

St John the Evangelist, Burgess Hill

Trustees Annual Report for 2020

Our aims and purposes as a charity

The Parish has been in interregnum throughout 2020 but has been supported by the Revd Paul Doick, Rural Dean who is a joint sequestrator with the 2 churchwardens.

Due to COVID the church closed its doors in Mid-March as required by law, but opened for private prayer in Mid-June and resumed Sunday services in Mid-August. We closed again at the beginning of November, as required, but did manage a few services around Christmas.

- 1 The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England.
- 2 Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical.
- 3 To know Jesus better and make Him better known.
- 4 Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay.
- 5 Providing financial support to those in need and, to other organisations with similar objectives.

What we had planned to do to achieve our charitable objectives.

When planning our activities for the year, 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 2020 we discussed and planned the following objectives and activities to fulfil our aims. However due to the COVID restrictions, a lot of this was not possible to achieve.

- 1 Enabling as many people as possible to worship at our church
- 2 Enabling as many people as possible to become part of our parish community
- 3 Teaching, baptising and nurturing new and existing believers
- 4 Maintaining an overview of worship throughout the parish

- 5 Considering how services can involve the many groups that live within the parish
- 6 Putting faith into practice, through prayer and scripture, music and sacrament
- 7 Offering worship and prayer, learning about the Gospel, in small group situations
- 8 Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- 9 Provision of pastoral care for people living in the parish
- 10 Providing assistance to the poor and needy of the parish
- 11 Giving grants to missionary organisations
- 12 Reaching out to the un-churched through provision of the Spire Cafe by offering wholesome meals at reasonable prices. Closed Mid-March due to COVID and has not reopened due to loss of chef and age of volunteers.
- 12 Maintaining the fabric of the church building as a historic centre and focus of life in the town centre.

What we achieved and how we affected beneficiaries' lives

Attendance at worship by being an Inclusive Church.

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church.

We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

The average regular Sunday attendance, counted during October 2020 was only 50 as that was the maximum we could accommodate whilst maintaining the required social distancing. All our Easter services were cancelled and we only managed a small service on Christmas Day attended by the maximum 50 allowed.

We normally look to encourage the deepening of faith for all ages, and alongside our services there is a programme for young people from crèche through to teenagers to join in with. We continued our emphasis upon the family and the children's ministry. The Youth Group is well attended, meeting every couple of months for a social as well as regular alternating Sunday morning sessions. Obviously all of this was curtailed because of COVID.

Evangelism and outreach was nearly all cancelled in 2020 due to either COVID lockdowns or extended restrictions, which resulted in the church being closed for a large part of the year.

The local primary and secondary school normally hold their annual Christmas school assemblies at St John's when parents and other family members are encouraged to attend, which results in standing room only. We also have several visits throughout the year from schools and beaver

and boys brigade packs who are doing various religious activities at school or at other groups.

We hold Lent and Advent courses where people can explore the Christian faith as well as first communion and confirmation courses.

Provision of the church building for people to enjoy

We only celebrated 4 baptisms, only 1 wedding, but no wedding blessings, as well as 6 funerals in our church, 8 at the crematorium and 3 burial of ashes 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.

We normally hold concerts every 6-8 weeks for the benefit of the local community, however we only managed 1 concert in February, before we went into lockdown.

Our church is normally open when our Spire Café is open, but again due to COVID this was closed in Mid-March. The church opened on Wednesdays and Sundays from Mid-June for private prayer. People remark about the sense of history within the church; that people of much earlier generations found life and presence there and, comments on the appreciation of the architectural beauty of the building and biblical archaeology.

Provision of pastoral care for people living in the parish

The Pastoral Care Team, chaired by Lynn Davison, is responsible for hospital visits and home visiting. Home communions are arranged as required and some of the local nursing homes also receive visits. Most of this was also curtailed due to the pandemic.

Provision of tangible support to the poor and needy and Charitable giving

Due to the pandemic the Food Bank had to relocate to an empty shop in the town, as the hall area was too small to maintain social distancing. The Stroke Club and Dementia Club also closed in March due to COVID as did all the other social action activities, but it is hoped they will return once things get back to some sort of normal. The church were able to celebrate a small Harvest Festival and donated the produce to Family Support Work, the toy service for FSW at Christmas time also went ahead albeit in a very small way. Each year we support as many local and national charities as we can, however again due to being closed most of the year we were only able to give £123 to the Ronald MacDonald Hospital Homes, £112 to FSW, £402 to Brighton Homeless, £260 to YoungMinds, £70 to Royal British Legion and £120 to the Burgess Hill Food Bank, all totalling £1,362. We also support DEC for appeals for major disaster funding.

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds received were £99,033 and restricted funds of £182 and are all detailed in the Financial Report.

The planned giving through PGS, envelopes and banker's orders unfortunately decreased to £53,999, but considering the church was closed for approx. 9 months we feel that this was a good result. It was also good to receive Gift Aid through the PGS as this comes in monthly which is good as far as cash flow is concerned.

