atmosphere, and well, the weather just made it, didn't it?!"  
DH (on social media)

The Christingle Service on Christmas Eve, which was also admirably led by laity, saw over 250 people fill the church and around 120 Christingles being made and distributed.

The Chronicle magazine (which incorporates all of the village events and articles about village life) has continued to be sponsored by St Margaret's Church and still has a member of the congregation on the Editorial Team. It has continued to be distributed by volunteers to all subscribers in the parish. This has helped to maintain links between the church family and the community and has proved to be a good communication link too.

Monthly Churchyard working parties, to keep the church grounds looking smart and loved, have continued to take place throughout the year. These have been well attended by members of the congregation as well as by some of St Margaret's Church many loyal

## St Margaret's Church West Hoathly registered charity number 1164054

### Notes to the Financial Report

1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

2 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal. The Horsham Stone has been released and the funds received back into the account.

3 Analysis of total received

	Unrestricted		Restricted Fund/s	Total All Funds 2022	Total All Funds 2021	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Planned giving (excl. tax refunds)	32827	-	-	32827	31491	
Planned giving (no tax refunds)	2533	-	-	2533	2033	
Collections at all services and wall safe	10887	-	-	10887	5826	
Churchyard Donations	8065	-	-	8065	4562	
Gift Aid recovered	9919	-	-	9919	8843	
Sundry Donations and Appeals	1571	-	4602	6173	9959	
Legacies	0	-	-	0	0	
Grants	1300	-	0	1300	0	
Charity Collection	244	-	-	244	61	
<b>Donations and legacies</b>	<b>67346</b>	<b>-</b>	<b>4602</b>	<b>71948</b>	<b>62775</b>	
Fees for weddings & funerals	13049	-	-	13049	11309	
<b>Charitable activities</b>	<b>13049</b>	<b>-</b>	<b>-</b>	<b>13049</b>	<b>11309</b>	
Fetes and other fundraising activities	5760	-	-	5760	3684	
Emmaus receipts	384	-	-	384	256	
Sales of the parish magazine	3695	-	-	3695	3502	
HMRC Refund	0	-	-	0	0	
Lettings & Income Sharpthorne Hall	979	-	-	979	992	
Magazine Advertisement fees	560	-	-	560	850	
Refunds and Insurance Receipts	8140	-	0	8140	0	
<b>Other trading activities</b>	<b>19518</b>	<b>-</b>	<b>0</b>	<b>19518</b>	<b>9284</b>	
Bank & CBF deposit interest	196	0	520	716	639	
CBF investment fund dividend	297	-	-	297	287	
Letting of investment property	-	-	-	-	-	
<b>Investments</b>	<b>493</b>	<b>0</b>	<b>520</b>	<b>1013</b>	<b>926</b>	
Contributions from All Saints Highbrook	1084	-	-	1084	1353	
<b>Total received on all funds</b>	<b>101490</b>	<b>-</b>	<b>5122</b>	<b>106612</b>	<b>85647</b>	

After the previous year's closing of church, and very little 'church-based' worship due to the Covid-19 pandemic, we have seen a regrowth of most of the regular congregation with both previous and new worshippers attending on a regular basis. There are currently 70 people on the Electoral Roll, and of those, 10 reside outside the parish. Their average weekly attendance in 2022, calculated by adding together weekly attendance figures at the 10.30am service and dividing by 52, the number of weeks in the year, was 42 adults and 10 children. This is an increase on 2021, when the average attendance was 33 adults and 5 children.

St Margaret's continued to have an energetic group of individuals who were happy to offer their services as flower arrangers, welcomers, reading, leading intercessions, serving at the altar, administering the chalice (as authorised Lay Ministers of Communion) gathering the offertory collection and serving refreshments at the end of services. In addition, since the start of the Vacancy a volunteer has stepped forward to provide admin. support largely by the production of the weekly Benefice Notices and a paper copy of the readings and prayers for our readers and clergy each week. We are also blessed with volunteers who, since the Vacancy began, record our Sunday Eucharist and upload it to our YouTube channel, which is something that Mother Nicol had previously be responsible for doing.

Our main Sunday service continued to be a 10.30am Eucharist in modern language with a sermon. On the second Sunday of the month, we continued to offer Evening Prayer, and Evening Prayer continued to be said each week on a Friday. Both services have been led by laity during the Vacancy. In addition, we have continued to offer a rich variety of seasonal worship to match all needs from Mothering Sunday to Remembrance Sunday and Harvest. Unfortunately, in 2022 we were unable to offer an All Souls' service due to being in Vacancy, but this is something it is hoped will be reinstated when we have full time Priest once more.

We actively enjoy the presence of children at church, and we have seen a steady growth in the number of children regularly attending church in 2022, as reflected in the average attendance figures. We very much want to encourage them to come in faith to Jesus just as they did in his day. Sunday Club has been able to meet once more, every Sunday except the first Sunday of the month, after the Covid pandemic. This has continued to provide the children with a time of worship and teaching appropriate for their age and has continued to be led by a dedicated volunteer, who was licensed as an Authorised Lay Minister (Children, Family & Youth) in January 2022. He has continued to be supported by their parents and encouraged by the church family and through our prayers. Throughout the year children have been invited to be a part of church services by leading the procession in with their Sunday Club candle, and at the monthly All Age Eucharist they have been invited to read, be part of the welcoming team or take the offertory collection. In 2022 children started to regularly make up 25% of our congregation. The Emmaus Club met throughout the year,

## Notes to the Financial Report

11 Payments to PCC employees:

	2022	2021
	£	£
Wages, salaries and honoraria	600	600
Employer National Insurance		
Employer pension contributions		
	600	600

12 Payments to PCC members:

- a) Clergy support: Council tax £2723, Water £120
- b) 1 member received reimbursement for resources, postage and travelling expenses amounting in total to £2889

13 Transactions with persons related to PCC members:

A payment of £3600 was made to a relative of a PCC member for churchyard maintenance.

14 Transactions with related charities:

The Friends of West Hoathly Churchyard make donations to the PCC and one member of the PCC is also a trustee of this charity

15 Statement of funds:

*Endowed funds are required by the donors to be invested and the income spent on specific objectives*

**The Bonsey Endowment Fund** The market value of the fund as at 31st December 2022 was £20744.05. The accrued income of the fund is used by the Diocese to reduce Stipendiary costs.

**The Chancel Trust** The Chancel Trust that is held by the Diocesan Board for the benefit of St. Margaret's PCC, West Hoathly is invested in 242.82 CBF Investment Fund (Income) Shares and the Diocese advised in December 2019 that this should not be shown in the PCC accounts. Income received from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel. Accumulated grant income not yet received from Chichester DBF and included in debtors amounted to £1401.15 at 31<sup>st</sup> December 2022 (£1383.01 in 2021)

**The Churchyard Trust** The Churchyard Trust is held by the Diocesan Board and is invested in 240 CBF Investment Fund (Income) Shares that had a market value of £4958.74 at 31st December 2022. The fund is invested in the Churchyard Fund in accordance with the purposes of the Churchyard Trust.

Investments – **The Clock Field Fund** The Clock Field Fund of which the PCC is the beneficiary is invested in 240.8 income units in the Charities Official Investment Fund valued at £4,376.52 on 31st December 2022. Income from the Fund in 2022 was used in accordance with the purposes of the Clock Field Fund.

