

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARK, HOLBROOK

England & Wales · Charity number 1174914

## Details

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**Other names** ST MARK'S CHURCH, HOLBROOK

**Status** Registered

**Legal form** Other

**Registered** 2017-10-02

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

## Contact

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**Address** St Mark's Church  
St Mark's Lane  
Horsham  
West Sussex  
RH12 5PU

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**Email** [pcc@stmarksholbrook.org.uk](mailto:pcc@stmarksholbrook.org.uk)

**Website** <http://www.stmarksholbrook.org.uk/>

## Activities

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

**Activities:** Promoting in the parish the whole mission of the Church of England, pastoral, evangelistic, social and ecumenical.

## Classification

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- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

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- West Sussex

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-12-31	£318,130	£333,512	-	-
2024-12-31	£315,878	£314,136	-	-
2023-12-31	£361,504	£297,695	-	-
2022-12-31	£286,185	£240,927	-	-
2021-12-31	£263,226	£202,000	-	-
2020-12-31	£246,040	£366,002	-	-

## Trustees

Name	Role	Appointed
Alexander Bird		2024-04-14
BRIAN NORMAN CARTER		2020-08-23
Brian Cyril Smith		2019-04-29
Connor Cruise Carey		2024-04-14
DARREN STEWART RUSSELL HNC IENG		2019-04-29
GAYNOR UDESHI		2022-04-03
James Andrew Yelland		2024-04-14
Julia Waterson		2024-04-14
KAREN ANITA PARK		2016-10-18
Linda Crump		2018-04-26
Linda Yvonne Humble		2016-10-18
MICHAEL STEPHEN PARRY		2016-10-18
Mark Haydon		2024-04-14
Mark William Leddin		2022-04-03
Michael James Attfield		2026-04-26
Rev Simon Daniel John Shorey		2022-11-14
Rev Timothy James Stilwell		2024-09-25
Richard John Hanson		2023-04-30
Rod Kitchin		2019-04-29
Shirley Anne Gardner		2022-04-03

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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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## Holbrook, St Mark

St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

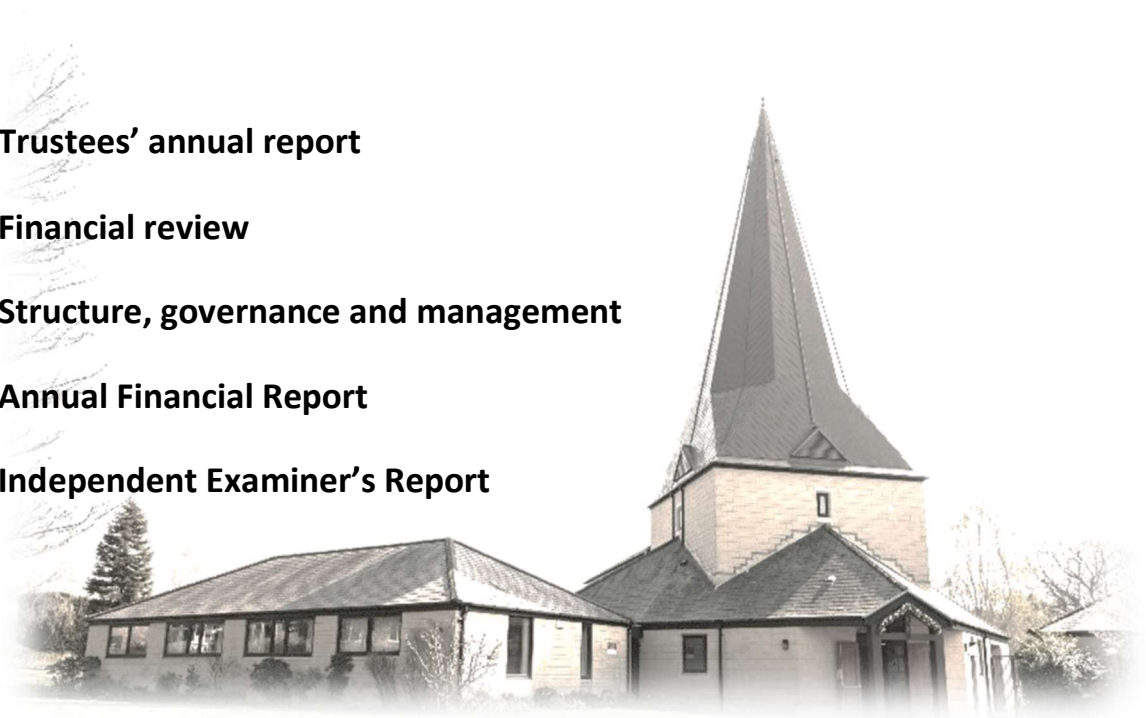
Registered Charity no. 1174914

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For the year ended 31 December 2025

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

Incumbent: The Rev'd Tim Stilwell  
St Mark's House, North Heath Lane, Horsham, West Sussex, RH12 5PJ

Independent Examiner: Mrs Marti Stenton FCA, Morris Palmer Limited,  
Barttelot Court, Barttelot Road, Horsham, West Sussex, RH12 1DQ

Bankers: NatWest, 47 Carfax, Horsham, West Sussex, RH12 1FD  
Flagstone, 1<sup>st</sup> Floor, 26-27 Oxendon Street, London, SW1Y 4EL

# Holbrook Parochial Church Council (Holbrook PCC)

## Trustees' Annual Report for 2025

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd Tim Stilwell, in:

- Promoting the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England.
- Promoting in the parish the whole mission of the church: pastoral, social, evangelistic and ecumenical.
- Practically supporting and caring for people in the parish, from the youngest to the oldest, irrespective of level of need or their personal circumstances.
- Demonstrating love for our neighbour and care for God's creation through every aspect of our church life.

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

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

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

The Incumbent and the PCC planned activities for the year with a focus on reflecting the love and generosity of God for the community we live amongst and further afield, in partnership with other like-minded organisations. This report demonstrates our determination to be visible and supportive for people living in our area and beyond.

For 2025 we discussed and planned the following objectives and activities to fulfil our aims:

- Welcoming all to our services, whether they attend in-person or watch the livestream.
- Serving our community with baptism, dedication, wedding and funeral services.
- Helping all people, regardless of background, to develop and grow in their faith.
- Developing our provision for young people through a range of events and activities.
- Supporting local families and children through various initiatives including our new Family Hub.
- Providing a safe, warm, social space with our weekly free café.
- Giving financial support to like-minded missionary organisations.
- Showing the love of Jesus through pastoral care.
- Giving support to households in need.

### Electoral Roll

At the end of 2025 there were 234 people on the church electoral roll, which is a net decrease of 48 from the previous year because the church electoral roll was refreshed (i.e. existing people were required by Church of England rules to re-register) during 2025. Almost two thirds live outside the Parish of Holbrook, with most of them living within the town of Horsham or its immediately adjacent villages.

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

### ***A wide range of services and worship to cater for all***

At St Mark's Church we offer a range of services to suit all ages and preferences of worship style. Our 8:30am Sunday service is a traditional service of Holy Communion with hymns and is publicly live-streamed via our YouTube channel. A less formal service at 10:30am has a mixture of traditional and contemporary music led by our music group. This service is privately live-streamed for members of the congregation who are unable to attend. An informal Café Praise service usually takes place on the 1st and 3rd Sundays at 7pm; refreshments are served before this service, and a relaxed café atmosphere is maintained by sitting around tables. A traditional mid-week service is held every Wednesday at 9:45am and follows the liturgy of the Book of Common Prayer, with many appreciating its rich language. All of our services are followed by refreshments, and support pastoral care and fellowship.

We welcome church members and families from the local community to Good Friday Messy Church and an annual Light Party, our alternative to Halloween. Local people also attend the special Christmas services; these include the Tree of Light service where money collected and donated is sent to support St Catherine's Hospice in Crawley, and the Christingle service which supports The Children's Society. Produce collected at our Harvest services is sent to our friends at the local Salvation Army for distribution to local people. In December we launched 'Carols Afloat', with a group singing Christmas carols around the local area, supported by a live band seated on a flatbed lorry. Mulled wine and mince pies were offered to people who came out to join in the singing in this successful venture.

### ***Pastoral Care***

Pastoral support in a Church of England parish seeks to offer compassionate, practical, and prayerful care to people at every stage of life. Through the ministry of the clergy and lay pastoral visitors, support is offered in times of joy, difficulty, illness, bereavement and change.

During 2025, pastoral support has continued to be provided through the many individual contacts that exist within the church, through the Holbrook Heart Café, the church Life Group network and the new Family Hub.

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*"I have just made a donation of £2,000 to the church on behalf of my mother, [CK]. She has been a resident at Skylark House Care Home for the last four years and has benefitted greatly from the kindness of the church, especially with the Tuesday coffee mornings. Thank you so much for everything you have done for her. [SH]*

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Our team members are able to provide:

- someone to listen, to be compassionate and friendly without interfering
- non-judgemental, confidential support
- befriending for people of all ages, any faith or none.

### ***Supporting people in need***

We maintain a hardship fund, from which we make grants to local families in financial need. We also hold a stock of Tesco supermarket vouchers, so we are able to respond swiftly if we become aware of a household in need of food or basic clothing. We aim to help people to deal with a short-term or one-off situation, and where appropriate we encourage them to seek further support from Horsham Debt Advice Service or Christians Against Poverty.

During 2025 we made 4 monetary grants totalling £1,150 (2024: 5 grants totalling £1,387). We also made 3 Tesco voucher grants totalling £400 (2024: 14 grants totalling £1,050). One of those voucher grants (value £100) was to a relative of a trustee; that trustee was not involved in the grant-making decision.

## Serving young people within the church and the local community

This year has been another busy year for the youth at St Mark's Church. The number of young people has been growing, and we have added some new interesting and challenging activities. Blaze (age 11 to 16) has grown in number; we continue to teach the Bible in a contemporary and interactive way, using games, media and bible study, and we encourage the youth to apply the teaching in their lives. They are continuing to grow in their understanding and faith; in May, two young people were Confirmed by the Bishop of Horsham.

We continue to support WATSAN Uganda (a UK charity dedicated to the support of a water and sanitation programme in South West Uganda). We held cake sales and completed a sponsored walk; with fundraising now exceeding £4,800, in 2025 we were able to fund two more clean water schemes which literally change and save lives.

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*July 2025 forum minutes:  
"Review of the Forum: all had enjoyed it, and felt that they had been listened to."*

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Another group that continues to thrive is our youth forum; its aim is to allow the young people to have a voice in wider church matters, and to know that they and their opinions are highly valued. The Youth Leader and a churchwarden meet every half term, with a group of five elected youth to eat dinner together, to discuss upcoming ideas, and to listen to their feedback on their groups. Our young people are a vital part of our church community.

In October, twenty young people with a team of six leaders attended a weekend away at the Holcot Group Holiday Centre near Edenbridge. We had lots of fun including a quiz, sports, an 'It's a Knockout' competition, a glow party, and three teaching sessions on the subject of 'work, rest and play'.

The church treasurer and a churchwarden volunteered to cook for us, and we were all very well looked after with a range of tasty and nutritious food and snacks.

We have already booked a larger venue for 2026, when we plan to take even more young people to enjoy a weekend together away from home, filled with faith, fun and food.



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*"Joining St Mark's has felt like a true blessing, and we believe God has led us here—especially after learning during our first visit that you've been praying for the Bohunt teachers, where our daughters, R and C, are studying. It was also deeply encouraging to hear there's a Christian Union established at Bohunt—a prayer I've held onto for a long time."*

*We loved meeting Karen and being invited to the lovely gathering at her home. We're looking forward to bringing our daughters to church regularly, so they may grow in faith and come to know God's love more deeply. Thank you again for embracing us so kindly. [AH]*

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The Youth Leader and a small team of volunteers are continuing to run the Christian Union club at our local secondary school, Bohunt Horsham. We provide a simple lunch for the students and have a short time for bible study, discussion and prayer.

Numbers attending are good; it has become one of the most attended clubs at Bohunt. We were invited to take part in the school's clubs fair in July when the new pupils who would join the school in September could see what was on offer; several have joined.

***'It's a Knockout' at the Holcot youth weekend away***



***Serving children and families – summer activities***



## Serving children & families within the church and the local community

Our children's groups on a Sunday have continued to grow and flourish; a real sense of belonging and deepening of relationships has taken place over the year. There is more engagement from a wider range of children, and the introduction of prayer diaries has been very fruitful. The children are keen to see what prayers have been answered and write in their diaries every week.



One of the biggest developments of 2025 was the launch of our Family Hub. In partnership with Spurgeons and Horsham Churches Together, we have started reaching out into the community to support families in different ways. The vision is to be the hands and feet of Jesus in the community and draw people to church by showing them God's love. We started with the Summer Lunch Club, providing food and activities on a Monday and Friday over lunchtime, during August. We had 11 families sign up and a fantastic team of church volunteers. The families engaged well, enjoying the food and the conversations and opportunities for the children to play. We work collaboratively with teams from St John's Broadbridge Heath and Kingdom Faith Church.

Our outreach into the community has expanded during the year. The transition of Mini-Marks to a weekly group has proved to be a great success, with new families regularly joining us. We now have an average of 40 children each week and a growing community of parents and carers who value the sessions. We encourage these families to engage further in church life by celebrating significant festivals through the group, such as Harvest. We also tailored one of our Christmas Eve crib services to appeal specifically to Mini-Marks families.

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*"I just want to say how much we absolutely love Mini Marks! From my very first visit, I've felt so warmly welcomed by everyone — it's such a wonderful, friendly group. The weekly activities are always creative and varied, which keeps things exciting. It's been amazing to see how much confidence my little boy has gained, and I'm so grateful for that. Thank you for offering such a valuable resource for families. A huge thanks to you and all the volunteers who help make it happen each week — your efforts mean so much."* [Parent]

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Our links with local schools are now well-established. This year Bible Club (the lunchtime club) has continued in Holbrook School and started at North Heath School. It continues to be popular, with places filling up quickly. We have also started running a similar club at All Saints Primary School, as their previous leaders were leaving and parents at the school approached us for help to continue the provision. We continue to run regular assemblies in the schools, and they happily advertise and support many of our special events.

Our special events and holiday activities have been a huge highlight. As well as our regular Good Friday Messy Church, Fun Day and Light Party which were all well attended as usual, we also ran an Easter Trail, Summer Tuesday Activities and Special Mini-Marks Summer sessions. This has all increased the footfall into the church and many parents have said that they now look out for things that we are doing.

We have also started a SEND (special educational needs and disabilities) Café to support parents and carers of children with additional needs. We have held one parent event and one family event and both have been received positively and welcomed new people into the church; this will continue during 2026. The other group we are targeting is new parents and expectant parents. Along with Mini-Marks we have set up a 'parents and bumps' area during our free Tuesday café and hope to grow the support we can offer these families in 2026, with having a weighing station and shared resources etc.

We are encouraged by this very positive start to this new initiative, having welcomed to various events about 40 families who have never been to St Mark's before.