Our total voluntary income including tax recovered, but excluding legacies again decreased by about 29%, due to all but one concert being cancelled and the café closing for 9 months.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £54,505 paid to the diocese for our share of all churches' Parish Ministry Costs, this was reduced by agreement of the PCC from £70,445 due to being closed. This amount covers the housing, stipend and pension costs of the clergy, also a standard sum for diocesan central costs, clergy training and a contribution to national church funds. Our Insurance premium paid was £3,865 which was the same as last year.

Staff costs

The PCC pays for a part time parish administrator, a part time cleaner, an organist and the Spire Café Chef who cooks wholesome reasonably priced food for the local community who help support the church by their use of the café. They were all put on furlough as soon as it was announced, which has been a great help to the church.

Trustee payments and expenses

As the vicarage has remained empty throughout 2020 so there was no Council Tax to pay but a sum of £559 was paid to keep the utility services connected.

There were no payments to persons related to or connected to the trustees.

Office costs. There were no major costs this year, apart from consumables.

Repairs to the fabric of the church building

The condition of the nave roof continues to be a cause for concern and a detailed report on its condition was prepared by the architect at the last quinquennial inspection in November 2018. It is anticipated that, although routine repairs have been carried out at a cost of £896, there will be a need for some major structural renewal, especially to the stonework of the building, as this is Bath Stone which is very soft and constantly needs repairing.

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 two months' worth of unrestricted payments as contingency against unforeseen situations. Unfortunately we did not achieve that this year, although we still expect to have sufficient cash flow to continue to pay bills when they fall due.

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. It is PCC policy to designate the net income from the church boxes and wall safe, which can be largely attributed to visitors to the church, for fabric repairs, including those identified in the Quinquennial Inspection.

As well as holding the general reserves, from time to time the PCC receives restricted legacies for expenditure on particular purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the legacy, depending on the specific objectives of the donor, only one legacy of £1,100 was received in 2020. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for expenditure is identified.

Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission registration no 1165166 as required by the Charities Act 2011.

Its governing document is the Parochial Church Councils (Powers) Measure 1956.

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

Ex Officio members Incumbent: Currently in interregnum

Parish Deacon: The Revd Stephen MacCarthy

Reader: Mrs Linda Blaker

Wardens: Mr Colin Squires

Miss Sonia Hayward from APCM 18th October 2020

Elected Members

Mr Stuart Beckett

Mrs Carol Butler

Mr John Carter

Mr Luke Corkill

Ms Sam Hindess

Mr Roy Horn also Vice Chairman of the PCC

Mrs Virginia Nicholls from APCM 18th October 2020

Mrs Kate Rhodes

Mrs Tracy Smith

Mr Douglas Stewart

Mr Graham Todd

Miss Averil West

Diocesan representative

Mrs Jean MacCarthy

Deanery Synod representatives

Mrs Claire Elliot

Mrs Theresa Corkill also PCC Secretary

Mr Geoffrey Burton Co-opted member Treasurer

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 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 a balance of skills and experience where possible.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by Mr Roy Horn JP, PCC Vice Chairman as the church is currently in vacancy, at the APCM on 29th April 2021

Examiners Report

Independent Examiner's Report to the PCC of St John the Evangelist Church, B

I report on the accounts of the PCC for the year ended 31/12/2020 which are set

Respective responsibilities of trustees and examiner.

The members of the Church's PCC are responsible for the preparation of the accounts. The members of the Church's PCC consider that an audit is not required for this year 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Commissioners (under section 145(5)(b) of the 2011 Act: and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Commission. An examination included a review of the accounting records kept by the PCC in comparison of the accounts presented with those records. It also includes consideration of unusual items or disclosures in the accounts, and seeking explanations from you concerning any such matters. The procedures undertaken do not provide all the procedures 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 report below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which I do not believe that in, any material respect:

- The accounting records were not kept in accordance with section 130 of the 2011 Act;
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the content of accounts set out in the Charities (Accounts and Reports) Regulations 2011, other than any requirement that the accounts give a 'true and fair' view which is considered as part of an independent examination.

I have come across no other matters in connection with the examination to which I have been drawn in this report in order to enable a proper understanding of the accounts.

Signed:



Name: Helen Preece

Letter

Date: 12/05/2021

Professional Qualification: ACMA, ACIB

Address: Unit 1, Teknol House, Victoria Road, Burgess Hill, West Sussex, RH15 9I

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Examiners Report

Independent Examiner's Report to the PCC of St John the Evangelist Church, Burgess Hill.

I report on the accounts of the PCC for the year ended 31/12/2020 which are set out on pages to .

Respective responsibilities of trustees and examiner.

The members of the Church's PCC are responsible for the preparation of the accounts. The members of the Church's PCC consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act: and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination included 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 you as 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 matter has come to my attention which gives me cause to believe that in, any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:



Name: Helen Preece

Date: 12/05/2021

Professional Qualification: ACMA, ACIB

Address: Unit 1, Teknol House, Victoria Road, Burgess Hill, West Sussex, RH15 9LH