*Restricted funds are not invested permanently but are to be spent within reasonable timescales*

The restricted funds comprise the Extension Fund

*Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides*

The designated funds comprise the monies raised or received for the repairs in the churchyard.

*The summary of all funds appears on the next page*

# St Margaret of Antioch Trustees Annual Report for 2022

## Our aims and purposes as a charity

The PCC has responsibility for co-operating with the Incumbent. This position became vacant in October 2022 when Rev'd Nicol Kinrade moved to her new post at Hereford Cathedral. However, until a new priest is appointed, we as a PCC and church continue:

- To promote the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- To promote the ecclesiastical parish the whole mission of the church, pastoral, social, evangelistic, and ecumenical.
- To know, love and follow Jesus better and to help others do the same;
- To provide practical support and care for people in the parish of all ages irrespective of their age, gender, sexuality, age, colour or financial situation;
- To provide support to those in need and, to other organisations with similar objectives.

The PCC also contributes to some of the running costs of a separately constituted charity known as Sharpthorne Hall. In 2022 the membership of the board of Trustees was reviewed and a new board was appointed.

## What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

St Margaret's Church Mission Action Plan ("MAP") was updated in September 2022 and sets out the following plan:

To be MORE OPEN – how will our Church provide worship and sustain Faith?

- **Grow general congregation involvement and leaders:**
  - Teach and embed a serving culture. Share our vision more clearly.
  - Give invitations to participate especially to those living on the fringes so we grow in number.
  - Delegate and share tasks, expand the parish visiting team as the need increases.
  - Link mission work to our vision.
- **Increase discipleship opportunities by:**

# Independent Examiner's Report to the PCC of St Margaret of Antioch, West Hoathly for the Year Ended 31<sup>st</sup> December 2022

*NB: To change the wording above double-click the words then delete this instruction*

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Margaret of Antioch, West Hoathly, on the annual report for the year ended 31<sup>st</sup> December 2021 set out on pages 8 to 13

## Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

## Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

## Independent examiner's statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the (brackets) if they do not apply*

## Examiner's signature

Examiner's name CAPITALS

*Alison Jones Mrs MARION A JONES*

Date

*26 April 2023*

Relevant professional qualification(s) or body if any

*AMICB*

Examiner's address

*6, Clewton Place, Top Road  
Sharpthorne, West Sussex, RH19 4HU*

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# Accounts

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# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Margaret of Antioch, West Hoathly

St Margaret of Antioch Church, North Lane, West Hoathly, RH19 4PP

Registered Charity no. 1164054

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**For the year ended 31st December 2021**

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Website: [Westhoathly.org.uk](http://Westhoathly.org.uk)

Priest in Charge: The Reverend Nicol Kinrade  
The Vicarage, North Lane, West Hoathly.

Independent examiner: Mrs M Jones  
6 Glenham Place, Sharpthorne, West Sussex, RH19 4HU

Bankers: CAF Bank, 25 Kings Hill Avenue, West Malling. ME19 4JQ &  
Lloyds Bank East Grinstead. The PCC also maintains deposit  
accounts at the Nationwide Building Society.

# St Margaret of Antioch

## Trustees Annual Report for 2021

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Revd Nicol Kinrade in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting in the ecclesiastical parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical.
- To know, love and follow Jesus better and to help others do the same;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of gender, sexuality, age, colour or financial situation;
- Providing support to those in need and, to other organisations with similar objectives.

The PCC also contributes to some of the running costs of a separately-constituted charity known as Sharpthorne Hall.

### What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

For this year we discussed and planned the following objectives and activities to fulfil our aims (which were formed in the Mission Action Plan ("MAP") (written in 2017 and updated following Vision Day 2019):

- To grow in faith and love for our Lord Jesus Christ and one another and be empowered by the Holy Spirit to do His will in this parish - through worship and learning opportunities such as courses.
- To continue to encourage the faithful and to reach out to outsiders - through relationships (both individual and with groups such as the Good Companions)
- To expand the ministry to youth and Sunday Club (specifically at St. Margaret's) every Sunday and to provide proper facilities for children and young people to meet;
- To continue to preach Jesus as the Word of God and deepen the knowledge and prayer of all who come, however tentative their faith.

In particular, we try to enable local people to live out their faith through prayer and scripture, music and sacrament. This includes:

- Worship and prayer, learning about the Gospel;
- Regular involvement at our local Church of England Primary School; the Youth group (Emmaus); home bible study groups, ministry in hospitals, residential, nursing and specialist care homes;
- Provision of pastoral care for people living in the parish through home visits;
- Missionary and outreach work, here and abroad.

The priorities for the coming 3 years are as follows (as agreed at the Benefice Vision Day in 2019):

Across both churches:

- To pray for and encourage, through invitation and companionship, growth in numbers and depth of faith
- To move to a position of financial stability, with increased Parish Ministry Contribution (PMC).
- Closer working relationship between the two PCCs, to lean upon each other's strengths and support one another.
- Maintenance of the church buildings where many of these mission activities take place.

Specifically St Margaret's, West Hoathly

- The completion of the facilities project, to create much needed toilet and hospitality facilities, improved accessibility, appropriate separate spaces for the vestry and Sunday Club, and liturgical resources including an aumbry for the Reserved Sacrament.
- Build on existing children's and youth work, including greater presence at May Camp, and explore the introduction of Messy Church and Open the Book.

These objectives were updated during the 2021 Deanery Review and the new Mission Action Plan will set out the aims and objectives going forward into 2022.

## **What we achieved and how we affected beneficiaries' lives**

### ***Attendance at worship***

St Margaret's is the village parish church in the middle of West Hoathly, and also serves the neighbouring village of Sharpthorne. Regular attenders come from both villages and both the congregation and wider members of the community have a strong historical connection to the church, which is seen as a place of worship and a community hub, where people can come for peace and sanctuary.

Following the impact of Covid-19 throughout 2020, we started the year uncertain of what the year would bring. The PCC have worked hard to ensure the church can be opened safely where possible, with risk assessments, hygiene procedures and re-arranged seating to ensure transmission risks are reduced as much as possible. In line with government and

Church of England guidance, we have remained open as much as possible, and offered as much as pre-Covid worship

programme as possible.

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*“Easter Sunday was lovely - uplifting and joyful and it was marvellous to be able to sing... It was actually the first time we had been in church in person to receive Communion since the pandemic began, so over a year ago...”*

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The average regular weekly attendance, calculated by adding weekly attendance figures and dividing by 39, the number of Sunday services held in-person during the year) was 34 adults and 6 children. This is a slight increase on last year, and actually represents a total attendance across the

year of 1585 (an increase of 310 people on last year). Some members of our congregation remain shielding or have chosen to join online. During 2021 there were 1094 communicants, and a total attendance of 1342 adults and 243 children.

Despite being in a rural environment with poor phone signal and wifi access we have continued to provide online content (recorded services and Zoom courses) to reach out to people. We moved from live-streaming to recording services which were then uploaded to YouTube, with links posted on Twitter and Facebook. 30 services were uploaded, and watched an average of 18 times.

Sermons are also uploaded to a WordPress blog. For those who are not online, a regular ‘Worship at Home’ booklet was provided up until July, which includes a simple service of Morning Prayer and Compline, and prayers, readings and reflections. The notices and sermon continued to be posted out each week to those who were shielding.