## A fruitful year in Mowbray Village – “creating community for all to flourish”

We continue to knock on every new resident’s front door to welcome people to Mowbray Village, where there are now over 250 homes occupied by around 470 residents. Our reputation now precedes us as most people have already heard about us before we knock. We have built up fruitful and sustaining relationships with all three of the major organisations involved in the Mowbray development – Legal & General (owners of the full project and infrastructure developers); Cala (house builders for the first three parcels of land) and Pinnacle (ongoing property maintenance).

The Cala sales team in particular have come to appreciate what we do and often share it with potential new residents. The Legal & General (L&G) Managing Director for Strategic Land also continues to speak well of what we are doing and is now trusting us with L&G material to use at the residents’ events. People are also requesting to join our social media channels (333 Facebook members/199 WhatsApp members) before they move in so they can ask questions about anything from utility service options to local hairdressers.

Thanks to the wonderful Mowbray team of 18 people from St Mark’s, we are seeing people from a wide range of ages and family units connecting across the site after meeting at one of our monthly fun social events.

These include quiz nights, BBQs, cheese & wine evenings, games nights, pizza & drinks, pub/dog walks, Christmas and Easter services, and hosting Mowbray development events with L&G, Cala Homes and Pinnacle. We usually see around 40 people attending these events, with around 60 people joining us for Mowbray Carols in December.

With 18% of the Mowbray population living alone, we have encouraged those who can to attend the Holbrook Heart Café; this has proved to be a good social setting for people to get to know others in the local community.



Three ladies living alone now attend our café most weeks, one of which quickly settled in and attends church each Sunday. Another attended the Alpha Course we ran in October 2025 and subsequently started to attend our 10:30am service. We have created a new Mowbray flyer sharing all that we do at St Mark’s and encouraging all to come along; especially to our kids and youth programmes, as 19% of the Mowbray population is under 18 years of age. L&G has now sold the supermarket land to a retailer, so we hope to find out very soon which supermarket will be built.

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*“I don’t know of any other Cala site that has a team of people doing what you are doing.” [Cala homes manager]*

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We are hoping to establish a Mowbray Life Group in February/March 2026 to start a worshipping community on site.

Finally, we are trying to help the people in the Diocese of Chichester to see that they need to purchase a vicarage on site if they want any longevity to our work in Mowbray.

## Holbrook Heart Café

Holbrook Heart Café continues to be one of the most significant ways in which St Mark’s Church connects with the community on a regular basis. Many church members attend each week, but we particularly value our social and pastoral links with people who are otherwise not linked with the church. While it is not purely about the number of visitors, our average attendance is 108 on Tuesdays and 49 on Saturdays, with (respectively) 65% and 50% from the community. We also welcome residents from our local care home (Skylark House) each week.

This year staff from Cala homes (the Mowbray Village developer) have begun recommending the café to new residents, and it has been great to see them coming along each week. They feel welcomed and have become part of the regular café community. One lady has joined the baking rota, several now come to church on Sundays and one lady has just completed the Alpha course and joined us on Sundays a few times.

We continue to host the Community Fridge four times a year and the weekly ‘bread run’. Our Children and Families Leader ran very successful children’s activities in the Easter and summer holidays alongside the café – enabling parents to enjoy refreshments while their children played and learned. We have become well-known with outside agencies; they now ask if they can visit! This year we have had visits from the Fire & Rescue Service, Age UK, Citizens Advice Bureau and Christians Against Poverty. The café continues to be part of the local GPs’ Social Prescribing Programme, the Chatty Café Scheme, Warm Spaces, Age UK outreach and the Horsham District Council befriender programme.



## Christmas Angels

This project is now an established part of our church life, with the simple intention to spread some Christmas happiness in our community. A team of dedicated knitters – many from the weekly café – produced over 500 angels during the year, which were distributed around the parish during Advent. The angels were carefully left in conspicuous places such as hanging from bushes and trees with the simple messages “take me home” and “wishing you joy and peace at Christmas from everyone at St Mark’s Church, Holbrook”.

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*“My children discovered your beautiful angels in the hedges this morning - THANK YOU.*

*What a wonderful idea, it has brought some extra joy and delight to the weekend. We will certainly be visiting over the Advent and Christmas season. With much gratitude. [PF]*

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## Missionary outreach

St Mark's supports several charities at home and abroad. The following provides further information on two of our mission partners, their key work and current objectives.

### *Way of the Spirit*

The charity supports whole churches and individuals through courses and training programmes with training centres around the UK and abroad, including a Bible college in Uganda. There are hundreds of groups studying the main Bible course and various short courses throughout the UK and abroad; so many are growing in their faith. The Bible College continues to thrive and expand. Numerous missions are held throughout the year, and many pastors come from other African nations to be impacted and changed by the Christian truth.



### *Oasis*

The Oasis Advisory Service was established in Horsham in 1997 and offers support for unintended pregnancy and pregnancy loss to women, couples and other family members in a confidential and non-directional environment. The team offers longer term emotional and practical support to those struggling following an abortion. Counsellors offer clients information on all the options and are well resourced to provide both immediate and long-term support as necessary, directing to other agencies as appropriate. The Oasis Education Programme provides interactive sessions for year 9 or 10 students, offering them the chance to learn about the development of the foetus and giving them the opportunity to consider the feelings and emotions that could arise in an unplanned pregnancy situation.

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We currently support ten mission partners in the UK and overseas. We are privileged and proud to support them as they seek to serve some of the most disadvantaged people in the world.

Our other mission partners are:

- The Children's Society
- Flyers International
- Faith in Action
- Tear Fund
- Horsham Refugee Support Group
- Men's Shed Horsham
- St Catherine's Hospice
- Fundukuphila (helping foster families in South Africa)

## Financial Review

### ***Incoming and outgoing resources***

Total income in the year was £318,130 (budget £310,000). During 2025 our two new giving channels produced very healthy income: we received £19,712 via the Parish Giving Scheme and 447 payments totalling £5,237 through our contactless payment terminal.

Total expenditure was £333,512 (budget £320,000).

In broad terms, increased income and expenditure were (respectively) due to increased voluntary donations and an expansion in the church's charitable activities.

The deficit was £15,382 (budget £10,000 deficit). The reason for the budgeted deficit was the purchase and installation of new front doors expected to cost around £12,000, funded by a restricted gift (totalling £12,500 with gift aid) received during 2024. The doors cost £11,556 during 2025, with the project soon to be completed.

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

The largest expense of the PCC was £125,955 (2024: £120,580) paid to the diocese for our share of all churches' parish ministry costs. The total relates directly to:

- The housing, support, stipend and pension costs of the stipendiary clergy of this parish.
- The training of new ordinands.
- A contribution to national church funds.
- The shared costs of the Christian family throughout the whole diocese.
- Assistance towards the upkeep of churches less able to manage than ourselves.

The PCC paid parish ministry costs to the diocese in excess of the amount requested; this reflects our desire to support the wider Anglican Church and particularly the training of new ordinands. In 2025 the diocese asked Holbrook PCC to pay £102,787; we voluntarily paid an additional £23,168. The PCC reviews its parish ministry costs annually.

### ***Staff costs***

The PCC employs six cleaners, three administrators (two from April 2025), a children & families leader, a youth leader and an operations manager (from September 2025) on permanent contracts. Our employees all work part-time, and are all paid through the PAYE system.

### ***Trustee payments and expenses***

Full details concerning our employees who are/were trustees or are/were connected to trustees are provided in the notes to the accounts on page 23. Our employees are all paid at the local market rate, and trustees connected to employees have no involvement in decisions regarding remuneration rates or increases.

The PCC paid the incumbent's council tax £3,255 (2024: £840), water charges £636 (2024: £161), home telephone £215 (2024: £142) and vicarage alarm maintenance £0 (2024: £203), plus out-of-pocket expenses and travel costs amounting to £2,021 (2024: £365). [Note that the incumbent joined St Mark's Church in September 2024, so the 2024 and 2025 figures are not directly comparable.]

The PCC paid the associate vicar's council tax £2,762 (2024: £2,636) and water charges (net of refund of an overpayment) £329 (2024: £1,767), plus out-of-pocket expenses, travel, telephone and broadband costs amounting to £4,993 (2024: £5,203).

In total, 14 trustees (2024: 20) including clergy above received reimbursement of out-of-pocket expenses totalling £12,501 (2024: £13,244).

## Why we hold some money in reserve

It is PCC policy to maintain a balance in the unrestricted fund (excluding property) which equates to approximately two months of unrestricted payments, as contingency against unforeseen situations. We held at least that amount at all times during and at the end of the financial year.

It is general PCC policy to invest temporarily surplus general funds in our NatWest deposit account and in accounts available through the Flagstone platform, which is managed by the Charities Aid Foundation. Use of these investment accounts enables us to spread our money across different financial institutions and obtain full protection from the Financial Services Compensation Scheme.

We are at a very early stage in considering how we might optimise and possibly redevelop our church hall building which also houses our office; at the time of writing we had not yet appointed an architect and thus had no firm idea of costs and certainly no commitment to any costs. Therefore, no provision has been made in the annual financial statements for the potential costs of any future capital project.

## Money not counted as Holbrook PCC's income and expenditure

Certain money is received by the PCC that doesn't belong to us; it is therefore not part of our income and expenditure and is not otherwise stated or explained within this report. This is typically money which we receive to be passed on to another charity, organisation or person, including the Diocesan element of statutory fees for weddings and funerals.

The trustees are fully aware of their responsibilities regarding potential money laundering, and remain alert to any potential issue if they were (for instance) asked to channel any money from a donor to a third party in suspicious circumstances or return a gift to a donor for questionable reasons. The trustees did not identify any potential money laundering issues during the year.

During 2025 the PCC received and passed on the following amounts:

Received from	Paid to	Total 2025	Total 2024	Notes
		£	£	
Congregation - licensing service	Bishop of Chichester's Discretionary Fund	-	20	
Christingle service & collection boxes	The Children's Society	456	356	
Various fundraising events	Fudukuphila (Prestbury Methodist Church)	2,079	2,164	
Diocese of Chichester	Suppliers & service providers (vicarage repairs)	-	2,937	
Congregations	World Day of Prayer	-	100	
Congregations	Rev'd Richard Coldicott (balance of leaving gift)	-	500	
Congregations	Rev'd Jo Medhurst (leaving gift)	-	795	
Carol service collection	Horsham Matters Ltd (foodbank)	-	608	
Carol service collection	WATSAN Uganda water project	796	-	
H2O Charity Concert audience	Horsham Rotary Club	862	-	
H2O Charity Concert audience	Phoenix Stroke Club	1,014	-	
All Saints School carol service	Chestnut Tree House hospice	200	-	
Quiz teams	Horsham Debt Advice Service	59	-	
Fundraising - primary aged children	Lunch Bowl Network	1,028	-	
Ladies' craft evening	St Catherine's Hospice	1,060	-	
Tree of Light service	St Catherine's Hospice	661	260	
H2O Charity Concert audience	St Catherine's Hospice	-	866	
Fundraising - youth group	WATSAN Uganda water project	1,869	2,417	
Funeral director	Priest/Lay Reader (funeral travel expenses)	18	16	
Parishioners & funeral directors	Diocese of Chichester (wedding & funeral fees)	2,240	884	
		<b>12,342</b>	<b>11,923</b>	

## Risk Management

In a large and thriving parish, the PCC's risks are varied and wide-ranging. Some risks are financial; others are pastoral or operational, but with potential financial implications. The PCC believes that the principal risks are:

### Principal risk

Safeguarding – to protect children and vulnerable adults in our care.

An unexpected fall in income.

The challenge of maintaining adequate volunteers with requisite skills and time available.

General financial risk – protection of the charity's funds; errors, mismanagement or defalcation etc.

Health & safety.

Asset risk, such as through theft, fire or flood.

### Basic mitigation/management

All church leaders and relevant volunteers are trained in safeguarding to the appropriate level, and we have relevant and proportionate policies in place to ensure that we properly care for our congregations, visitors, volunteers and staff.

The church's donors are numerous and the charity does not depend on a small number of major regular donors.

Our annual stewardship appeal not only considers financial gifts, but strongly focuses on time and talents.

We have a skilled, diverse and experienced finance team and proportionate financial governance policies.

We follow appropriate health & safety policies and guidance to keep everyone safe on our premises.

We look after our buildings and our other assets, and we have appropriate insurance policies in place.

The PCC seeks to manage risks and uncertainties by risk assessing any new or ad hoc activity, and regularly reviewing (a) its policies for the general operation of the charity and the use of church buildings and (b) its Mission Action Plan.

## PCC policies

Holbrook PCC has adopted and maintains a full suite of relevant policies, to ensure that we have processes in place to manage our ministries effectively and proportionately, and mitigate potential risks and issues. Each policy is subject to periodic review to ensure that it remains fit for purpose. Our active policies are:

- safeguarding
- food
- finance
- communication
- legacies
- investment and reserves
- hardship
- complaints
- security
- church and hall hire
- media
- garden of remembrance
- ex-offender recruitment
- serious incident reporting
- significant event of national or local mourning
- computer hardware & software
- data protection
- health and safety
- risk management
- human resources
- conflict of interest
- prevention of criminal facilitation of tax evasion
- environmental
- managing allegations
- expressing concerns/whistleblowing

## Structure, governance and management of the charity

Holbrook PCC is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956. The PCC met six times during the year.

During the year the following served as members of the PCC and thus as trustees. Those shown in **bold** also served on the Standing Committee (SC), which met three times during the year. Those shown in **bold italics** also served on the leadership team, which met monthly through the year.

### EX-OFFICIO MEMBERS

Incumbent:	<b>Rev'd Tim Stilwell</b>	<b>PCC/SC Chair</b>
Associate Vicar:	<b>Rev'd Simon Shorey</b>	
Churchwarden:	<b>Mr Richard Hanson</b>	<b>PCC/SC Vice Chair</b>
Churchwarden:	<b>Mrs Shirley Gardner</b>	

### PCC SECRETARY

Mrs Linda Crump

### ELECTED MEMBERS

	Mr Alex Bird	
	Mr Connor Carey	
	Mr Brian Carter	
to 30 March 2025	Mrs Giulietta Grover	
	Mr Mark Haydon	Assistant Safeguarding Officer
to 30 March 2025	Mr Peter Hellyer	
	Mr Rod Kitchin	
	Mr Mark Leddin	
to 30 March 2025	Mr Jim Perry	
	Mr Darren Russell	Premises Committee Chair
	Mr Brian Smith	
	<b>Mrs Gaynor Udeshi</b>	
to 30 March 2025	Mrs Sue Vernon	
	<b>Mrs Julia Waterson</b>	<b>Safeguarding Officer from 1 September</b>
	Mr James Yelland	

### DIOCESAN SYNOD

Mrs Karen Park

### DEANERY SYNOD

to 23 July 2025	Mr Rob Allen	
	Mrs Linda Humble	
	<b>Mr Mike Parry</b>	<b>Treasurer/Finance Committee Chair</b>

### CO-OPTED MEMBERS

to 31 August 2025	<b>Mrs Helen Anderson</b>	<b>Safeguarding Officer to 31 August</b>
to 30 March 2025	Mrs Alex Stothard	

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members as above, and (until April 2026) up to 15 members who are elected at the Annual Parochial Church Meeting with one third retiring each year in line with best practice. At the Annual Parochial Church Meeting on 30 March 2025 it was resolved to reduce the number of elected PCC members from 15 to 9, in accordance with Rule M15(9) of Part 9 of the Church Representation Rules. By virtue of that same rule, the reduction will take effect from the date of the next Annual Parochial Church Meeting in April 2026. In anticipation of this change, four PCC vacancies arising from elected members standing down were left unfilled in 2025.