We look to encourage the deepening of faith for all ages, and where possible we continued in our monthly All Age Eucharist. Sunday Club restarted in September when Covid restrictions allowed for it. Prior to this age appropriate material was sent out to families to encourage worship at home or provided in church. The Emmaus Club continued with the Year 6 school bubble and managed to run number of outdoor activities over the summer and autumn.

As restrictions lifted so we were able to reintroduce some of the popular services, especially by Christmas. Carols in the Square returned drawing over 200 people from the local community to sing outside. Across the Christmas services we saw 3 times the number of people attending compared to 2020; however this is still approximately only half of 2019 attendance.

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*‘What a lovely Mothering Sunday gesture, much love and thanks to your team who made the little bouquets. I wanted something for (loved one) grave so came up to St Margaret's just after the Sunday Service and my spirits were lifted upon placing blessed flowers on her resting place.’*

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During 2021 there were 66 parishioners on the church electoral roll, 8 of whom are not resident within the parish.

### ***Teaching, baptising and nurturing new and existing believers***

During the year there have been 4 weddings; 8 church funerals with 4 other funerals conducted for parishioners; 11 burials of ashes; 1 baptism and 3 candidates Confirmed. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

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*"Thank you so much for everything you did for C's christening the other day. It was such a lovely service..."*

*"Thank you also for the children's bible which we have read pretty much back to front now and the candle."*

*Mr V*

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### ***Evangelism and outreach***

The relationship with the school continued to be an integral part of the church's community outreach. Mthr Nicol led fortnightly Collective Worship in the school, mostly via Zoom, but occasionally to socially distanced services, including the Leavers' Service (in the playground) and Harvest Festival (in church). The church family donated new Bibles to each Year 6 leaver.

A civic service was held in church for Remembrance Sunday, and was well attended. In September a two day event, 'Celebrate!' Was held in the church, showcasing the activities that people had been engaged in during lockdown, and celebrating the talents of the local community.

### ***Provision of the church building for people to enjoy***

Again as restrictions lifted we were able to return to our pre-lockdown schedule of opening the church to the public every day.

In June the team of bell-ringers began to ring again regularly and comments on the village FaceBook page have shown appreciation for their return.

### ***Spatial reordering of the church building and future projects***

Covid-19 meant progress could not take place throughout much of the year. However, the DAC did complete a site visit resulting in helpful comments and positive feedback, and a full structural survey was undertaken. These tasks have feed in to the concept design document, which is in progress for submission for informal advice from the DAC.

By the end of the year, the total funds raised stood at almost £333106.11. In addition, a further £8,750 has been pledged for future payment, making a grand total of £341856.11 raised, committed or due at 31st December 2021. Expenditure to date amounts to £75744.43.

### ***Provision of pastoral care for people living in the parish***

Up until October a monthly pastoral letter continued to be sent out, by email and post, to everyone on the electoral roll and anyone who asks to go on the mailing list, to ensure continual contact throughout the lockdown period.

Members of the church family have regularly reached out to people who were isolating or house-bound, including helping with shopping, delivering flowers, and regular phone-calls.

### ***Provision of tangible support to the poor and needy***

Church, school and community members responded to the great need by donating to the Baskets of Blessing (in the church porch and at the Vicarage, and both have been consistently used). The donations are given to the local food bank in East Grinstead, Crawley Open House homeless project and Family Support Work in Chichester. From August the church has also acted as a collection point of clothing for Refugees Welcome. Church members have also show initiative with their own projects to support local projects.

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*“Thanks so much for another generous collection of food, treats and essentials. You guys are brilliant! We have got through a huge amount of food in the last couple of weeks in the hostel kitchen and through the numerous food parcels and meals we have distributed to those in need of them. We can only do it because most of what we give out we have been given in the first place, by wonderful people at your Churches. Please pass on our thanks to everyone involved.”*

*Crawley Open House*

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### ***Other charitable giving***

Sharpthorne Hall continues to be maintained by the church, and is usually used for PCC meetings and events and also community events, including the visiting podiatrist. It is in a good state of decoration and repair, and holds a Food Hygiene rating of 5.

The church supported local charities, the Good Companions, John Smith Trust and the Senior Christmas Lunch, in advising suitable beneficiaries.

The parish magazine continues to be distributed to all subscribers in the parish. This helps to maintain links between the church family and the community, and is a good communication link.

The church family has supported many other mission and charitable societies, including the Chichester Diocesan Family Support Work, the Children’s Society, Christian Aid, the Royal British Legion and Sussex Historic Churches (Ride & Stride).

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*“Thank you so much for thinking of us and our work at harvest time again, and for your spectacular collection of harvest goods. You are such a generous and warm-hearted community, and we massively appreciate your ongoing support.”*

*Food Bank*

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## 2021 Church and Churchyard Report to the APCM

With COVID restrictions still with us, work in the Churchyard was based upon general upkeep rather than any major projects.

The PCC was grateful to receive a donation of a new bench that replaced a similar one that had seen better days and required extensive work. In addition, the protracted work on the Lych Gate was completed. Inside the roof was replastered and made safe. The leaking guttering above the bench in Queens Square was taken down and repaired by Anvils in Sharpthorne to whom we are very grateful. This saved an enormous amount of work in seeking a like-for-like replacement which in the first place appeared to be a leftover from another project!

2022 bulbs were planted in November in the part of the Churchyard that views across Queens Square, opposite the Cat Inn. The bulbs were planted in a two-day event with pupils from the village primary school planting on the first day and local residents on the second. We look forward to a colourful spring and early summer to mark the Queens Platinum celebrations. The bulbs were sponsored by the Friends of West Hoathly Churchyard Trust and the village Bonfire Society to whom we extend our thanks.

With Church income tight due to the pandemic, we extend our thanks to the Churchyard Trust who have supported us financially with the cost of the Churchyard maintenance which included donations for the Tree Survey and necessary works plus the servicing cost of lawn mowers and other equipment. The Trust support over the years has helped keep our Churchyard one of the best in Sussex.

## Financial Review

Despite the continued closure of churches at the beginning of 2021 we have maintained our levels of giving. Some of this is now received through the Parish Giving Scheme. The Goodbox device for electronic giving in the church has proved to be a success with over £1500 of donations in 2021- we hope this will increase further if the church is open all year round and weddings and funerals can take place without any restrictions on numbers.

### *Sharing the ministry costs of the Diocese of Chichester*

The largest expenditure of the PCC was the sum of £34480 paid to the diocese for our share of all churches' Parish Ministry Costs – this is a decrease on 2020 and given the circumstances we are proud that our small community has been able to achieve this. This amount covers the housing, stipend and pension costs of the clergy and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. The PCC is committed to increasing the amount paid towards the Parish Ministry Costs.

### *Staff costs*

The PCC pays for a cleaner and a caretaker of the churchyard.

### *Trustee payments and expenses*

Expense are paid to Mother Nicol for expenditure relating to the mission of the church and to Mrs Lindsay Shurvell for the maintenance of Sharpthorne Hall.

### *Why we hold some money in reserve*

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations.

## Structure, governance and management of the charity

The Parochial Church Council (referred to throughout as "the PCC") is a registered charity, registered number 1164054.