## Acknowledgement of the role of volunteers

Holbrook PCC is deeply indebted and grateful to the dedicated and diverse group of around 160 volunteers who help the charity to deliver its objectives. Volunteers are involved in leading and supporting all areas of ministry in the church, including but not limited to:

- safeguarding
- pastoral care – within the church family and in the wider community
- music and worship
- leading services and preaching
- our new family hub
- flower arranging and seasonal church decoration
- working with our youth and children
- serving at the weekly Holbrook Heart Community Café
- maintenance of the buildings and grounds
- facilitating social/community events
- leading homegroups
- prayer ministry
- welcoming and stewarding at services
- running Alpha
- serving on the PCC and other committees
- managing the charity's finances.

Because of the wide range of roles and seasonal variations it is impossible to accurately quantify the total input of our volunteers in terms of hours per week or days per year, but every one of them is greatly valued and appreciated.

## Our plans for the future

Throughout 2026 we will continue to press into our stated commitment to encounter God, embrace one another and engage with our local community. There are plans for a Lent Course, alongside other 'bite size' teaching sessions throughout the year. These will develop our personal spiritual 'toolkit'; they promise to strengthen our confidence in the gospel, deepen our compassion and release creative connection with those who don't yet know Jesus Christ. We plan to develop our use of social media to extend our reach into the whole of our local community. We confidently predict that our engagement with children, young people and their families will have been transformed during 2026, through our children and youth ministry, into active members of the church family.

We intend to explore funding for Mowbray in order to sustain and grow the seeds that the Rev'd Simon Shorey and his team have faithfully sown in the last few years. The Mowbray Life Group will be well established by the end of the year. The PCC will approve and appoint an architect who will help us redesign aspects of the church building to release more mission and ministry. By the end of the year we hope to have the first draft of a concept design for a new Parish Centre. During the course of 2026 we will have completely refreshed our church website, logo and 'brand'.

## Approval of the Annual Report by the Trustees

This Trustees' Annual Report was **approved** by the PCC at its meeting on 16 March 2026 and signed on its behalf by Rev'd Tim Stilwell, PCC Chairman:



Date 16 March 2026

# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## Holbrook, St Mark

St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

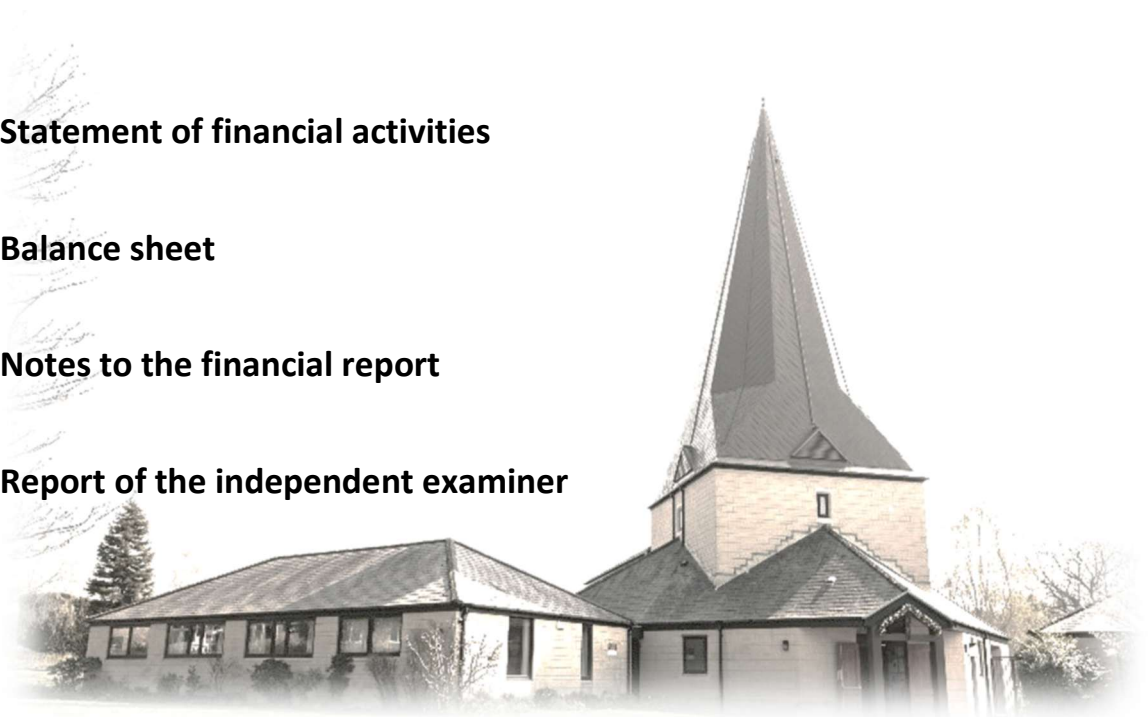
Registered Charity no. 1174914

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For the year ended 31 December 2025

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# St Mark's Church, Holbrook

## Statement of Financial Activities

registered charity number 1174914

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

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2025</b>	<i>Total Funds 2024</i>	<b>Notes</b>
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations and legacies	303,109	1,359	<b>304,468</b>	303,899	
Charitable activities	1,546	-	<b>1,546</b>	475	
Other trading activities	2,790	-	<b>2,790</b>	3,744	
Investments	9,285	-	<b>9,285</b>	7,760	
Other receipts	41	-	<b>41</b>	-	
<b>Total income</b>	<b>316,771</b>	<b>1,359</b>	<b>318,130</b>	<b>315,878</b>	<b>2</b>
<b>Expenditure on:</b>					
Raising funds	-	-	-	557	
Charitable activities	314,729	12,092	<b>326,821</b>	306,169	
Other trading activities	6,691	-	<b>6,691</b>	7,410	
<b>Total expenditure</b>	<b>321,420</b>	<b>12,092</b>	<b>333,512</b>	<b>314,136</b>	<b>3</b>
Net gains (or losses) on investments	-	-	-	-	
<b>Net income or (net expenditure)</b>	<b>(4,649)</b>	<b>(10,733)</b>	<b>(15,382)</b>	<b>1,742</b>	
<b>Net transfers between funds</b>	-	-	-	-	<b>10</b>
<b>Other recognised gains/(losses):</b>					
Gains/(losses) on revaluation of fixed assets	-	-	-	-	
Other gains/(losses)	-	-	-	-	
<i>Reconciliation of funds:</i>					
<b>Net movement in funds</b>	<b>(4,649)</b>	<b>(10,733)</b>	<b>(15,382)</b>	<b>1,742</b>	
Total funds brought forward	279,716	13,133	<b>292,849</b>	<b>291,107</b>	<b>17</b>
<b>Total funds carried forward</b>	<b>275,067</b>	<b>2,400</b>	<b>277,467</b>	<b>292,849</b>	<b>17</b>

# St Mark's Church, Holbrook

## Balance Sheet

registered charity number 1174914

Our financial position and summary of funds at the end of the financial year were:

	Total Funds <u>2025</u>	Total Funds <u>2024</u>	Notes
	£	£	
Tangible assets	12,336	-	11b
<b>Total fixed assets</b>	<b>12,336</b>	<b>-</b>	
Debtors	11,324	92,365	13
Tesco gift cards	800	-	
Cash at bank and in hand	262,201	206,596	
<b>Total current assets</b>	<b>274,325</b>	<b>298,961</b>	
Creditors: Amounts falling due within one year	(9,194)	(6,112)	14
<b>Net current assets or (liabilities)</b>	<b>265,131</b>	<b>292,849</b>	
<b>Total assets less current liabilities</b>	<b>277,467</b>	<b>292,849</b>	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
<b>Total net assets or (liabilities)</b>	<b>277,467</b>	<b>292,849</b>	12
<b>The funds of the charity:</b>			
Endowment funds	-	-	
Restricted income funds	2,400	13,133	
<b>Total unrestricted funds</b>	<b>275,067</b>	<b>279,716</b>	
<b>Total charity funds</b>	<b>277,467</b>	<b>292,849</b>	17

This Financial Report for the year ended 31 December 2025, including the notes following, was **approved** by the PCC and signed on its behalf by Rev'd Tim Stilwell, PCC Chairman and Mr Mike Parry, Treasurer:




Date 16 March 2026

### 1 Accounting policies

#### Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)). The accounts present a true and fair view and the accounting policies adopted are those outlined below.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

#### Funds accounting

Funds held by the PCC are:

*Unrestricted funds* - general funds which can be used for PCC ordinary purposes.

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

#### Income and endowments

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

#### Donations and legacies

*Collections* are recognised when received.

*Planned giving receivable* is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

*Gift aid recovered* is recognised when the income to which it is attached is recognised.

*Grants* are recognised when the formal offer in writing of the funding is received by the PCC.

*Legacies* are recognised when (a) it is probable that the legacy will be received, and (b) its value can be measured reliably.

#### Charitable activities

Statutory fees for weddings and funerals are recognised when the office occurs.

#### Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised when received.

#### Investment income

Interest entitlements are accounted for as they accrue.

#### All other income

All other income is recognised in accordance with the above overall policy.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at 31 December.

### Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

### Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

### Church activities

The Diocesan parish contribution is accounted for on an annual basis and paid monthly, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December would be provided for in these accounts as an operational (though not a legal) liability and would be shown as a creditor in the balance sheet.

### Fixed assets

#### *Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by Section 10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. All other property acquired prior to 18 October 2016 (the date when St Mark's Holbrook was established as a separate parish) already had a depreciated value of £nil as at 1 January 2017.

All expenditure on consecrated or beneficed buildings and individual items costing under £3,000 are written off in the year they were incurred.

#### *Depreciation*

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

land & buildings	nil
fixtures and fittings	20%
audio visual equipment	33.33% (generally)
digital projector	20% (purchased 2025)
office equipment	25%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values are so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular impairment reviews, provision will be made if there has been any permanent diminution in value.

### Investments

Investments are stated at market value at the balance sheet date.

### Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectible (no such provision applied at 31 December 2024 or 31 December 2025).

Short-term deposits include cash held on deposit at the bank.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 2 Analysis of income and endowments

	Unrestricted Fund	Restricted Fund/s	Total Funds 2025	Total Funds 2024	Notes
	£	£	£	£	
Planned giving (gift aid included by agency)	32,972	-	32,972	22,127	2a
Planned giving (excl. tax refunds)	184,472	-	184,472	175,948	2b
Planned giving (no tax refunds)	10,196	-	10,196	15,509	2c
Loose cash collections including contactless	7,058	-	7,058	6,603	
Sundry donations	9,750	-	9,750	6,128	
Gift aid recovered	50,165	25	50,190	49,878	
Other income	3,102	-	3,102	14,800	
Donations & appeals	-	1,334	1,334	11,706	
Legacies	5,394	-	5,394	1,200	
<b>Donations and legacies</b>	<b>£303,109</b>	<b>£1,359</b>	<b>£304,468</b>	<b>£303,899</b>	
Fees for weddings & funerals	1,546	-	1,546	475	
<b>Charitable activities</b>	<b>£1,546</b>	<b>-</b>	<b>£1,546</b>	<b>£475</b>	
Mission income	-	-	-	320	
Church centre hiring fees	2,790	-	2,790	3,424	
<b>Other trading activities</b>	<b>£2,790</b>	<b>-</b>	<b>£2,790</b>	<b>£3,744</b>	
Bank interest	95	-	95	438	
Investment interest	9,108	-	9,108	7,322	
HMRC interest	82	-	82	-	
<b>Investments</b>	<b>£9,285</b>	<b>-</b>	<b>£9,285</b>	<b>£7,760</b>	
Other receipts	41	-	41	-	
<b>Total income and endowments on all funds</b>	<b>£316,771</b>	<b>£1,359</b>	<b>£318,130</b>	<b>£315,878</b>	

**2a** Comprises gifts collected by Stewardship Services, Charities Aid Foundation or the Parish Giving Scheme with the agent processing and recovering any gift aid, and then paid over to Holbrook PCC with gift aid.

**2b** Comprises gifts by standing order or weekly giving envelopes, eligible for gift aid, and with gift aid processed and recovered from HMRC by Holbrook PCC.

**2c** Comprises gifts by standing order or weekly giving envelopes, not eligible for gift aid.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 3 Analysis of expenditure

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2025</b>	<i>Total Funds 2024</i>	<b>Notes</b>
	£	£	£	£	
Fundraising costs	-	-	-	557	
<b>Cost of raising funds</b>	-	-	-	<b>£557</b>	
Parish share to Chichester Diocese	125,955	-	<b>125,955</b>	120,580	
Horsham Churches Together	1,739	-	<b>1,739</b>	1,700	
Salaries and honoraria incl NI & pension costs	87,664	-	<b>87,664</b>	60,483	<b>5</b>
Clergy costs & expenses	12,270	-	<b>12,270</b>	17,527	
Mission & evangelism costs	7,821	536	<b>8,357</b>	10,854	
Missionary & charitable giving	12,183	-	<b>12,183</b>	11,692	<b>4</b>
Youth/children's work	9,940	-	<b>9,940</b>	10,314	
Water, gas & electricity	7,139	-	<b>7,139</b>	8,298	
Printing & photocopying	791	-	<b>791</b>	718	
Other regular church running costs	26,385	-	<b>26,385</b>	39,011	
Accounting and Examiner's fees	2,496	-	<b>2,496</b>	2,400	<b>9</b>
Church & grounds maintenance	16,168	11,556	<b>27,724</b>	21,518	
Bank charges	1,094	-	<b>1,094</b>	1,074	
Depreciation	3,084	-	<b>3,084</b>	-	
<b>Cost of charitable activities</b>	<b>£314,729</b>	<b>£12,092</b>	<b>£326,821</b>	<b>£306,169</b>	
Church hall running costs	6,691	-	<b>6,691</b>	7,254	
Investment management charges	-	-	-	156	
<b>Cost of other trading activities</b>	<b>£6,691</b>	-	<b>£6,691</b>	<b>£7,410</b>	
<b>Total expended on all funds</b>	<b>£321,420</b>	<b>£12,092</b>	<b>£333,512</b>	<b>£314,136</b>	

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 4 Missionary and charitable giving

	Unrestricted Fund	Restricted Fund/s	Total Funds 2025	Total Funds 2024	Notes
	£	£	£	£	
<b>Overseas:</b>					
Faith in Action (RCN 293961)	1,000	-	1,000	1,000	
Flyers International (RCN 1138887)	1,000	-	1,000	1,000	
Fundukuphila (Prestbury Methodist Church)	1,000	-	1,000	1,000	
Lunch Bowl Network (RCN 1114981)	172	-	172	-	
Matt & Rowan Hellyer (serving in Bosnia)	300	-	300	-	
Tear Fund (RCN 265464)	1,000	-	1,000	1,000	
WATSAN Uganda (RCN 1123803)	411	-	411	-	
Way of the Spirit (RCN 1110648)	1,000	-	1,000	1,000	
<b>Home:</b>					
A Rocha UK (RCN 1089276)	100	-	100	100	
Bishop of Chichester Discretionary Fund	-	-	-	150	
Diocese of Chichester (youth May Camp)	500	-	500	-	
Horsham Debt Advice Service (RCN 1098960)	500	-	500	1,000	
Horsham Refugee Support Group (RCN 1201595)	1,000	-	1,000	-	
Horsham Matters Ltd (RCN 1116253)	-	-	-	608	
Men's Shed Horsham (RCN 1173345)	1,000	-	1,000	1,500	
Olive Tree Cancer Support (RCN 1157386)	200	-	200	-	
Other miscellaneous gifts	-	-	-	334	
Oasis Crisis Pregnancy Centre (RCN 1193428)	1,000	-	1,000	1,000	
St Catherine's Hospice (RCN 281362)	1,000	-	1,000	1,000	
The Children's Society (RCN 221124)	1,000	-	1,000	1,000	
	<b>12,183</b>	-	<b>12,183</b>	<b>11,692</b>	

For the sake of clarity and openness it should be noted that the following trustees of Holbrook PCC are also trustees of charities which receive discretionary monetary grants from Holbrook PCC:

- Mr R Allen is a trustee of The Flyers International Partnership Trust – charity number 1138887
- Mr B Carter was a trustee of Faith in Action until 31 January 2025 – charity number 293961

Holbrook PCC does not have a specific charitable, working or transactional relationship with the named charities, but does make an annual arm's length financial grant to each charity as a mission partner of Holbrook PCC.

Each relevant trustee declares a conflict of interest when such grants are being dealt with, does not engage in substantive or directional discussion and abstains from any vote. Holbrook PCC is not connected to any of the above charities in the context of Section 157 of the Charities Act 2011.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 5 Staff costs

	Unrestricted Fund	Restricted Fund/s	Total Funds 2025	Total Funds 2024	Notes
	£	£	£	£	
<b>Remuneration:</b>					
Wages and salaries	85,911	-	<b>85,911</b>	59,234	
Employer social security	-	-	-	-	
Employer pension	1,753	-	<b>1,753</b>	924	
Recruitment	-	-	-	325	
HR Consultancy	-	-	-	-	
	<b>87,664</b>	-	<b>87,664</b>	<b>60,483</b>	

The average number of persons employed by the charity during the financial year was 11 (2024: 10).  
No employee received remuneration at the rate of £60,000 or more (2024: none).

### 6 Transactions with PCC members

Expenses were paid to 14 (2024: 20) trustees or persons connected to trustees in respect of reimbursed expenses amounting to £12,501 (2024: £13,244).

The aggregate donations made by the charity's trustees and people connected to them totalled £70,923 (2024 - £78,822). None of these donations carried any conditions on receipt.

### 7 Transactions with persons related to PCC members

The following were remunerated as cleaners:

Mrs L Haydon, wife of Mr M Haydon, a trustee, and daughter of Mr M Parry, a trustee and the PCC Treasurer, was paid £4,570 (2024: £2,622); Mr M Stothard, son of Mrs A Stothard, a trustee, was paid £937 (2024: £1,023) until he left the charity's employment in August 2025.

Mrs J Allen, wife of Mr R Allen, a trustee, was paid £4,015 (2024: £11,556) as the church's senior administrator until her retirement in May 2025.

Mrs M Leddin, wife of Mr M Leddin, a trustee, was paid £25,154 (2024: £10,488 which was the year of commencement) as the Children & Families Leader.

Matt & Rowan Hellyer, respectively son and daughter-in-law of Mr P Hellyer, a trustee, received a £300 grant to help with their living expenses whilst ministering to people in need in Bosnia & Herzegovina. The decision to make that grant did not involve Mr P Hellyer or his wife.

### 8 Transactions with related charities

Holbrook PCC is not connected to any other charity in the context of Section 157 of the Charities Act 2011.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 9 Governance

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2025</b>	<i>Total Funds 2024</i>	<b>Notes</b>
	£	£	£	£	
Independent examination	2,496	-	<b>2,496</b>	2,400	
Accounts production	-	-	-	-	
Bookkeeping	-	-	-	-	
	<b>2,496</b>	-	<b>2,496</b>	<b>2,400</b>	

### 10 Transfers between funds

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2025</b>	<i>Total Funds 2024</i>	<b>Notes</b>
	£	£	£	£	
General fund	(77,683)	-	<b>(77,683)</b>	14	
Designated fabric fund	4,233	-	<b>4,233</b>	-	
Designated hardship fund	1,500	-	<b>1,500</b>	1,000	
Designated ministry fund	(21,169)	-	<b>(21,169)</b>	(9,014)	
Designated mission fund	12,000	-	<b>12,000</b>	8,000	
Designated legacy fund	81,119	-	<b>81,119</b>	-	
	-	-	-	-	<b>17</b>

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 11 Fixed assets

#### (a) Investments

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2025</u>	<i>Notes</i>
	£	£	£	£	
Market value 1 January 2025	-	-	-	-	
Purchases at cost	-	-	-	-	
Net gains and revaluation	-	-	-	-	
Disposals at carrying value	-	-	-	-	
<b>Market value 31 December 2025</b>	-	-	-	-	

#### (b) Tangible fixed assets

	<u>Freehold land and buildings</u>	<u>Audio visual equipment</u>	<u>Office equipment</u>	<u>Total fixed assets</u>	<i>Notes</i>
	£	£	£	£	
<b>Cost or valuation</b>					
At 1 January 2025 (historical cost)	-	4,668	-	<b>4,668</b>	
Additions	-	15,420	-	<b>15,420</b>	
Revaluation	-	-	-	-	
Disposals	-	-	-	-	
At 31 December 2025	-	<b>20,088</b>	-	<b>20,088</b>	
<b>Charge for impairment</b>					
At 1 January 2025 (b/f from previous years)	-	4,668	-	<b>4,668</b>	
Additions	-	3,084	-	<b>3,084</b>	
At 31 December 2025	-	<b>7,752</b>	-	<b>7,752</b>	
<b>Net book amounts at 31 December 2025</b>	-	<b>12,336</b>	-	<b>12,336</b>	
<i>Net book amounts at 31 December 2024</i>	-	-	-	-	

Holbrook PCC also owns tangible fixed assets including computers, printers, musical instruments, livestreaming equipment, furniture, digital projectors and a sound system. These assets do not appear in this Note because they were either acquired prior to 18 October 2016 (the date when St Mark's Holbrook was established as a separate parish) and already had a depreciated value of £nil as at 1 January 2017, or they cost below £3,000 and were therefore not capitalised, and instead were written off against income in the year that the expenditure was incurred. These assets are all listed in the church inventory.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 12 Net assets by fund

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2025</b>	<i>Total Funds 2024</i>	<b>Notes</b>
	£	£	£	£	
Fixed assets for church use	12,336	-	<b>12,336</b>	-	<b>11</b>
Investment fixed assets	-	-	-	-	
Current assets (except cash)	11,324	-	<b>11,324</b>	92,365	<b>13</b>
Tesco gift cards	800	-	<b>800</b>	-	
Cash at bank and on deposit	256,801	5,400	<b>262,201</b>	206,596	
Current liabilities	(6,194)	(3,000)	<b>(9,194)</b>	(6,112)	<b>14</b>
Long term liabilities	-	-	-	-	
	<b>£275,067</b>	<b>£2,400</b>	<b>£277,467</b>	<b>£292,849</b>	

### 13 Debtors

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2025</b>	<i>Total Funds 2024</i>	<b>Notes</b>
	£	£	£	£	
Income tax recoverable	3,794	-	<b>3,794</b>	4,269	
Prepaid expenditure	3,204	-	<b>3,204</b>	4,806	
Accrued income	499	-	<b>499</b>	-	
Accrued interest	3,827	-	<b>3,827</b>	3,290	
Accrued legacy	-	-	-	80,000	
	<b>£11,324</b>	-	<b>£11,324</b>	<b>£92,365</b>	

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 14 Creditors: amounts falling due within one year

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2025</b>	<i>Total Funds 2024</i>	<b>Notes</b>
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	6,110	3,000	<b>9,110</b>	5,955	
Trade creditors	61	-	<b>61</b>	-	
Archdeacon's loan	-	-	-	-	
Prepaid income	23	-	<b>23</b>	157	
	<b>£6,194</b>	<b>£3,000</b>	<b>£9,194</b>	<b>£6,112</b>	

### 15 Creditors: amounts falling due after one year

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2025</b>	<i>Total Funds 2024</i>	<b>Notes</b>
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	-	-	-	-	
	-	-	-	-	

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 16 Comparatives from prior year for the statement of financial activities

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2024
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	289,116	14,783	-	303,899
Charitable activities	475	-	-	475
Other trading activities	3,744	-	-	3,744
Investments	7,760	-	-	7,760
<b>Total income</b>	<b>301,095</b>	<b>14,783</b>	-	<b>315,878</b>
<b>Expenditure on:</b>				
Raising funds	557	-	-	557
Charitable activities	304,062	2,107	-	306,169
Other trading activities	7,410	-	-	7,410
<b>Total expenditure</b>	<b>312,029</b>	<b>2,107</b>	-	<b>314,136</b>
Net gains (or losses) on investments	-	-	-	-
<b>Net income or (net expenditure)</b>	<b>(10,934)</b>	<b>12,676</b>	-	<b>1,742</b>
<b>Transfers between funds</b>	-	-	-	-
<b>Other recognised gains/(losses):</b>				
Gains/(losses) on revaluation of fixed assets	-	-	-	-
Other gains/(losses)	-	-	-	-
<i>Reconciliation of funds:</i>				
<b>Net movement in funds</b>	<b>(10,934)</b>	<b>12,676</b>	-	<b>1,742</b>
Total funds brought forward	290,650	457	-	291,107
<b>Total funds carried forward</b>	<b>279,716</b>	<b>13,133</b>	-	<b>292,849</b>

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 17 Statement of funds

#### Explanation of funds

**Endowed funds** are required by the donors to be invested and the income spent on specific objectives. (None held.)

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

The away event fund (formerly the Ashburnham/New Wine fund) is restricted to helping church members to pay for the church weekend away or New Wine up to 2024, and any residential event (including the youth weekend) from 2025 onwards.

The donations & appeals fund is the fund into which miscellaneous restricted gifts are allocated and then expended.

The fabric fund is restricted to expenditure on the church building.

The hardship fund is restricted to helping people in need by making financial grants.

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

The unrestricted fund includes a sum of £12,336 in the designated fabric fund which is the depreciated cost of a digital projector. The unrestricted fund includes a sum of £1,667 in the designated hardship fund set aside to help people in financial need.

The unrestricted fund includes a sum of £105,277 in the designated ministry fund set aside to fund the future costs of ministry and particularly community engagement in the new Mowbray development in the north of the parish.

The unrestricted fund includes a sum of £12,400 in the designated mission fund (formerly the designated mission partner fund) set aside to make financial grants to certain charities during 2026.

#### Summary of all 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
	£	£	£	£	£
<i>No endowed funds are held</i>	-	-	-	-	-
<b>Total of all endowed funds</b>	-	-	-	-	-
Restricted away event fund	-	1,234	-	-	1,234
Restricted donations & appeals fund	170	-	(73)	-	97
Restricted fabric fund	12,500	-	(11,556)	-	944
Restricted hardship fund	463	125	(463)	-	125
<b>Total of all restricted funds</b>	<b>13,133</b>	<b>1,359</b>	<b>(12,092)</b>	-	<b>2,400</b>
General fund	134,000	304,132	(305,504)	(77,683)	54,945
Designated fabric fund	11,099	88	(3,084)	4,233	12,336
Designated hardship fund	1,399	-	(1,232)	1,500	1,667
Designated ministry fund	121,218	5,228	-	(21,169)	105,277
Designated mission fund	12,000	-	(11,600)	12,000	12,400
Designated legacy fund	-	7,323	-	81,119	88,442
<b>Total of all unrestricted funds</b>	<b>279,716</b>	<b>316,771</b>	<b>(321,420)</b>	-	<b>275,067</b>
<b>Total funds</b>	<b>£292,849</b>	<b>£318,130</b>	<b>£(333,512)</b>	-	<b>£277,467</b>

# Independent Examiner's Report to Holbrook PCC for the year ended 31 December 2025

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This is my report to the Parochial Church Council (PCC) of the Ecclesiastical Parish of Holbrook, St Mark, on the Annual Financial Report for the year ended 31 December 2025 set out on pages 15 to 29.

## 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 matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the Charities Act; and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Marti Stenton FCA**  
**Morris Palmer Limited**  
**Barttelot Court**  
**Barttelot Road**  
**Horsham RH12 1DQ**

**Date: 20 March 2026**

Marti Stenton FCA is eligible to act as an independent examiner because she is a member of the ICAEW, a listed body in the 2011 Act, as amended by the 2015 Order.

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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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## Holbrook, St Mark

St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

Registered Charity no. 1174914

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For the year ended 31 December 2024

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

Incumbent: The Rev'd Tim Stilwell  
St Mark's House, North Heath Lane, Horsham, West Sussex, RH12 5PJ

Independent Examiner: Mrs Marti Stenton FCA, Morris Palmer Limited,  
Barttelot Court, Barttelot Road, Horsham, West Sussex, RH12 1DQ

Bankers: NatWest, 47 Carfax, Horsham, West Sussex, RH12 1FD  
Flagstone, 1<sup>st</sup> Floor, 26-27 Oxendon Street, London, SW1Y 4EL

# Holbrook Parochial Church Council (Holbrook PCC)

## Trustees' Annual Report for 2024

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd Tim Stilwell, in:

- Promoting the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England.
- Promoting in the parish the whole mission of the church: pastoral, social, evangelistic and ecumenical.
- Practically supporting and caring for people in the parish, from the youngest to the eldest, irrespective of level of need or their personal circumstances.
- Demonstrating love for our neighbour and care for God's creation through every aspect of our church life.

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

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

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

The churchwardens and the PCC planned activities for the year with a focus on reflecting the love and generosity of God for the community we live amongst and further afield, in partnership with other like-minded organisations. This report demonstrates our determination to be visible and supportive for people living in our area and beyond.

For 2024 we discussed and planned the following objectives and activities to fulfil our aims:

- Welcoming all to our services, whether they attend in-person or watch the livestream.
- Serving our community with baptism, wedding and funeral services.
- Providing a range of interesting and challenging activities for children and young people.
- Giving support to households in need.
- Developing our free weekly café to provide a free monthly clothing exchange.
- Giving financial support to missionary organisations whose charitable objectives complement ours.
- Helping all people, regardless of background, to develop and grow in their faith.
- Working with our local schools to nurture and support young people and children.
- Building community in Mowbray Village.
- Showing the love of Jesus through pastoral care.