During the year the following served as members of the Parochial Church Council:

### *Ex Officio members*

Incumbent & Chairman: The Reverend Nicol Kinrade

Churchwardens: Mrs Erica Ansell Mrs Ruth Pitcairn

Deanery Synod Representative - Vacancy

Elected members: Mrs Kay Masters - Secretary, Mr Tim Baker, Mrs Lindsay Shurvell, Mrs Ruth Pitcairn, Mrs Tina Allen - Treasurer

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and up to 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure balance of skills and experience where possible.

The parish forms part of a Benefice with All Saints', Highbrook who are administered by their own PCC, but share the same Priest-in-Charge. Under a Pastoral Measure 1968, it was declared that the two Parishes "shall remain distinct".

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by

The Reverend Nicol Kinrade ..... *Nicol Kinrade* .....

Date..... *18/03/2022* .....

# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Margaret of Antioch, West Hoathly

St Margaret of Antioch Church, North Lane, West Hoathly, RH19 4PP

Registered Charity no. 1164054

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For the year ended 31st December 2021

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## Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>			<i>All Funds 2021</i>	<i>All Funds 2020</i>	
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
Donations and legacies	57093	327	5355		62775	55804	
Charitable activities	11309				11309	6195	
Other trading activities	9028	256			9284	21528	
Investments	287		639		926	2104	
Other receipts	1353				1353	-	
<b>Total received</b>	<b>79070</b>	<b>583</b>	<b>5994</b>		<b>85647</b>	<b>91392</b>	3
<b>Expenditure on:</b>					-	-	
Cost of raising funds	650				650	-	
Charitable costs	58540	560	5820		64920	87669	
Trading costs	3409				3409	3515	
Other payments						-	
<b>Total paid</b>	<b>62599</b>	<b>560</b>	<b>5820</b>		<b>68979</b>	<b>91184</b>	5
<i>Reconciliation of funds:</i>							
Net income or (net expenditure)					16668	208	
Transfers between funds							
<b>Net movement in funds</b>							
Bank accounts at 1 January					283072	282864	
Bank accounts at 31 December					299740	283072	A&L

## Statement of Assets and Liabilities

Our financial position at the year-end was

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2021	All Funds 2020	
	£	£	£	£	£	£	
<b>Assets:</b>							
Bank current account	39413	2965	42600		84978	68823	
Deposit Accounts			214762		214762	214250	
PCC-owned bank balance	39413	2965	257362		299740	283073	R&P
Diocesan Assigned Fees received						-	
<b>Total bank and deposit accounts</b>	<b>39413</b>	<b>2965</b>	<b>257362</b>		<b>299740</b>	<b>283073</b>	
Wedding fees not yet received	-	-	-	-	-	0	
Local Authority grant for churchyard	-	-	-	-	-	0	
	-	-	-	-	-	0	
<b>Debtors</b>	<b>-</b>	<b>-</b>				<b>0</b>	
Endowment & Restricted	-	-	-	35467	35467	31205	
Investment assets at market value	-	-	-	35467	35467	31205	
	-	-	-	-	-	-	
Investment assets at cost	-	-	-	-	-	-	
<b>Total assets</b>	<b>39413</b>	<b>2965</b>	<b>257362</b>	<b>35467</b>	<b>335207</b>	<b>314278</b>	
<b>Liabilities:</b>							
<b>Total liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

This Financial Report for the year ended 31st December 2021, including the notes following, was approved by the PCC and signed on its behalf by The Reverend Nicol Kinrade, PCC Chair

..... Nicol Kinrade .....

Date ..... 18/03/2022 .....

## Notes to the Financial Report

1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

2 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal. The Horsham Stone has been released and the funds received back into the account.

3 Analysis of total received

	Unrestricted		Restricted Fund/s	Total All Funds 2021	Total All Funds 2020	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Planned giving (excl. tax refunds)	31491	-	-	31491	25696	
Planned giving (no tax refunds)	2033	-	-	2033	2718	
Collections at all services and wall safe	5751	-	75	5826	4043	
Churchyard Donations	4562	-	-	4562	2888	
Gift Aid recovered	8843	-	-	8843	7976	
Sundry Donations and Appeals	4352	327	5280	9959	7338	
Legacies	0	-	-	0	5000	4
Grants	0	-	0	0	0	
Charity Collection	61	-	-	61		4
<b>Donations and legacies</b>	<b>57093</b>	<b>327</b>	<b>5355</b>	<b>62775</b>	<b>55659</b>	
Fees for weddings & funerals	11309	-	-	11309	6195	
<b>Charitable activities</b>	<b>11309</b>	<b>-</b>	<b>-</b>	<b>11309</b>	<b>6195</b>	
Fetes and other fundraising activities	3684	-	-	3684	919	
Emmaus receipts	0	256	-	256	270	
Sales of the parish magazine	3502	-	-	3502	2732	
HMRC Refund	0	-	-	0	421	
Lettings & Income Sharpthorne Hall	992	-	-	992	749	
Magazine Advertisement fees	850	-	-	850	815	
Refunds and Insurance Receipts	0	-	0	0	21528	
<b>Other trading activities</b>	<b>9028</b>	<b>256</b>	<b>0</b>	<b>9284</b>	<b>27434</b>	
Bank & CBF deposit interest	0	0	639	639	1841	
CBF investment fund dividend	287	-	-	287	263	
Letting of investment property	-	-	-	-	-	
<b>Investments</b>	<b>287</b>	<b>0</b>	<b>639</b>	<b>926</b>	<b>2104</b>	
Contributions from All Saints Highbrook	1353			1353	0	
<b>Total received on all funds</b>	<b>79070</b>	<b>583</b>	<b>5994</b>	<b>85647</b>	<b>91392</b>	

## Notes to the Financial Report

### 5 Analysis of total paid

	Unrestricted		Restricted	Total	Total	Notes
	General	Designated		All Funds	All Funds	
	Fund	Funds	Fund/s	2021	2020	
	£	£	£	£	£	
Summer fete expenses	-	-	-	-	-	
Concert posters & musicians expenses	-	-	-	-	-	
Other appeals expenses	650	-	-	650	-	
<b>Cost of raising funds</b>	<b>650</b>	<b>-</b>	<b>-</b>	<b>650</b>	<b>-</b>	
Charitable grants and donations	61	-	-	61	75	
Parish share to Chichester Diocese	34480	-	-	34480	42000	6
Salaries and honoraria incl NI	600	-	-	600	1220	7
Clergy and other people's expenses	1065	-	-	1065	1384	
Mission & evangelism costs	2930	-	-	2930	1447	
Sunday school/Children's work	98	-	-	98	75	
Insurance	2317	-	-	2317	2313	
Water, Gas, Electricity, and Oil	2757	-	-	2757	1420	
Printing & photocopying	1293	-	-	1293	2744	
Vicarage Expenses	3566	-	-	3566	3431	
Churchyard Maintenance	4832	560	-	5392	6235	
Church maintenance & redecoration	-	-	-	-	12485	
Extension Project Costs	-	-	-	5820	-	
Parish Fees	4541	-	5820	4541	9300	
<b>Charitable costs</b>	<b>58540</b>	<b>560</b>	<b>5820</b>	<b>64920</b>	<b>87669</b>	
Street Fair Expenses	-	-	-	-	25	
Concert posters & musicians expenses	-	-	-	-	200	
Sharpthorne Hall Running Costs	993	-	-	993	1131	
Magazine expenses	2314	-	-	2314	2299	
Admin and Bank Charges	102	-	-	102	60	
Depreciation	-	-	-	-	-	
<b>Trading costs</b>	<b>3409</b>	<b>-</b>	<b>-</b>	<b>3409</b>	<b>3515</b>	
Other payments						
<b>Total paid on all funds</b>	<b>62599</b>	<b>560</b>	<b>5820</b>	<b>68979</b>	<b>91184</b>	

6 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The full cost of parish ministry amounts to £74300.

## Notes to the Financial Report

### 11 Payments to PCC employees:

	2021	2020
	£	£
Wages, salaries and honoraria	600	1220
Employer National Insurance		
Employer pension contributions		
	600	1220

### 12 Payments to PCC members:

- a) Clergy support: Council tax £3301, Water £264
- b) 1 member received reimbursement for resources, postage and travelling expenses amounting in total to £1065

### 13 Transactions with persons related to PCC members:

A payment of £3600 was made to a relative of a PCC member for church maintenance..

### 14 Transactions with related charities:

The Friends of West Hoathly Churchyard make donations to the PCC and one member of the PCC is also a trustee of this charity

### 15 Statement of funds:

*Endowed funds are required by the donors to be invested and the income spent on specific objectives*

**The Bonsey Endowment Fund** The market value of the fund as at 31st December 2021 was £23511.77. The accrued income of the fund is used by the Diocese to reduce Stipendiary costs.

**The Chancel Trust** The Chancel Trust that is held by the Diocesan Board for the benefit of St. Margaret's PCC, West Hoathly is invested in 240 CBF Investment Fund (Income) Shares and the Diocese advised in December 2019 that this should not be shown in the PCC accounts. Income received from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel. Accumulated grant income not yet received from Chichester DBF and included in debtors amounted to £1383.01 at 31<sup>st</sup> December 2021 (£1382.28 in 2020)

**The Churchyard Trust** The Churchyard Trust is held by the Diocesan Board and is invested in 240 CBF Investment Fund (Income) Shares that had a market value of £5620.34 at 31st December 2021. The fund is invested in the Churchyard Fund in accordance with the purposes of the Churchyard Trust.

Investments – **The Clock Field Fund** The Clock Field Fund of which the PCC is the beneficiary is invested in 240.8 income units in the Charities Official Investment Fund valued at £4,952.39 on 31st December 2021. Income from the Fund in 2021 was used in accordance with the purposes of the Clock Field Fund.

*Restricted funds are not invested permanently but are to be spent within reasonable timescales*

The restricted funds comprise the Extension Fund

*Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides*

The designated funds comprise the monies raised or received for the repairs in the churchyard.

*The summary of all funds appears on the next page*

## Notes to the Financial Report

### 15 Summary of funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2021	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2021
	£	£	£	£	£
Bonsey Fund	20569	-	-	2943	23512
Churchyard Trust	4917	-	-	703	5620
Clock Field Fund	4337	-	-	615	4952
<b>Total of all endowed funds</b>	<b>29,823</b>	<b>-</b>	<b>-</b>	<b>4261</b>	<b>34084</b>
Chancel Trust	1383	-	-	-	1383
Extension Fund	257315	5867	5820	-	257362
<b>Total of all restricted funds</b>	<b>288521</b>	<b>5867</b>	<b>5820</b>	<b>4261</b>	<b>292829</b>
General fund	25757	79780	63159	-	42378
<b>Total of all unrestricted funds</b>	<b>25757</b>	<b>79780</b>	<b>63159</b>	<b>-</b>	<b>42378</b>
<b>Total funds</b>	<b>314278</b>	<b>85647</b>	<b>68979</b>	<b>4261</b>	<b>335207</b>

# Independent Examiner's Report to the PCC of St Margaret of Antioch, West Hoathly for the Year Ended 31<sup>st</sup> December 2021

**NB: To change the wording above double-click the words then delete this instruction**

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Margaret of Antioch, West Hoathly, on the annual report for the year ended 31<sup>st</sup> December 2021 set out on pages 8 to 13

**Respective  
responsibilities of  
trustees and examiner**

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the (brackets) if they do not apply*

**Examiner's signature**

**Examiner's name** CAPITALS

*Marion A Jones*

MARION A JONES (MRS)

27 April 2022

**Date**

**Relevant professional  
qualification(s) or body  
if any**

AICB

**Examiner's address**

6 Clendon Place, Top Road

Sharpthorpe, RH19 4HU

# Independent Examiner's Report to the PCC of St Margaret of Antioch, West Hoathly for the Year Ended 31<sup>st</sup> December 2021

## Section B

## Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

Give here brief details of any items that the examiner wishes to disclose



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# Accounts

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## Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2020	Total All Funds 2019	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
Donations and legacies	55453	198	8		55804	97600	
Charitable activities	6195				6195	4908	
Other trading activities	15480	270	11684		21528	10025	
Investments	263		1841		2104	2826	
Other receipts						-	
<b>Total received</b>	<b>77391</b>	<b>468</b>	<b>13533</b>		<b>91392</b>	<b>115,359</b>	3
<b>Expenditure on:</b>							
Cost of raising funds							
Charitable costs	75527	2842	9300		87669	117917	
Trading costs	3515				3515	2813	
Other payments						-	
<b>Total paid</b>	<b>79,042</b>	<b>2842</b>	<b>9300</b>		<b>91184</b>	<b>120730</b>	5
<i>Reconciliation of funds:</i>							
Net income or (net expenditure)					208	(5371)	
Transfers between funds							
<b>Net movement in funds</b>							
Bank accounts at 1 January					282864	288235	
<b>Bank accounts at 31 December</b>					<b>283072</b>	282864	A&L

## Statement of Assets and Liabilities

Our financial position at the year-end was

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2020	Total All Funds 2019	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
<b>Assets:</b>							
Bank current account	22233	3525	43065		68823	70455	
Deposit Accounts			214250		214250	212409	
PCC-owned bank balance	22233	3525	257315		283073	282864	R&P
Diocesan Assigned Fees received						-	
<b>Total bank and deposit accounts</b>	<b>22233</b>	<b>3525</b>	<b>257315</b>		<b>283073</b>	<b>282864</b>	
Wedding fees not yet received	-	-	-	-	-	0	
Local Authority grant for churchyard	-	-	-	-	-	0	
	-	-	-	-	-	0	
<b>Debtors</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	
Endowment & Restricted	-	-	-	31205	31205	29160	
<b>Investment assets at market value</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31205</b>	<b>31205</b>	<b>29160</b>	
	-	-	-	-	-	-	
<b>Investment assets at cost</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total assets</b>	<b>22233</b>	<b>3525</b>	<b>257315</b>	<b>31205</b>	<b>314278</b>	<b>102,150</b>	
<b>Liabilities:</b>							
<b>Total liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

This Financial Report for the year ended 31st December 2020, including the notes following, was approved by the PCC and signed on its behalf by The Reverend Nicol Kinrade, PCC Chair

.....Nicol Kinrade.....

Date .....18/3/2021.....

## Notes to the Financial Report

1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

2 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal. The Horsham Stone has been released and the funds received back into the account.