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*"We had the best time as a family this morning. Thank you to all who gave their time and skills."* [Messy Church]

*"I came on Saturday 25 May and it was brilliant, my 3 year old girl loved it, it was our first time. Just wanted to say a massive thank you for your kind volunteers; bless you all."* [Fun Day]

*"Can I just say a huge thank you for being so wonderful this morning. I came to your clothes swap an hour early as the bus was early. You welcomed us and I felt very comfortable."* [Clothing Exchange]

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## Serving children & families within the church and the local community



We appointed our new Children & Families Leader early in the financial year; she quickly established herself to become a significant and positive leader in this vital ministry, and works very well with our volunteers.

Our weekly children's groups which run during Sunday services have continued to thrive. The focus recently has been to develop more multi-sensory provision and make sure that our sessions are more inclusive and accessible to all children, especially those with disabilities and learning needs.

Our outreach into the community has broadened over the year. We ran sessions over the summer holidays to support the local families. Each session was two hours long, with a particular theme. We enjoyed sports and games, forest school, craft, and science experiments. With all sessions fully-booked we welcomed children from 0-11 years old, who clearly enjoyed the sessions while their parents relaxed in our free Tuesday café.

We have worked hard to develop links with our local primary schools. At Holbrook School we have led some assemblies, and each week now run a new Bible Stories Club. Currently 60 children attend this in three age-related sessions. It is very popular; each week the children enjoy a game, story and craft. We have also led assemblies at North Heath School, and from January will be running a similar lunchtime Bible Stories Club.

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*"I just wanted to write and say "thank you" for your outreach at the school. My daughter is one of the few children in her year who attends church, and it's been such a blessing for her to join your lunch club.*

*It's been a big encouragement to her, and she always wants to tell me what she did each time. Thank you so much for your service and outreach."* [Parent]

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*"Why can't I stay for the youth group tonight? Why do I have to wait until I am older? I want to go now!"* [EH, age 10]

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We are acutely aware that many churches lose a significant proportion of their children when they move from primary to secondary school, and we are working hard to stem that potential loss at St Mark's. Our Youth Football sessions welcome children from Year 5 upwards, and we welcome primary-aged children to youth group activities from the Easter when they are in Year 6 – to give them a taste of the activities and sessions which they will experience later that year, and to enable the existing youth to become familiar faces.

## Building community in Mowbray Village

Two years on and the Mowbray housing development is now moving with pace. Legal & General reached an agreement with Horsham District Council in January about the water neutrality issue, which allows them to build and sell the first 1,000 houses (phase 1). A long-term solution must be identified before phases 2 and 3 can be started, which will each comprise around 1,000 properties. At the end of December 2024 there were 161 occupied properties and around 310 people (of which 20% are youth and children) living in Mowbray.

A team from St Mark's organises monthly social gatherings to help build community on site. Over 40 residents have been attending these events, which has enabled them to develop relationships beyond their immediate neighbours.

We are thrilled to see families, children, elderly people, young adults and dog walkers connecting across the site through our events. During 2024 we hosted one quiz night, two BBQs, two pizza & drinks events, five pub/dog walks and an open air carol service.



We have started working with Lucy Hargreaves, Horsham District Council's Community Development Officer, who is creating 'Neighbourly Networks' to support social housing residents around Horsham. She is using what we are doing in Mowbray as a pilot for her work.

We continue to visit every newly occupied property to welcome people to Mowbray Village. We give them a welcome card, which includes links to our private Facebook and WhatsApp groups so they can see our communications about events. We currently have 181 members on our Facebook group and 84 people in our WhatsApp group, which means we are engaging with 62% of the households on site. Along with the welcome card, we also give people a pot plant, which is proving very popular! We hope to start a missional community home group in Mowbray by mid to late 2025.

Looking to 2025, we will be responding to a survey we sent a few months ago where the needs pointed to:

- A befriending network to support those who are lonely, especially the elderly.
- A parenting course for the growing number of families moving into the village.

We are actively and regularly promoting St Mark's events in the Mowbray community. Some residents are now coming regularly to the Holbrook Heart Café, one is regularly attending Mini Marks and one has signed up for the Alpha Course which will begin in January 2025.

---

*"We had a lovely time, thank you so much! And thank you for making my parents welcome too!" [EK]*

*"Thank you so much for your kindness and for organising it, great to see everybody today." [AR]*

*"Great afternoon, thank you for arranging this event. Looking forward to getting to know everyone." [CS]*

*"Lovely to meet more of our community at Mowbray. Thanks Simon & Lou for organising and P & S for use of your space outside your home ... a second BBQ sounds good to me!" [VP]*

*"Lovely to meet you all! Thank you so much for organising." [FB]*

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## Serving young people within the church and the local community

This has been a very busy year for the young people at St Mark's; they have benefitted greatly from the ministry of the new Youth Leader who started with us in April and introduced some inspirational new activities. They meet weekly on Sunday mornings and fortnightly on Sunday evenings, enjoying a mix of multimedia teaching, games and fun activities which show how the Bible can be applied to the young people's lives.

In early summer they had a visiting speaker from the charity WATSAN Uganda, who talked about the work he is involved with in the Kigezi district of Uganda, bringing clean water and sanitation to villages not helped by the larger charities in the area. The young people asked if they could fundraise for them and so began a series of very successful events. These included a bake sale selling home-made cakes and savoury snacks and a 5-mile sponsored walk on part of Horsham's Riverside Walk.

Their biggest project was making 100 advent calendars for sale, which went very well, and the final fundraiser was making Christmas sweets and biscuits, also to sell after a morning service. The young people raised £2,417 during 2024: enough money to bring clean water to one village, and a significant way towards raising enough for a second village.

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*"You and your youth group are an inspiration and will be such an encouragement to the WATSAN team in Uganda. I keep them updated regularly via Zoom and they know that you are fundraising for them and it makes them happy!" [GP]*

*"What a great idea your advent calendars are." [JF]*

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*"Thank you so much for your work! When M came she was shy and stressed about meeting new friends. She had anxiety related panics prior to the youth club meeting. However we see now how she blooms now and how she builds her confidence again. Kids that attend the club are good kids and made M very welcome. Today she was a little bit anxious about going because her friend didn't come. However she had amazing time and she says that it was great and she made friends!" [Parent]*

---

We are also privileged to host young people from other local churches which do not have their own youth programs. The Sunday evening group activities include electronic games, sports, crafts, snacks and drinks. There is always some Christian teaching, often involving film and other media.

In addition to the Sunday groups we have held some social events, including a visit to Laser World, movie nights, a picnic and rounders evening in a local park, and a summer barbecue. These events are always enjoyable, and help our young people to grow together as a mutually supportive group.

Sixteen of our young people attended a residential weekend in October at the West Watch Trust at Chelwood Gate. They had great fun with outdoor activities, building a bonfire and toasting marshmallows, and indoors enjoyed a series of games and four main sessions of Christian teaching on the subject of 'finding happiness'.

Our football club continues to run on Monday evenings at the Holbrook Club, and from September we broadened the age range; this allows children from school years 5 and 6 to join us which helps to bridge the gap between groups for primary and secondary aged children and young people. The evenings include drills for building skills, a short Christian message and then a friendly match. The football club also provides opportunities for the older youth to try coaching and refereeing.

---

*"A attended football for the first time last week and really enjoyed it - I think he will come next Monday too." [AH]*

---

We have also made a link with our local secondary school, Bohunt Horsham. Our Youth Leader has visited the school to discuss setting up a mentoring project, where volunteers will meet one-to-one with students who are struggling and need an hour a week to talk things through. Our Youth Leader also met with some students and discussed setting up a Christian Union club which will start in January 2025.

## Fun Day

Our annual fun day continues to be a popular event, where we provide free activities and food. This year our visitors enjoyed a range of inflatables, lively activities, craft, face-painting, a barbecue and home-made cakes.



We are proud to stage our fun day with no charge for attendance or food and drink. Many who attend expect it to be a church fundraising event, but we feel that this is a good way to serve our community and demonstrate God's unconditional love to all in a practical way. And it's always great fun!

Fun day is also an effective way for us to build our own teams as we work together, as we seek to be united in our mission and ministry in the parish.

The following items were consumed by our guests during the day:

- 220 beef burgers
- 200 sausages
- 20 veggie sausages
- 16 veggie burgers
- 200 ice lollies
- 16 pints of milk
- gallons of fruit squash
- a mountain of cakes.



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

### ***A wide range of services and worship to cater for all***

In September we were thrilled to welcome Rev'd Tim Stilwell and his wife Jo to our church and community. During the time of vacancy our services continued as normal and there were no reductions in attendance. Both contemporary and traditional Sunday services are offered each week, and both are livestreamed. These online services are welcomed by members of the congregation who may not be able to attend, and livestreaming gives people the opportunity to discover more about St Mark's Church from home.

This year our Book of Common Prayer mid-week service reached a twenty-five-year milestone and continues to be well attended. Refreshments after the service provide valuable social time for the congregation, as many of them live alone. Home-made cake is often served, as there always seems to be something to celebrate.

People who have lost loved ones often feel that loss more keenly at Christmas; we offer reflective services with 'A Time to Remember' in November and the annual St Catherine's Hospice 'Tree of Light' service in December. Both are well attended and draw in many people who want to remember loved ones in this special way.

Messy Church on Good Friday is a particularly busy and lively service, which has grown in popularity and is very well attended by many families from the church and the wider community. Our annual Light Party (a positive alternative to Hallowe'en) in October is also very popular, and numbers are growing year by year.

Every year we hand-deliver invitations to our Christingle, Crib and Carol Services to all homes in the parish, which also includes an invitation to the Alpha course which we start in January each year.

### ***Pastoral Care***

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*"My wife and I are so grateful for the phenomenal amount of help and support the St Mark's community have done and continue to do for our daughter. It's truly inspirational to witness such kindness."* [PT]

---

Pastoral care within St Mark's and the Holbrook community has continued to develop and grow as part of the church's ministry and mission. Pastoral interactions often arise within the many and varied ministry areas of church life; this includes our weekly free Café, where we are happy to chat with our visitors each week.

The pastoral team also supports those in the community who have contacted the church requesting some form of pastoral support. This gives our pastoral team extra opportunities to serve people who live in our parish. We strive to provide settings where people are happy to chat about issues which they are facing and also, where necessary, signpost people to other local community support services.

### ***Helping the poor and needy of the parish***

During 2024 we made grants totalling £1,387 to 5 people (2023: grants totalling £3,820 to 13 people). We also helped 8 families to attend our church weekend away at Ashburnham Place by granting bursaries totalling £964, and we helped 2 families with the cost of attending New Wine by granting bursaries totalling £973. In addition, we hold a stock of Tesco supermarket vouchers, with the focus on identifying acute need at our weekly free Café. During 2024 we gave vouchers worth £1,050 to 14 people (2023: £750 to 7 people).

We have finite resources, and our aim is to help people deal with an immediate need and then signpost them to a suitable agency to provide appropriate support in becoming self-sufficient. During the year we referred people to Horsham Debt Advice Service and Christians Against Poverty.

## What we achieved and how we affected beneficiaries' lives (continued)

### **Café**

Holbrook Heart Café continues to be a valuable means of outreach to the community of Holbrook and further afield. Average attendance is almost 100 on Tuesdays (59% from the community) and over 60 on Saturdays (75% from the community). We also welcome residents from our local care home (Skylark House) each week. The Café is the most significant way in which St Mark's connects with the community on a regular basis.

Many people speak about how welcome they feel at the Café and how friendly everyone is. Some are amazed it is free and comment that they are never left to sit on their own - someone will always come and talk with them. Each week we have a group playing cards; and a table full of knitters who have reached out to those who want to learn to knit! It has been great to watch this develop over the year.

Various events have been run alongside Café this year, including a monthly clothing exchange, one toy exchange, four children's activity sessions (run in August by our Children & Families Leader) and the Community Fridge. These have introduced new guests to the Café, who now regularly return.

The Café continues to be part of the local doctors' Social Prescribing Programme, the Chatty Café Scheme, Warm Spaces, Age UK outreach and Horsham District Council befriender programme. This year we joined the Church Urban Fund Places of Welcome Network, and they visited recently to see how we operate.

### **Clothing Exchange**

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*"This is an absolutely great idea, it's a lovely Café and a very friendly community .... and there are baby change facilities too!"* [Guest]

---

Clothing exchange is a monthly clothes swap event which runs in association with the Café. Guests bring donations of outgrown or unwanted good clean clothing, and receive tokens in exchange. They are invited to enjoy coffee and a chat in the Café after donating, while we sort and display the clothes. They then return to exchange their tokens for clothing of their choice from the collection of donated goods, enjoying the dignity of a shop-like environment. Numbers are growing, with each event attracting between 25 and 30 people.

### **Toy Exchange**

During the year we ran a trial toy exchange, based on the same format as the clothing exchange, giving parents a chance to swap their child's unwanted/outgrown, good condition items for more age-appropriate toys. Approximately 30 people attended, and we will learn from this event as we plan for further community initiatives, particularly as we think about those who are in need. Most of our clothing and toy exchange guests are young families, with many in single parent situations.

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*"It was amazing to see a community come together to help those in need. It means a lot for us mums who feel like we're not ever good enough to be able to provide our children with new toys and feel glad to know that our little one's toys are going to parents who are in the same position."* [Guest]

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### **The 'Bread Run'**

Our volunteers have established a collection and weekly distribution of Horsham Community Fridge leftovers at Holbrook Heart Café. This gives food which is at its 'best before' date, rescued from supermarkets, a second chance of being used. It serves those in our community who have need, and also anyone who wishes to save food from waste.

## Missionary outreach

St Mark's supports several charities at home and abroad. The following provides further information on two of our mission partners, their key work and current objectives.

### ***Fudukuphila***

It is 25 years since we were first made aware of three (now two) foster families in KwaZulu-Natal, South Africa who were caring for children orphaned, abandoned or with disabilities. The foster parents are now in their 80s, but still care for a significant number of children and regularly email to tell us about their progress.

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*"Thank you so much for the donation we received. We are certainly blessed. Thank you."* [Lynette]

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Pam and Colin have cared for hundreds of children over the years but, as they became older and not in the best of health, have not been taking so many young children. Colin died in 2020 and Pam currently has worrying health issues.

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*"Thank you so much for your gift to us. I find it very difficult to express my deep gratitude for your faithfulness and generosity. Just recently our car developed several problems, so I have been able to take it to be repaired. We thank God for his perfect timing and your beautiful obedience and calling. My health has been greatly challenged ... and yet with my willing helpers all is still going strong."* [Pam]

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We have sent the foster families £49,148 since 2001, including £3,164 in 2024.

### ***Tearfund***

Tearfund is a Christian non-governmental organisation which engages in humanitarian and development projects in the Global South. Working through local churches, Tearfund is focused on reducing extreme poverty by meeting the needs of people irrespective of ethnic background, religion, language or country, thereby responding to the need only. We contribute to the Under-Reported Disasters Fund which enables Tearfund to provide live-saving support to those impacted by disasters which never reach the media, and which never access the scale of funding which media coverage can achieve through publicity. Examples include floods in India and Pakistan, drought in the Sahel and civil war in the Democratic Republic of the Congo, all of which are ongoing disaster-prone regions requiring emergency response but are often omitted from media broadcasts probably due to a lack of viewer interest.