3 Analysis of total received

	Unrestricted		Restricted Fund/s	Total All Funds 2020	Total All Funds 2019	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Planned giving (excl. tax refunds)	25696	-	-	25696	25141	
Planned giving (no tax refunds)	2718	-	-	2718	5171	
Collections at all services and wall safe	4035	-	8	4043	11076	
Churchyard Donations	2690	198	-	2888	8814	
Gift Aid recovered	7976	-	-	7976	7395	
Sundry Donations and Appeals	7338	-	-	7338	33503	
Legacies	5000	-	-	5000	3000	4
Grants	0	-	0	0	3500	4
<b>Donations and legacies</b>	<b>55453</b>	<b>198</b>	<b>8</b>	<b>55659</b>	<b>63,468</b>	
Fees for weddings & funerals	6195	-	-	6195	4908	
<b>Charitable activities</b>	<b>6195</b>	<b>-</b>	<b>-</b>	<b>6195</b>	<b>4908</b>	
Fetes and other fundraising activities	919	-	-	919	3340	
Emmaus receipts	0	270	-	270	12	
Sales of the parish magazine	2732	-	-	2732	3277	
HMRC Refund	421	-	-	421	0	
Lettings Sharpthorne Hall	749	-	-	749	2421	
Magazine Advertisement fees	815	-	-	815	975	
Refunds and Insurance Receipts	9844	-	11684	21,528	0	
<b>Other trading activities</b>	<b>15,480</b>	<b>270</b>	<b>11684</b>	<b>27,434</b>	<b>10025</b>	
Bank & CBF deposit interest	0	0	1841	1841	1574	
CBF investment fund dividend	263	-	-	263	256	
Letting of investment property	-	-	-	-	-	
<b>Investments</b>	<b>263</b>	<b>0</b>	<b>1841</b>	<b>2104</b>	<b>1,830</b>	
Contributions from All Saints Highbrook	-	-	-	-	996	not invoiced in 2020
<b>Total received on all funds</b>	<b>77391</b>	<b>468</b>	<b>13533</b>	<b>91392</b>	<b>115359</b>	

## Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

## St Margaret of Antioch, West Hoathly

St Margaret of Antioch Church, North Lane, West Hoathly, RH19 4PP

Registered Charity no. 1164054

For the year ended 31st December 2020

### CONTENTS

Page	
10	Statement of financial receipts and payments
11	Statement of assets and liabilities
12	Notes to the accounts
16	Report of the independent examiner

## Financial Review

In 2019 we saw a growth in giving, collections and income from weddings and funerals and this was on track to continue in 2020 until the Covid -19 pandemic resulted in the closure of churches in March 2020. We have introduced the Parish Giving Scheme and purchased a Goodbox device for electronic giving in the church.

### Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £42000 paid to the diocese for our share of all churches' Parish Ministry Costs – this is only a slight decrease on 2019 and given the circumstances we are proud that our small community has been able to achieve this. This amount covers the housing, stipend and pension costs of the clergy and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. The PCC is committed to increasing the amount paid towards the Parish Ministry Costs.

### Staff costs

The PCC pays for a cleaner and a caretaker of the churchyard.

### Trustee payments and expenses

Mrs M Watson, who was a trustee until 16<sup>th</sup> January, received a tax refund following a repayment from HMRC.

### Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations.

## Structure, governance and management of the charity

The Parochial Church Council (referred to throughout as "the PCC") is a registered charity, registered number 1164054.

During the year the following served as members of the Parochial Church Council:

#### Ex Officio members

Incumbent & Chairman: The Reverend Nicol Kinrade

Churchwardens: Mrs Erica Ansell Mrs Ruth Pitcairn (from 26<sup>th</sup> September 2020)

Deanery Synod Representative - Vacancy

Elected members: Mrs Kay Masters - Secretary, Mr Tim Baker, Mrs Lindsay Shurvell, Mrs Ruth Pitcairn, Mrs Margaret Mason (to 26th September 2020), Mrs Tina Allen - Treasurer

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and up to 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure balance of skills and experience where possible.

The parish forms part of a Benefice with All Saints', Highbrook who are administered by their own PCC, but share the same Priest-in-Charge. Under a Pastoral Measure 1968, it was declared that the two Parishes "shall remain distinct".

This Trustees' Annual Report was approved by the PCC and signed on their behalf by

The Reverend Nicol Kinrade ..... *Nicol Kinrade* .....

Date..... *18/3/2021* .....

# St Margaret's Church West Hoathly registered charity number 1164054

## Notes to the Financial Report

### 5 Analysis of total paid

	Unrestricted		Restricted	Total All Funds 2020	Total All Funds 2019	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Summer fete expenses	-	-	-	-	-	
Concert posters & musicians expenses	-	-	-	-	-	
Other appeals expenses	-	-	-	-	-	
<b>Cost of raising funds</b>	-	-	-	-	-	
Charitable grants and donations	75	-	-	75	1437	
Parish share to Chichester Diocese	42000	-	-	42000	48085	6
Salaries and honoraria incl NI	1220	-	-	1220	1600	7
Clergy and other people's expenses	1384	-	-	1384	1760	
Mission & evangelism costs	1447	-	-	1447	1355	
Sunday school/Children's work	75	-	-	75	189	
Insurance	2313	-	-	2313	2276	
Water, Gas, Electricity, and Oil	1420	-	-	1420	3874	
Printing & photocopying	2744	-	-	2744	1286	
Vicarage Expenses	3431	-	-	3431	4061	
Churchyard Maintenance	6933	2842	-	6235	4506	
Church maintenance & redecoration	12485	-	-	12485	2454	
Extension Project Costs	-	-	9300	9300	45034	
<b>Charitable costs</b>	<b>75527</b>	<b>2842</b>	<b>9300</b>	<b>87669</b>	<b>117917</b>	
Street Fair Expenses	25	-	-	25	-	
Concert posters & musicians expenses	200	-	-	200	-	
Sharpthorne Hall Running Costs	1131	-	-	1131	1030	
Magazine expenses	2299	-	-	2299	1723	
Admin and Bank Charges	60	-	-	60	60	
Depreciation	-	-	-	-	-	
<b>Trading costs</b>	<b>3515</b>	<b>-</b>	<b>-</b>	<b>3515</b>	<b>2813</b>	
Other payments						
<b>Total paid on all funds</b>	<b>79042</b>	<b>2842</b>	<b>9300</b>	<b>91184</b>	<b>120730</b>	

6 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The full cost of parish ministry amounts to £71,349.

## Notes to the Financial Report

### 11 Payments to PCC employees:

	2020	2019
	£	£
Wages, salaries and honoraria	1220	1760
Employer National Insurance		
Employer pension contributions		
	1220	1760

### 12 Payments to PCC members:

- a) Clergy support: Council tax £3145, Water £286
- b) 1 member received reimbursement for resources, postage and travelling expenses amounting in total to £1384

### 13 Transactions with persons related to PCC members:

A payment of £3540 was made to a relative of a PCC member for church maintenance..

### 14 Transactions with related charities:

The Friends of West Hoathly Churchyard make donations to the PCC and one member of the PCC is also a trustee of this charity

### 15 Statement of funds:

*Endowed funds are required by the donors to be invested and the income spent on specific objectives*

**The Bonsey Endowment Fund** The market value of the fund as at 31st December 2020 was £20569.25. The accrued income of the fund is used by the Diocese to reduce Stipendiary costs.

**The Chancel Trust** The Chancel Trust that is held by the Diocesan Board for the benefit of St. Margaret's PCC, West Hoathly is invested in 240 CBF Investment Fund (Income) Shares and the Diocese advised in December 2019 that this should not be shown in the PCC accounts. Income received from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel. Accumulated grant income not yet received from Chichester DBF and included in debtors amounted to £1382.28 at 31<sup>st</sup> December 2020 (£1237.42 in 2019)

**The Churchyard Trust** The Churchyard Trust is held by the Diocesan Board and is invested in 240 CBF Investment Fund (Income) Shares that had a market value of £4,916.95 at 31st December 2020. The fund is invested in the Churchyard Fund in accordance with the purposes of the Churchyard Trust.

Investments – **The Clock Field Fund** The Clock Field Fund of which the PCC is the beneficiary is invested in 240.8 income units in the Charities Official Investment Fund valued at £4,337.15 on 31st December 2020. Income from the Fund in 2020 was used in accordance with the purposes of the Clock Field Fund.

*Restricted funds are not invested permanently but are to be spent within reasonable timescales*

The restricted funds comprise the Extension Fund.

*Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides*

The designated funds comprise the monies raised or received for the repairs in the churchyard.

*The summary of all funds appears on the next page*

## 2020 Church and Churchyard Report to the APCM

2020 was a difficult year with restricted access due to the various lockdowns. The Tree survey was however undertaken with minor work required which was paid for by the Churchyard Trust.

In February Storm Dennis caused damage to the spire, removing several areas of shingles. The Insurance company, DAC and loss adjustors all approved the work in a timely fashion, however due to the Covid lockdown, the work was only finally completed in August 2020. In the autumn we were able to revisit the leaning wall issue on the top terrace with our new Church Architect and new Structural Engineer, the previous advisor having taken retirement.

The wall continues to lean and soil test are now required before we can agree a method of repair or even rebuilding of the wall. The Churchyard Trust have agreed to pay for the soil tests which are in excess of £3000.00. It is hoped this work can be undertaken early 2021, lockdowns allowing.

Permission has been granted for replacement of the guttering around the Lych Gate and investigations and costings are currently being reviewed for plastering inside the Lych Gate roof.

The PCC had previously requested the Churchyard Trust to concentrate funding on the leaning wall and we are grateful for their support in what may become an expensive project.

Further to the theft of memorial plaques from the terraces in the churchyard, work has continued to contact families and replace plaques. Funds raised paid for repairs to the wall caused by the removal of the plaques, and a contribution to the costs each family have incurred by paying the mounting costs. As at the end of the year of the 72 plaques affected, 32 have been replaced, 18 are waiting on the families' input, and the next of kin for 22 plaques have not yet been able to contact.

### Provision of pastoral care for people living in the parish

*“St Margaret’s is a good example of how all requirements for keeping everyone safe are being met so a big thank you to all your team.”*

LC

At the beginning of the lockdown, all church members were encouraged to have a phone buddy, a system which was mentioned in The Telegraph as a sign of parish pastoral care at work. Since June 2019 a monthly pastoral letter

has been sent out, by email and post, to everyone on the electoral roll and anyone who asks to go on the mailing list, to ensure continual contact.

Members of the church family have regularly reached out to people who were isolating or house-bound, including helping with shopping, delivering flowers, and regular phone-calls.

### Provision of tangible support to the poor and needy

Church, school and community members responded to the great need by donating to the Baskets of Blessing. As well as the existing basket in the church porch, an additional basket was placed in the Vicarage porch (available every day) and both have been consistently used. The donations are given to the local food bank in Easter Grinstead, Crawley Open House homeless project and Family Support Work in Chichester. Church members have also show initiative with their own projects to support local Food Banks and projects.

### Other charitable giving

Sharpthorne Hall continues to be maintained by the church, and is usually used for PCC meetings and events and also community events, including the visiting podiatrist. It is in a good state of decoration and repair, and holds a Food Hygiene rating of 5.

The church supported local charities, the Good Companions, John Smith Trust and the Senior Christmas Lunch, in advising suitable beneficiaries.

The parish magazine continues to be distributed to all subscribers in the parish. This helps to maintain links between the church family and the community, and is a good communication link.

*“Many thanks for your positive message, and the supplementary collection – we really appreciate it.”*

*House Manager,  
Crawley Open House Project*

The church family has supported many other mission and charitable societies, amounting to £391.67, including the Chichester Diocesan Family Support Work, the Children’s Society, Christian Aid, Chestnut Tree House Hospice, Poppy Appeal and Sussex Historic Churches (Ride & Stride).

## St Margaret’s Church West Hoathly registered charity number 1164054

### Notes to the Financial Report

#### 15 Summary of funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2020	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2020
	£	£	£	£	£
Bonsey Fund	19246		-	1323	20569
Churchyard Trust	4601			316	4917
Clock Field Fund	4076	-	-	261	4337
<b>Total of all endowed funds</b>	<b>27,923</b>	<b>-</b>	<b>-</b>	<b>1900</b>	<b>29,823</b>
Chancel Trust	1237			146	1383
Extension Fund	253,082	13533	9300-	-	257315
<b>Total of all restricted funds</b>	<b>254,319</b>	<b>13,533</b>	<b>9300</b>	<b>146</b>	<b>288521</b>
General fund	29782	77859	81884	-	25757
<b>Total of all unrestricted funds</b>	<b>29782</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25757</b>
<b>Total funds</b>	<b>312024</b>	<b>91392</b>	<b>91184</b>	<b>1946</b>	<b>314278</b>

# Independent Examiner's Report to the PCC of St Margaret of Antioch, West Hoathly for the Year Ended 31<sup>st</sup> December 2020

**NB: To change the wording above double-click the words then delete this instruction**

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Margaret of Antioch, West Hoathly, on the annual report for the year ended 31<sup>st</sup> December 2020 set out on pages 8 to 13

**Respective responsibilities of trustees and examiner**

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the (brackets) if they do not apply*

**Examiner's signature**

*Marion A Jones*

**Examiner's name CAPITALS**

MARION A JONES

**Date**

**Relevant professional qualification(s) or body**

19 APRIL 2021

*if any*

**Examiner's address**

AMICB

6 GLENHAM PLACE TOP RD SHARPETHORNE  
RH19 4HU

**Teaching, baptising and nurturing new and existing believers**

During the year there have been 2 weddings; 3 church funerals with 6 other funerals conducted for parishioners; 5 burials of ashes; 1 baptism and 3 candidates admitted to Holy Communion (and ready to be Confirmed when the bishops resume Confirmation services).

**Evangelism and outreach**

Despite the Covid-19 lockdown, the relationship with the school continues to be an important part of the church's community outreach. Mthr Nicol lead fortnightly Collective Worship in the school, mostly via Zoom, but occasionally to socially distanced services, including the Leavers' Service and Harvest Festival (both in the playground) and the two Christingle services. The church family donated new Bibles to each Year 6 leaver.

Civic services were held outside at the War Memorial for VJ Day and Remembrance Sunday, both well attended despite the shortened services and lack of singing.

**Provision of the church building for people to enjoy**

We celebrated 1 baptism, 2 weddings and 3 funerals in our church during the year. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

*"The service was perfect and the way the christening was stitched into the service while having to remember all the Covid-19 policies was quite an achievement. We have had so many nice messages from godparents and family following the service saying how much they enjoyed it."*

Mr N

Until the Covid-19 lockdown the church was open to the public every day. Currently to allow for regular quarantining, the church is only open on Wednesdays and Sundays, and the Track and Trace sign-in sheet shows a regular and steady stream of visitors.