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During the year we worked with and supported eight mission partners – a balance of large and small, and UK and international charities. We are proud to support their objectives and to partner in working with some of the most disadvantaged people in the world. In November 2024 we linked with two new mission partners, Men's Shed Horsham and the Horsham Refugee Support Group. Both are local charities, for which several members of our congregations regularly volunteer their time and talents.

Our other mission partners are:

- The Children's Society
- Flyers International
- Faith in Action
- Oasis Crisis Pregnancy Centre
- The Way of the Spirit
- St Catherine's Hospice

## Financial Review

### ***Incoming and outgoing resources***

Total income in the year was £315,878 (budget £300,000). During 2024 we made two new giving channels available; we adopted Parish Giving Scheme (gifts by direct debit) and we purchased a contactless self-service donation device. We held a 'Giving Sunday' on 7 July 2024, to encourage our congregations to review their regular gifts. Generous pledges from our donors enabled us to cover a shortfall arising from a number of people moving away from Horsham; we finished the year with planned income 5.3% above budget, and achieved a balanced budget for 2025.

Total expenditure was £314,136 (budget £341,000). The underspend did not arise for any single reason; overall, we simply spent 7.9% less than budgeted during 2024.

The trustees are very pleased to report a surplus of £1,742 (budget £41,000 deficit).

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

The largest expense of the PCC was £120,580 (2023: £116,918) paid to the diocese for our share of all churches' parish ministry costs. The total relates directly to:

- The housing, support, stipend and pension costs of the stipendiary clergy of this parish.
- The training of new ordinands.
- A contribution to national church funds.
- The shared costs of the Christian family throughout the whole diocese.
- Assistance towards the upkeep of churches less able to manage than ourselves.

The PCC pays parish ministry costs to the diocese in excess of the amount requested; this reflects our desire to support the wider Anglican Church and particularly the training of new ordinands. In 2024 the diocese asked Holbrook PCC to pay £102,787; we voluntarily paid an additional £17,793. The PCC reviews its parish ministry costs annually.

### ***Staff costs***

The PCC employs a youth leader, a children & families leader, three administrators and five cleaners on permanent contracts. Our employees all work part-time, and are all paid through the PAYE system.

### ***Trustee payments and expenses***

Full details concerning our employees who are/were trustees or are/were connected to trustees are provided in the notes to the accounts on page 24. Our employees are all paid at the local market rate, and trustees connected to employees have no involvement in decisions regarding remuneration rates or increases.

The PCC paid the previous incumbent Rev'd R Coldicott's council tax £203 (2023: £2,910) and water charges £168 (2023: £891), plus other expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £41 (2023: £2,072). The previous incumbent was licensed to his new parish on 1 February 2024.

The PCC paid the new incumbent Rev'd T Stilwell's council tax £840, water charges £161, home telephone £142 and vicarage alarm maintenance £203, plus other expenses in respect of travel, telephone and out-of-pocket expenses amounting to £365. The new incumbent was licensed to the parish on 25 September 2024.

The PCC paid the associate vicar's council tax £2,636 (2023: £2,367) and water charges £1,767 (2023: £962), plus other expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £5,203 (2023: £7,567).

The PCC did not make any payments in respect of a curate during 2024 (2023: £105 out-of-pocket expenses).

In total, 20 trustees (2023: 14) including clergy above received reimbursement of out-of-pocket expenses totalling £13,244 (2023: £14,866).

## Why we hold some money in reserve

It is PCC policy to maintain a balance in the unrestricted fund (excluding property) which equates to approximately two months of unrestricted payments, as contingency against unforeseen situations. We held at least that amount at all times during and at the end of the financial year.

It is general PCC policy to invest temporarily surplus general funds in our NatWest deposit account and in accounts available through the Flagstone platform, which is managed by the Charities Aid Foundation. Use of these investment accounts enables us to spread our money across different financial institutions and obtain full protection from the Financial Services Compensation Scheme.

## Money not counted as Holbrook PCC's income and expenditure

Certain money is received by the PCC that doesn't belong to us; it is therefore not part of our income and expenditure and is not otherwise stated or explained within this report. This is typically money which we receive to be passed on to another charity, organisation or person, including the Diocesan element of statutory fees for weddings and funerals.

The trustees are fully aware of their responsibilities regarding potential money laundering, and remain alert to any potential issue if they were (for instance) asked to channel any money from a donor to a third party in suspicious circumstances or return a gift to a donor for questionable reasons. The trustees did not identify any potential money laundering issues during the year.

During 2024 the PCC received and passed on the following amounts:

Received from	Paid to	Total 2024	Total 2023	Notes
		£	£	
Congregation - licensing service	Bishop of Chichester's Discretionary Fund	20	-	
Congregation - cake sales etc	WATSAN Uganda water project	2,417	-	
Christingle service & collection boxes	The Children's Society	356	713	
Various fundraising events	Fundukuphila (Prestbury Methodist Church)	2,164	1,806	
Diocese of Chichester	Homes Partnership (Ass. Vicar house deposit)	-	577	
Diocese of Chichester	Suppliers & service providers (vicarage repairs)	2,937	-	
Congregations	World Day of Prayer	100	-	
Congregations	Rev'd Elizabeth Jinks (leaving gift)	-	1,042	6a
Congregations	George O'Mahony (leaving gift)	-	585	6a
Congregations	Rev'd Richard Coldicott (leaving gift)	500	3,245	6a
Congregations	Rev'd Jo Medhurst (leaving gift)	795	-	6a
H2O Charity Concert audience	Horsham Debt Advice Service	-	790	
H2O Charity Concert audience	St Catherine's Hospice	866	-	
Tree of Light service	St Catherine's Hospice	260	-	
Carol service collection	Horsham Matters Ltd (foodbank)	608	561	
Funeral director	Priest/Lay Reader (funeral travel expenses)	16	22	
Parishioners & funeral directors	Diocese of Chichester (wedding & funeral fees)	884	2,224	
		<b>11,923</b>	<b>11,565</b>	

## Risk Management

In a large and thriving parish, the PCC's risks are varied and wide-ranging. Some risks are financial; others are pastoral or operational, but with potential financial implications. The PCC believes that the principal risks are:

### Principal risk

Safeguarding – to protect children and vulnerable adults in our care.

An unexpected fall in income

The challenge of maintaining adequate volunteers with requisite skills and time available

General financial risk – protection of the charity's funds; errors, mismanagement or defalcation etc.

Health & safety

Asset risk, such as through theft, fire or flood.

### Basic mitigation/management

All church leaders and relevant volunteers are trained in safeguarding to the appropriate level, and we have relevant and proportionate policies in place to ensure that we properly care for our congregations, visitors, volunteers and staff.

The church's donors are numerous and the charity does not depend on a small number of major regular donors.

Our annual stewardship appeal not only considers financial gifts, but strongly focuses on time and talents.

We have a skilled, diverse and experienced finance team and proportionate financial governance policies.

We follow appropriate health & safety policies and guidance to keep everyone safe on our premises.

We look after our buildings and our other assets, and we have appropriate insurance policies in place.

The PCC seeks to manage risks and uncertainties by risk assessing any new or ad hoc activity, and regularly reviewing (a) its policies for the general operation of the charity and the use of church buildings and (b) its Mission Action Plan.

## PCC policies

Holbrook PCC has adopted and maintains a full suite of relevant policies, to ensure that we have processes in place to manage our ministries effectively and proportionately, and mitigate potential risks and issues. Each policy is subject to periodic review to ensure it remains fit for purpose and relevant to our operations. Our active policies are:

- safeguarding
- food
- finance
- legacies
- investment and reserves
- hardship
- complaints
- security
- church and hall hire
- press handling
- serious incident reporting
- significant event of national or local mourning
- computer hardware & software
- data protection
- health and safety
- risk management
- human resources
- conflict of interest
- prevention of criminal facilitation of tax evasion
- environmental

## Structure, governance and management of the charity

Holbrook PCC is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members as below, and up to 15 members of the church who are elected at the Annual Parochial Church Meeting with one third retiring each year in line with normal PCC practice. In addition, up to three people may be co-opted to the PCC. The PCC met six times during the year.

During the year the following served as members of the PCC and thus as trustees. Those shown in **bold** also served on the Standing Committee (SC), which met three times during the year. Those shown in **bold italics** also served on the leadership team, which met monthly through the year.

### EX-OFFICIO MEMBERS

Incumbent:	to 31 January 2024	<b>Rev'd Dr Richard Coldicott</b>	<b>PCC/SC Chair</b>
Incumbent:	from 25 September 2024	<b>Rev'd Tim Stilwell</b>	<b>PCC/SC Chair</b>
Associate Vicar:		<b>Rev'd Simon Shorey</b>	
Churchwarden:		<b>Mr Richard Hanson</b>	
Churchwarden:	to 14 April 2024	<b>Mrs Linda Humble</b>	
Churchwarden:	from 14 April 2024	<b>Mrs Shirley Gardner</b>	

### PCC SECRETARY

Mrs Linda Crump

### ELECTED MEMBERS

from 14 April 2024	Mr Alex Bird	
from 14 April 2024	Mr Connor Carey	
	<b>Mr Brian Carter</b>	<b>PCC/SC Vice Chair</b>
to 14 April 2024	Mrs Shirley Gardner	
	Mrs Giulietta Grover	
from 14 April 2024	Mr Mark Haydon	Asst Safeguarding Officer
to 14 April 2024	Mr Peter Hazael	
	Mr Peter Hellyer	
	Mr Rod Kitchin	
	Mr Mark Leddin	
to 14 April 2024	Mr Dale Medhurst	
to 14 April 2024	Mrs Jo Medhurst	
	Mr Jim Perry	
to 31 March 2024	Mrs Karen Petch	
	Mr Darren Russell	Premises Committee Chair
	Mr Brian Smith	
	<b>Mrs Gaynor Udeshi</b>	
from 14 April 2024	Mrs Sue Vernon	
from 14 April 2024	Mrs Julia Waterson	Asst Safeguarding Officer
from 14 April 2024	Mr James Yelland	

### DIOCESAN SYNOD

Mrs Karen Park

### DEANERY SYNOD

Mr Rob Allen  
Mrs Linda Humble  
**Mr Mike Parry**

**Treasurer/Finance Committee Chair**

### CO-OPTED MEMBERS

	<b>Mrs Helen Anderson</b>	<b>Safeguarding Officer</b>
from 16 May 2024	Mrs Alex Stothard	Asst Safeguarding Officer

## Acknowledgement of the role of volunteers

Holbrook PCC is deeply indebted and grateful to the dedicated and diverse group of around 160 volunteers who help the charity to deliver its objectives. Volunteers are involved in leading and supporting all areas of ministry in the church, including but not limited to:

- safeguarding
- pastoral care – within the church family and in the wider community
- music and worship
- leading services and preaching
- flower arranging and seasonal church decoration
- working with our youth and children
- serving at the weekly Holbrook Heart Community Café
- maintenance of the buildings and grounds
- facilitating social/community events
- leading homegroups
- prayer ministry
- welcoming and stewarding at services
- running Alpha
- serving on the PCC and other committees
- managing the charity's finances.

Because of the wide range of roles and seasonal variations it is impossible to accurately quantify the total input of our volunteers in terms of hours per week or days per year, but every one of them is greatly valued and appreciated.

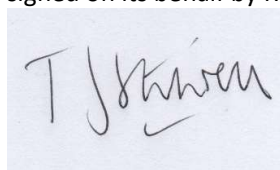
At the end of 2024 there were 282 people on the church Electoral Roll, which is a net reduction of six from the previous year. A little over half live outside the Parish of Holbrook, with almost all of them living within the town of Horsham or its immediately adjacent villages.

## Our plans for the future

The teaching series on Sundays in the new year will encourage us all to focus on the vital signs of life in our church and community. Home groups, as well as the children and youth groups, are all being encouraged to track the teaching and apply it to their lives. At the same time, a small group is working on a five-year development plan. The aim is to articulate a compelling vision and create a clear strategy in order to release even more of the obvious potential in the church. It is anticipated that the excellent work on the Mowbray development, as well as the healthy link that the church has with several of the local schools, will feature highly in the development plan as we continue to work with and serve our local community. Plans are under way for a fun day out in early Autumn 2025 – an opportunity to gather the whole church family together for some fun, friendship and food, during which the five-year plan will be launched. There are exciting times ahead!

## Approval of the Annual Report by the Trustees

This Trustees' Annual Report was **approved** by the PCC at its meeting on 20 March 2025 and signed on its behalf by Rev'd Tim Stilwell, PCC Chairman:

A handwritten signature in blue ink, appearing to read 'T. Stilwell', is written on a light blue rectangular background.

Date 20 March 2025

# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## Holbrook, St Mark

St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

Registered Charity no. 1174914

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For the year ended 31 December 2024

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# St Mark's Church, Holbrook

## Statement of Financial Activities

registered charity number 1174914

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

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2024</b>	<i>Total Funds 2023</i>	<i>Notes</i>
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations and legacies	289,116	14,783	<b>303,899</b>	350,173	
Charitable activities	475	-	<b>475</b>	1,250	
Other trading activities	3,744	-	<b>3,744</b>	4,855	
Investments	7,760	-	<b>7,760</b>	5,226	
Other receipts	-	-	-	-	
<b>Total income</b>	<b>301,095</b>	<b>14,783</b>	<b>315,878</b>	<b>361,504</b>	<b>2</b>
<b>Expenditure on:</b>					
Raising funds	557	-	<b>557</b>	187	
Charitable activities	304,062	2,107	<b>306,169</b>	289,412	
Other trading activities	7,410	-	<b>7,410</b>	8,096	
<b>Total expenditure</b>	<b>312,029</b>	<b>2,107</b>	<b>314,136</b>	<b>297,695</b>	<b>3</b>
Net gains (or losses) on investments	-	-	-	-	
<b>Net income or (net expenditure)</b>	<b>(10,934)</b>	<b>12,676</b>	<b>1,742</b>	<b>63,809</b>	
<b>Net transfers between funds</b>	-	-	-	-	<b>10</b>
<b>Other recognised gains/(losses):</b>					
Gains/(losses) on revaluation of fixed assets	-	-	-	-	
Other gains/(losses)	-	-	-	-	
<i>Reconciliation of funds:</i>					
<b>Net movement in funds</b>	<b>(10,934)</b>	<b>12,676</b>	<b>1,742</b>	<b>63,809</b>	
Total funds brought forward	290,650	457	<b>291,107</b>	<b>227,298</b>	<b>17</b>
<b>Total funds carried forward</b>	<b>279,716</b>	<b>13,133</b>	<b>292,849</b>	<b>291,107</b>	<b>17</b>

# St Mark's Church, Holbrook

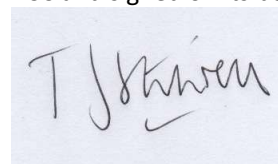
## Balance Sheet

registered charity number 1174914

Our financial position and summary of funds at the end of the financial year were:

	Total Funds <u>2024</u>	Total Funds <u>2023</u>	Notes
	£	£	
Intangible assets	-	-	
Tangible assets	-	-	<b>11b</b>
<b>Total fixed assets</b>	-	-	
Stocks	-	-	
Debtors	<b>92,365</b>	92,210	<b>13</b>
Investments	-	-	
Cash at bank and in hand	<b>206,596</b>	207,003	
<b>Total current assets</b>	<b>298,961</b>	299,213	
Creditors: Amounts falling due within one year	(6,112)	(8,106)	<b>14</b>
<b>Net current assets or (liabilities)</b>	<b>292,849</b>	291,107	
<b>Total assets less current liabilities</b>	<b>292,849</b>	<b>291,107</b>	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
<b>Total net assets or (liabilities)</b>	<b>292,849</b>	<b>291,107</b>	<b>12</b>
<b>The funds of the charity:</b>			
Endowment funds	-	-	
Restricted income funds	<b>13,133</b>	457	
Unrestricted funds	<b>279,716</b>	<b>290,650</b>	
Revaluation reserve	-	-	
<b>Total unrestricted funds</b>	<b>279,716</b>	<b>290,650</b>	
<b>Total charity funds</b>	<b>292,849</b>	<b>291,107</b>	<b>17</b>

This Financial Report for the year ended 31 December 2024, including the notes following, was **approved** by the PCC and signed on its behalf by Rev'd Tim Stilwell, PCC Chairman and Mr Mike Parry, Treasurer:



Date 20 March 2025



### 1 Accounting policies

#### Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)). The accounts present a true and fair view and the accounting policies adopted are those outlined below.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

#### Funds accounting

Funds held by the PCC are:

*Unrestricted funds* - general funds which can be used for PCC ordinary purposes.

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

#### Income and endowments

All income and endowments, accounted for without deduction for any costs of recoverability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

#### Donations and legacies

*Collections* are recognised when received.

*Planned giving receivable* is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

*Gift aid recovered* is recognised when the income to which it is attached is recognised.

*Grants* are recognised when the formal offer in writing of the funding is received by the PCC.

*Legacies* are recognised when (a) it is probable that the legacy will be received, and (b) its value can be measured reliably.

#### Charitable activities

Statutory fees for weddings and funerals are recognised when the office occurs.

#### Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised when received.

#### Investment income

Interest entitlements are accounted for as they accrue.

#### All other income

All other income is recognised in accordance with the above overall policy.

# St Mark's Church, Holbrook

## Notes to the Financial Report

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registered charity number 1174914

### Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at 31 December.

### Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

### Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

### Church activities

The Diocesan parish contribution is accounted for on an annual basis and paid monthly, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December would be provided for in these accounts as an operational (though not a legal) liability and would be shown as a creditor in the balance sheet.

### Fixed assets

#### *Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by Section 10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. All other property acquired prior to 18 October 2016 (the date when St Mark's Holbrook was established as a separate Parish) already had a depreciated value of £nil as at 1 January.

All expenditure on consecrated or beneficed buildings and individual items costing under £3,000 are written off in the year they were incurred.

#### *Depreciation*

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

land & buildings	nil
fixtures and fittings	20%
audio visual equipment	33.33%
office equipment	25%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values are so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular impairment reviews, provision will be made if there has been any permanent diminution in value.

### Investments

Investments are stated at market value at the balance sheet date.

### Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectible (no such provision applied at 31 December 2023 or 31 December 2024).

Short-term deposits include cash held on deposit at the bank.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 2 Analysis of income and endowments

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2024</b>	<i>Total Funds 2023</i>	<b>Notes</b>
	£	£	£	£	
Planned giving (excl. tax refunds)	198,075	-	<b>198,075</b>	188,416	
Planned giving (no tax refunds)	15,509	-	<b>15,509</b>	15,147	
Loose cash collections including contactless	6,603	-	<b>6,603</b>	5,480	
Gift aid recovered	47,001	2,877	<b>49,878</b>	46,422	
Sundry donations	6,128	-	<b>6,128</b>	11,020	
Other income	14,800	-	<b>14,800</b>	2,488	
Donations & appeals	-	11,706	<b>11,706</b>	1,200	
Grants received	-	-	-	-	
Legacies	1,000	200	<b>1,200</b>	80,000	<b>13</b>
<b>Donations and legacies</b>	<b>£289,116</b>	<b>£14,783</b>	<b>£303,899</b>	<b>£350,173</b>	
Fees for weddings & funerals	475	-	<b>475</b>	1,250	
<b>Charitable activities</b>	<b>£475</b>	-	<b>£475</b>	<b>£1,250</b>	
Mission income	320	-	<b>320</b>	560	
Church centre hiring fees	3,424	-	<b>3,424</b>	4,295	
<b>Other trading activities</b>	<b>£3,744</b>	-	<b>£3,744</b>	<b>£4,855</b>	
Bank interest	438	-	<b>438</b>	1,651	
Investment interest	7,322	-	<b>7,322</b>	3,569	
HMRC repayment supplement	-	-	-	6	
<b>Investments</b>	<b>£7,760</b>	-	<b>£7,760</b>	<b>£5,226</b>	
Other receipts	-	-	-	-	
<b>Total income and endowments on all funds</b>	<b>£301,095</b>	<b>£14,783</b>	<b>£315,878</b>	<b>£361,504</b>	

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 3 Analysis of expenditure

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2024</b>	<i>Total Funds 2023</i>	<b>Notes</b>
	£	£	£	£	
Fundraising costs	557	-	557	187	
<b>Cost of raising funds</b>	<b>£557</b>	-	<b>£557</b>	<b>£187</b>	
Parish share to Chichester Diocese	120,580	-	120,580	116,918	
Horsham Churches Together	1,700	-	1,700	1,610	
Salaries and honoraria incl NI & pension costs	60,483	-	60,483	47,385	5
Housing grant to youth & children's worker	-	-	-	8,461	5
Clergy costs & expenses	17,527	-	17,527	11,529	
Mission & evangelism costs	9,364	1,490	10,854	19,540	
Missionary & charitable giving	11,692	-	11,692	15,400	4
Youth/children's work	10,314	-	10,314	9,044	
Water, gas & electricity	8,298	-	8,298	9,149	
Printing & photocopying	718	-	718	805	
Other regular church running costs	39,011	-	39,011	22,323	
Accounting and Examiner's fees	2,400	-	2,400	2,304	9
Church & grounds maintenance	20,901	617	21,518	22,301	
Bank charges	1,074	-	1,074	1,087	
Depreciation	-	-	-	1,556	
<b>Cost of charitable activities</b>	<b>£304,062</b>	<b>£2,107</b>	<b>£306,169</b>	<b>£289,412</b>	
Church hall running costs	7,254	-	7,254	7,943	
Investment management charges	156	-	156	153	
<b>Cost of other trading activities</b>	<b>£7,410</b>	-	<b>£7,410</b>	<b>£8,096</b>	
<b>Total expended on all funds</b>	<b>£312,029</b>	<b>£2,107</b>	<b>£314,136</b>	<b>£297,695</b>	

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 4 Missionary and charitable giving

	Unrestricted Fund	Restricted Fund/s	Total Funds 2024	Total Funds 2023	Notes
	£	£	£	£	
<b>Overseas:</b>					
Faith in Action (RCN 293961)	1,000	-	1,000	1,000	
Flyers International (RCN 1138887)	1,000	-	1,000	2,000	
Fundukuphila (Prestbury Methodist Church)	1,000	-	1,000	1,000	
Tear Fund (RCN 265464)	1,000	-	1,000	1,000	
Way of the Spirit (RCN 1110648)	1,000	-	1,000	1,800	
<b>Home:</b>					
A Rocha UK (RCN 1089276)	100	-	100	250	
Bishop of Chichester Discretionary Fund	150	-	150	-	
Horsham Debt Advice Service (RCN 1098960)	1,000	-	1,000	500	
Horsham Matters Ltd (RCN 1116253)	608	-	608	-	
Horsham PCC (refugee support) (RCN 1132246)	-	-	-	2,500	
Men's Shed Horsham (RCN 1173345)	1,500	-	1,500	1,000	
Other miscellaneous gifts	334	-	334	-	
Scripture Gift Mission (RCN 219055)	-	-	-	150	
Oasis Crisis Pregnancy Centre (RCN 1193428)	1,000	-	1,000	1,200	
St Catherine's Hospice (RCN 281362)	1,000	-	1,000	1,000	
The Children's Society (RCN 221124)	1,000	-	1,000	2,000	
	<b>11,692</b>	-	<b>11,692</b>	<b>15,400</b>	

For the sake of clarity and openness it should be noted that the following trustees of Holbrook PCC are also trustees of charities which receive discretionary monetary grants from Holbrook PCC:

- Mr R Allen is a trustee of The Flyers International Partnership Trust – charity number 1138887
- Mr B Carter is a trustee of Faith in Action – charity number 293961

Holbrook PCC does not have a specific charitable, working or transactional relationship with the named charities, but does make an annual arm's length financial grant to each charity as a mission partner of Holbrook PCC.

Each relevant trustee declares a conflict of interest when such grants are being dealt with, does not engage in substantive or directional discussion and abstains from any vote. Holbrook PCC is not connected to any of the above charities in the context of Section 157 of the Charities Act 2011.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 5 Staff costs

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2024</b>	<i>Total Funds 2023</i>	<b>Notes</b>
	£	£	£	£	
<b>Remuneration:</b>					
Wages and salaries	59,234	-	<b>59,234</b>	46,623	
Housing grant to youth & children's worker	-	-	-	8,461	
Employer social security	-	-	-	-	
Employer pension	924	-	<b>924</b>	762	
Recruitment	325	-	<b>325</b>	-	
HR Consultancy	-	-	-	-	
	<b>60,483</b>	-	<b>60,483</b>	<b>55,846</b>	

The average number of persons employed by the charity during the financial year was 10 (2023: 8).  
No employee received remuneration at the rate of £60,000 or more (2023: none).

On 27 February 2024, following an open and fair recruitment process and with the Rev'd Martin King (Rural Dean of Horsham) sitting on the selection panel as an independent interviewer, Mrs Karen Petch (a founding trustee and still a trustee at that time) was offered the position of Youth Leader. She accepted, and started employment on 1 April 2024. Mrs Petch was not in any way involved in the creation of the post or in the recruitment process.

Mrs Petch resigned as a trustee on 31 March 2024, in line with established best practice for charities.

The PCC was able to appoint Mrs Petch to the position without seeking authorisation from the Charity Commission because:

- a) our governing document authorises the appointment of a trustee as an employee if certain conditions are met, and
- b) those conditions were indeed met.

Mrs Petch was paid £11,700 salary during 2024 on a 0.6 full-time equivalent contract.

### 6 Transactions with PCC members

Mr G O'Mahony, a trustee, was paid £0 salary (2023: £16,134) and £0 housing grant (2023: £8,461) as the youth & children's worker, having left the PCC's employment during 2023.

Mrs K Petch, a trustee until 31 March 2024, was paid £11,700 (2023: £0) as the Youth Leader; her employment commenced on 1 April 2024.

Expenses were paid to 20 (2023: 14) trustees or persons connected to trustees in respect of reimbursed expenses amounting to £13,244 (2023: £14,866).

The aggregate donations made by the charity's trustees and people connected to them totalled £78,822 (2023 - £43,733). None of these donations carried any conditions on receipt. The figure for 2024 includes £15,000 in one-off donations from two trustees (2023: £0 in one-off donations).

The significant difference between 2024 and 2023 donations from trustees arises mainly because one third of the trustees retire each year, with some being re-elected and some standing down. It so happened that a number of new trustees elected in April 2024 were already generous supporters of the charity, and their donations had (quite correctly) not been counted as being made by trustees in 2023. It is not our practice to restate the previous year's figure in these circumstances.

#### 6a Monetary gifts from congregations passed to PCC members

During 2023 we received money from congregation members which were gifts to key people who were leaving St Mark's to work elsewhere; this included (in 2023) £3,245 collected for and passed to Rev'd Richard Coldicott who was appointed Rector of Hurstpierpoint, and was licensed on 1 February 2024. Further gifts totalling £500 were received for Rev'd Richard Coldicott and paid to him in the financial year ended 31 December 2024.

Gifts totalling £795 were collected and paid to Mrs (now Rev'd) Jo Medhurst, who had undertaken her practical training for ordination at St Mark's over the previous three years and left in May 2024 to be appointed curate in the Diocese of Leeds. Rev'd Medhurst and her husband Mr D Medhurst were both trustees of Holbrook PCC until 14 April 2024.

### 7 Transactions with persons related to PCC members

The following were remunerated as cleaners:

Mrs F Coldicott, wife of Rev'd R Coldicott, a trustee, was paid £0 (2023: £2,158) having left the PCC's employment during 2023; Miss G Coldicott, daughter of Rev'd R Coldicott, a trustee, was paid £0 (2023: £1,032) having left the PCC's employment during 2023; Mrs L Haydon, wife of Mr M Haydon, a trustee, and daughter of Mr M Parry, a trustee and the PCC Treasurer, was paid £2,622 (2023: £0); Mr M Stothard, son of Mrs A Stothard, a trustee, was paid £1,023 (2023: £227).

Mrs J Allen, wife of Mr R Allen, a trustee, was paid £11,156 (2023: £11,118) as the church's senior administrator.

Mrs M Leddin, wife of Mr M Leddin, a trustee, was paid £10,488 (2023: £0) as the Children & Families Leader; her employment commenced on 1 March 2024.