The team of bell-ringers have only been able to ring occasionally, due to the Covid restrictions. However, when they have been rung members of wider community have commented on FaceBook how much they miss them.

**Spatial reordering of the church building and future projects**

Following the decision made at the end of 2019 to review and reimagine the facilities project, 2020 saw a new inspecting and project architect appointed, Jonathan Cerowski. Covid-19 meant progress could not take place throughout much of the year. However, the DAC did complete a site visit resulting in helpful comments and positive feedback, and a full structural survey was undertaken. These tasks have feed in to the concept design document, which is in progress for submission for informal advice from the DAC.

By the end of the year, the total funds raised stood at almost £335,989. In addition, a further £8,750 has been pledged for future payment, making a grand total of £344,739 raised, committed or due at 31st December 2019. Expenditure to date amounts to £70,764.

on the life of the church throughout 2020, and all the objectives of the year have been re-set in the light of the global pandemic.

In March 2020 the government closed all churches for public worship, the first time since 23 March 1208 when Mass was suspended. Although the church has been periodically opened, at various times throughout the year the only worship have been private individual prayer or online worship. In a rural environment with poor phone signal and wifi access this has not always proved easy, and the learning curve has been sharp. The PCC have worked hard to ensure the church can be opened safely where possible, with risk assessments, hygiene procedures and re-arranged seating to ensure transmission risks are reduced as much as possible.

The average regular weekly attendance, calculated by adding weekly attendance figures and dividing by 33, the number of Sunday services held in the year) was 33 adults and 5 children. This is a decrease on last year, but an understandable one given so many of our congregation are shielding or choosing to join online. During 2020 there were 925 communicants, and a total attendance of 1103 adults and 172 children.

Services have continued online including Holy Week services, compline and the weekly Sunday Eucharist. This is live-streamed on Facebook and then uploaded to YouTube, with links posted on Twitter. Sermons are also uploaded to a WordPress blog. For those who are not online, a regular 'Worship at Home' booklet is provided, which includes a simple service of Morning Prayer and Compline, and prayers, readings and reflections. The notices and sermon are posted out each week as well.

We look to encourage the deepening of faith for all ages, and where possible we continued in our monthly All Age Eucharist. Sadly the Sunday Club is currently unable to gather due to lack of socially appropriate space, however age appropriate material is sent out to families to encourage worship at home. The Emmaus Club re-formulated to include only the Year 6 school bubble and managed to run number of outdoor activities over the summer and autumn.

Christmas looked very different this year due to Covid-19, however we tried hard to ensure that all sections of the community there were opportunities for people to come together safely to join in the services. Numbers were down on the previous year, though still well attended, for example at the carol service the church was full to (social-distanced) capacity. The popular Chirstingle Crib service could not take place without excluding people, so instead two Chirstingle services took place at the local primary school, with parents helping at school sessions to make the Chirstingles, and a pre-recorded online Crib service was published on YouTube, which included many of the Sunday Club children providing the readings and music.

During 2020 there were 64 parishioners on the church electoral roll, 5 of whom are not resident within the parish.

## Independent Examiner's Report to the PCC of St Margaret of Antioch, West Hoathly for the Year Ended 31<sup>st</sup> December 2020

Section B	Disclosure
Give here brief details of any items that the examiner wishes to disclose	Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

In particular, we try to enable local people to live out their faith through prayer and scripture, music and sacrament. This includes:

- Worship and prayer, learning about the Gospel;
- Regular involvement at our local Church of England Primary School; the Youth group (Emmaus); home bible study groups, ministry in hospitals, residential, nursing and specialist care homes;
- Provision of pastoral care for people living in the parish through home visits;
- Missionary and outreach work, here and abroad.

The priorities for the coming 3 years are as follows (as agreed at the Benefice Vision Day in 2019):

Across both churches:

- To pray for and encourage, through invitation and companionship, growth in numbers and depth of faith
- To move to a position of financial stability, with increased Parish Ministry Contribution (PMC).
- Closer working relationship between the two PCCs, to lean upon each other's strengths and support one another.
- Maintenance of the church buildings where many of these mission activities take place.

Specifically St Margaret's, West Hoathly

- The completion of the facilities project, to create much needed toilet and hospitality facilities, improved accessibility, appropriate separate spaces for the vestry and Sunday Club, and liturgical resources including an aumbry for the Reserved Sacrament.
- Build on existing children's and youth work, including greater presence at May Camp, and explore the introduction of Messy Church and Open the Book.

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*"Thank you very much for all that you are doing to keep us connected. My daughter who lives in France was able to share in the compline service tonight..."*  
Mrs B

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## What we achieved and affected beneficiaries' lives

### Attendance at worship

St Margaret's is the village church in the middle of West Hoathly, and neighbouring village of Sharpthorne. Regular worshippers come from both villages and both the congregation and wider members of the community have a strong historical connection to the church, which is seen as a place of worship and a community hub, where people can

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*"Just wanted to reiterate my thanks for your Sunday morning livestreams, which have become a weekly staple for me."* SS via Twitter

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reason to expect things to

how

parish church in the middle of West Hoathly, and neighbouring village of Sharpthorne. Regular worshippers come from both villages and both the congregation and wider members of the community have a strong historical connection to the church, which is seen as a place of worship and a community hub, where people can

expectations of growing year on year. The growth at Sunday services, and there was no change. However, Covid-19 was to impact hugely

we

# St Margaret of Antioch

## Trustees Annual Report for 2020

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Revd Nicol Kinrade in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting in the ecclesiastical parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical.
- To know, love and follow Jesus better and to help others do the same;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of gender, sexuality, age, colour or financial situation;
- Providing support to those in need and, to other organisations with similar objectives.

The PCC also contributes to some of the running costs of a separately-constituted charity known as Sharpthorne Hall.

### What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

For this year we discussed and planned the following objectives and activities to fulfil our aims (which were formed in the Mission Action Plan ("MAP") (written in 2017 and updated following Vision Day 2019):

- To grow in faith and love for our Lord Jesus Christ and one another and be empowered by the Holy Spirit to do His will in this parish - through worship and learning opportunities such as courses.
- To continue to encourage the faithful and to reach out to outsiders - through relationships (both individual and with groups such as the Good Companions)
- To expand the ministry to youth and Sunday Club (specifically at St. Margaret's) every Sunday and to provide proper facilities for children and young people to meet;
- To continue to preach Jesus as the Word of God and deepen the knowledge and prayer of all who come, however tentative their faith.

# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Margaret of Antioch, West Hoathly

St Margaret of Antioch Church, North Lane, West Hoathly, RH19 4PP

Registered Charity no. 1164054

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**For the year ended 31st December 2020**

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Website: [Westhoathly.org.uk](http://Westhoathly.org.uk)

Priest in Charge: The Reverend Nicol Kinrade

The Vicarage, North Lane, West Hoathly.

Independent examiner: Mrs M Jones

6 Glenham Place, Sharpthorne, West Sussex, RH19 4HU

Bankers: CAF Bank, 25 Kings Hill Avenue, West Malling. ME19 4JQ  
The PCC also maintains deposit accounts at Lloyds Bank and the Nationwide Building Society.