### 8 Transactions with related charities

Holbrook PCC is not connected to any other charity in the context of Section 157 of the Charities Act 2011.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 9 Governance

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2024</b>	<i>Total Funds 2023</i>	<b>Notes</b>
	£	£	£	£	
Independent examination	2,400	-	<b>2,400</b>	2,304	
Accounts production	-	-	-	-	
Bookkeeping	-	-	-	-	
	<b>2,400</b>	-	<b>2,400</b>	<b>2,304</b>	

### 10 Transfers between funds

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2024</b>	<i>Total Funds 2023</i>	<b>Notes</b>
	£	£	£	£	
General fund	14	-	<b>14</b>	6,568	
Designated fabric fund	-	-	-	-	
Designated hardship fund	1,000	-	<b>1,000</b>	-	
Designated ministry fund	(9,014)	-	<b>(9,014)</b>	(18,568)	
Designated mission partner fund	8,000	-	<b>8,000</b>	12,000	
	-	-	-	-	<b>17</b>

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 11 Fixed assets

#### (a) Investments

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2024</u>	<u>Notes</u>
	£	£	£	£	
Market value 1 January 2024	-	-	-	-	
Purchases at cost	-	-	-	-	
Net gains and revaluation	-	-	-	-	
Disposals at carrying value	-	-	-	-	
<b>Market value 31 December 2024</b>	-	-	-	-	

#### (b) Tangible fixed assets

	<u>Freehold land and buildings</u>	<u>Audio visual equipment</u>	<u>Office equipment</u>	<u>Total fixed assets</u>	<u>Notes</u>
	£	£	£	£	
<b>Cost or valuation</b>					
At 1 January 2024 (historical cost)	-	4,668	-	<b>4,668</b>	
Additions	-	-	-	-	
Revaluation	-	-	-	-	
Disposals	-	-	-	-	
At 31 December 2024	-	<b>4,668</b>	-	<b>4,668</b>	
<b>Charge for impairment</b>					
At 1 January 2024 (b/f from previous years)	-	4,668	-	<b>4,668</b>	
Additions	-	-	-	-	
At 31 December 2024	-	<b>4,668</b>	-	<b>4,668</b>	
<b>Net book amounts at 31 December 2024</b>	-	-	-	-	
<i>Net book amounts at 31 December 2023</i>	-	-	-	-	

Holbrook PCC also owns tangible fixed assets including computers, printers, musical instruments, livestreaming equipment, furniture, digital projectors and a sound system. These assets do not appear in this Note because they were either acquired prior to 18 October 2016 (the date when St Mark's Holbrook was established as a separate parish) and already had a depreciated value of £nil as at 1 January 2017, or they cost below £3,000 and were therefore not capitalised, and instead were written off against income in the year that the expenditure was incurred. These assets are all listed in the church inventory.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 12 Net assets by fund

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2024</b>	<i>Total Funds 2023</i>	<b>Notes</b>
	£	£	£	£	
Fixed assets for church use	-	-	-	-	<b>11</b>
Investment fixed assets	-	-	-	-	
Current assets (except cash)	92,365	-	<b>92,365</b>	92,210	<b>13</b>
Cash at bank and on deposit	193,463	13,133	<b>206,596</b>	207,003	
Current liabilities	(6,112)	-	<b>(6,112)</b>	(8,106)	<b>14</b>
Long term liabilities	-	-	-	-	
	<b>£279,716</b>	<b>£13,133</b>	<b>£292,849</b>	<b>£291,107</b>	

### 13 Debtors

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2024</b>	<i>Total Funds 2023</i>	<b>Notes</b>
	£	£	£	£	
Income tax recoverable	4,269	-	<b>4,269</b>	3,990	
Prepaid expenditure	4,806	-	<b>4,806</b>	5,200	
Accrued income	-	-	-	-	
Accrued interest	3,290	-	<b>3,290</b>	3,020	
Accrued legacy	80,000	-	<b>80,000</b>	80,000	
	<b>£92,365</b>	-	<b>£92,365</b>	<b>£92,210</b>	

#### Accrued legacy

The 2023 accrual of a legacy was exceptional; we were formally notified of the legacy from John Nicholson and provided with the Estate Summary in August 2023, and accrued for the income in the 2023 accounts in accordance with our accounting policies. We were notified on 19 December 2024 that draft estate accounts had been prepared, and that the Executor soon wished to make interim distributions to each residuary beneficiary of 80% of their respective percentage shares based on the draft accounts.

Given the time of year, unsurprisingly no interim distribution was received by 31 December 2024. The draft estate accounts showed the full (estimated) value of Holbrook PCC's distribution as £85,255; with a 5% contingency (because the draft estate accounts contain several estimates) the net estimated value of the distribution and thus the 2024 accrual would be £80,992. On that basis, the trustees feel that the original accrual of £80,000 remains sufficient for 2024, the £992 difference being immaterial.

On 14 February 2025 an interim distribution of £81,119 was made, being 95% of Holbrook PCC's total share. The final distribution, due to be made when all outstanding liabilities had been paid, had not been received by the time that Holbrook PCC's accounts were signed.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 14 Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2024	Total Funds 2023	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	5,955	-	5,955	8,106	
Archdeacon's loan	-	-	-	-	
Prepaid income	157	-	157	-	
	<b>£6,112</b>	-	<b>£6,112</b>	<b>£8,106</b>	

### 15 Creditors: amounts falling due after one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2024	Total Funds 2023	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	-	-	-	-	
	-	-	-	-	

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 16 Comparatives from prior year for the statement of financial activities

	Unrestricted <u>Fund</u>	Restricted <u>Fund/s</u>	Endowed <u>Fund/s</u>	Total Funds <u>2023</u>
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	348,973	1,200	-	350,173
Charitable activities	1,250	-	-	1,250
Other trading activities	4,855	-	-	4,855
Investments	5,226	-	-	5,226
<b>Total income</b>	<b>360,304</b>	<b>1,200</b>	<b>-</b>	<b>361,504</b>
<b>Expenditure on:</b>				
Raising funds	187	-	-	187
Charitable activities	284,497	4,915	-	289,412
Other trading activities	8,096	-	-	8,096
Other expenditure	-	-	-	-
<b>Total expenditure</b>	<b>292,780</b>	<b>4,915</b>	<b>-</b>	<b>297,695</b>
Net gains (or losses) on investments	-	-	-	-
<b>Net income or (net expenditure)</b>	<b>67,524</b>	<b>(3,715)</b>	<b>-</b>	<b>63,809</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other recognised gains/(losses):</b>				
Gains/(losses) on revaluation of fixed assets	-	-	-	-
Other gains/(losses)	-	-	-	-
<i>Reconciliation of funds:</i>				
<b>Net movement in funds</b>	<b>67,524</b>	<b>(3,715)</b>	<b>-</b>	<b>63,809</b>
Total funds brought forward	223,126	4,172	-	227,298
<b>Total funds carried forward</b>	<b>290,650</b>	<b>457</b>	<b>-</b>	<b>291,107</b>

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 17 Statement of funds

#### Explanation of funds

*Endowed funds are required by the donors to be invested and the income spent on specific objectives. (None held.)*

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

The Ashburnham/New Wine fund is restricted to helping church members to pay for the church weekend away or New Wine.

The climate/eco fund is restricted to launching and enabling the *Holbrook Community Orchard* project.

The donations & appeals fund is the fund into which miscellaneous restricted gifts are allocated and then expended.

The fabric fund is restricted to expenditure on the church building; money received during 2024 is for new church front doors.

The hardship fund is restricted to helping people in need by making financial grants.

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

The unrestricted fund includes a sum of £11,099 in the designated fabric fund set aside towards the cost of future building works.

The unrestricted fund includes a sum of £1,399 in the designated hardship fund set aside to help people in financial need.

The unrestricted fund includes a sum of £121,218 in the designated ministry fund set aside to fund the future costs of ministry and community engagement in the new Mowbray development in the north of the parish.

The unrestricted fund includes a sum of £12,000 in the designated mission partner fund set aside to make financial grants to Holbrook PCC's mission partners during 2025.

#### Summary of all 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
	£	£	£	£	£
<i>No endowed funds are held</i>	-	-	-	-	-
<b>Total of all endowed funds</b>	-	-	-	-	-
Restricted Ashburnham/New Wine fund	-	973	(973)	-	-
Restricted climate/eco fund	457	160	(617)	-	-
Restricted donations & appeals fund	-	200	(30)	-	170
Restricted fabric fund	-	12,500	-	-	12,500
Restricted hardship fund	-	950	(487)	-	463
<b>Total of all restricted funds</b>	<b>457</b>	<b>14,783</b>	<b>(2,107)</b>	-	<b>13,133</b>
General fund	136,105	293,236	(295,355)	14	134,000
Designated fabric fund	17,216	537	(6,654)	-	11,099
Designated hardship fund	2,263	-	(1,864)	1,000	1,399
Designated ministry fund	123,066	7,322	(156)	(9,014)	121,218
Designated mission partner fund	12,000	-	(8,000)	8,000	12,000
<b>Total of all unrestricted funds</b>	<b>290,650</b>	<b>301,095</b>	<b>(312,029)</b>	-	<b>279,716</b>
<b>Total funds</b>	<b>£291,107</b>	<b>£315,878</b>	<b>£(314,136)</b>	-	<b>£292,849</b>

# Independent Examiner's Report to Holbrook PCC for the year ended 31 December 2024

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This is my report to the Parochial Church Council (PCC) of the Ecclesiastical Parish of Holbrook, St Mark, on the Annual Financial Report for the year ended 31 December 2024 set out on pages 15 to 30.

## 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 matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the Charities Act; and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Marti Stenton FCA**  
**Morris Palmer Limited**  
**Barttelot Court**  
**Barttelot Road**  
**Horsham RH12 1DQ**

**Date: 22 March 2025**

Marti Stenton FCA is eligible to act as an independent examiner as she is a member of the ICAEW, a listed body in the 2011 Act, as amended by the 2015 Order.

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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 Mark's Church, Holbrook

St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

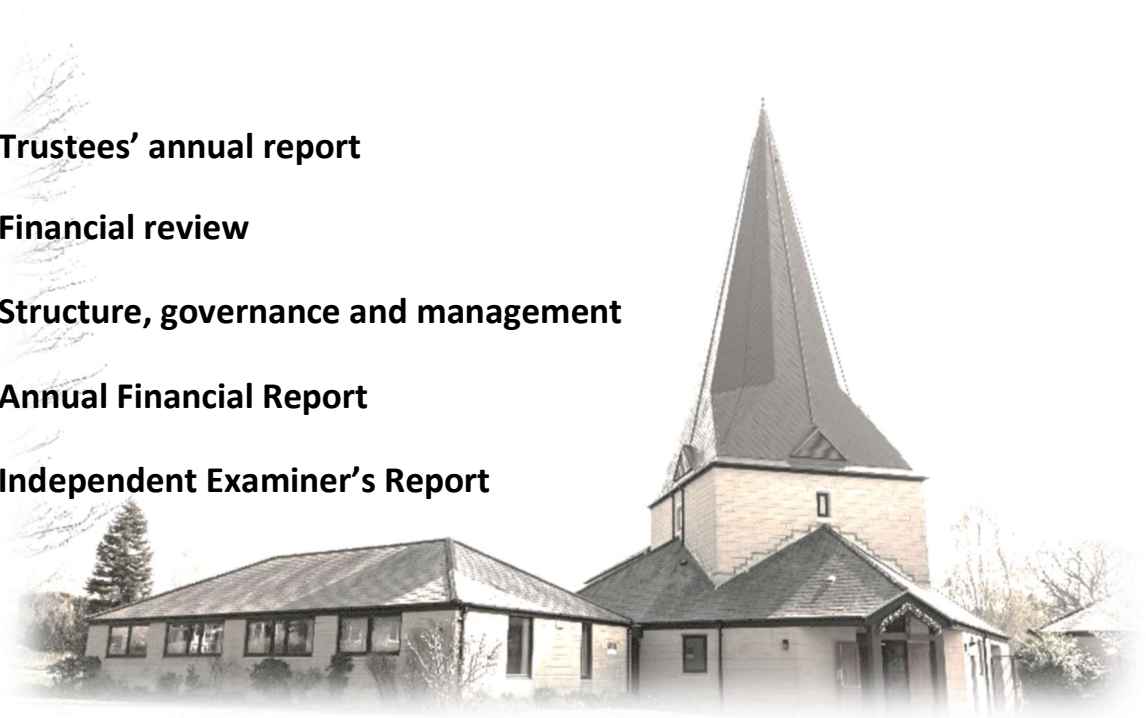
Registered Charity no. 1174914

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For the year ended 31 December 2023

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

Incumbent: The Rev'd Dr Richard Coldicott, St Mark's House,  
North Heath Lane, Horsham, West Sussex, RH12 5PJ

Independent examiner: Mrs Marti Stenton FCA, Morris Palmer Limited,  
Barttelot Court, Barttelot Road, Horsham, West Sussex, RH12 1DQ

Bankers: NatWest, 47 Carfax, Horsham, West Sussex, RH12 1FD  
Flagstone, 1<sup>st</sup> Floor, 26-27 Oxendon Street, London, SW1Y 4EL

# Holbrook Parochial Church Council (Holbrook PCC)

## Trustees' Annual Report for 2023

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd Richard Coldicott, in:

- Promoting the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church; pastoral, social, evangelistic and ecumenical
- Practically supporting and caring for people in the parish, from the youngest to the eldest, irrespective of level of need or their personal circumstances
- Demonstrating love for our neighbour and care for God's creation through every aspect of our church life.

### 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, particularly, the specific guidance on 'charities for the advancement of religion'.

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

The incumbent and the PCC planned activities for the year with a focus on reflecting the love and generosity of God for the community we live amongst and further afield, in partnership with other like-minded organisations. This report demonstrates our determination to be visible and supportive for people living in our area and beyond.

For 2023 we discussed and planned the following objectives and activities to fulfil our aims:

- Serving our community with baptism, wedding and funeral services.
- Building community in Mowbray Village.
- Giving support to households in need.
- Welcoming all to our services, whether they attend in-person or watch the livestream.
- Supporting our linked mission partners.
- Helping all people, regardless of background, to develop and grow in their faith.
- Further developing our community work with children and young people.
- Supporting our community with our free café and by hosting the local community fridge.
- Showing the love of Jesus through pastoral care.

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*Today we had a wonderful visit from St Mark's Church choir accompanied by a pianist and violinist. Our residents loved joining in with the carol singing. Thank you to all who came to perform and also to all at St Mark's for all your support this year which is very much valued by many of our residents. Merry Christmas and Happy New Year! [Skylark House care home]*

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## Expanding our work with young people

### Youth Football

In April we started a new football ministry activity for young people in school years 6-11. This has provided something active for our young people to do during the week, and helps with the transition from children's groups to youth.



We start each fortnightly session with training drills followed by a short biblical reflection that often links into the training activity for that evening; we finish with a short match.

Some young people who were on the fringes of church life have been regularly attending and in some cases they have also started re-engaging with Sunday mornings.

### Glow

Recognising that we didn't have an evening group for school years 7-9, and that this is typically the age and stage of life where churches lose their young people, we started a new Sunday evening youth group called Glow to run alongside and ultimately feed into the older youth group, Illuminated.

Since starting in September we have seen 10-14 young people regularly attending, including one unchurched friend and two from other churches which don't have active youth work.

We play a variety of fun games for the first 30 minutes with snacks and drinks, and then gather for teaching before we break out to small groups to pray.



The teaching during the autumn term has been stimulated by watching short clips from movies followed by biblical application with questions and discussions. The young people have been engaging well each fortnight, and we've seen relationships grow between them and with the leaders.

## Expanding our work with young people (continued)

### West Watch weekend away

In November we took 15 young people to West Watch (a charitable centre near Haywards Heath) for our annual residential trip. We had an incredible time with fun challenges and team games. We all aimed to champion 'weekend values', where the young people earned extra team points for living out the weekend values of respect, kindness, generosity and helpfulness. We enjoyed worship, teaching, listening to God for each other, marshmallows on the bonfire, prayer sparklers, food, food, food ... and a little bit of washing up!

Our qualified chef for the weekend was a former St Mark's youth group member who had been to West Watch several times in his teens; he returned to happily serve the current group to produce several excellent meals. Each and every young person engaged well in the discussions and prayer. It was wonderful to see the two groups (Illuminated & Glow) bond so well, and we saw them all grow in their relationships with each other and with God.



### *Exciting opportunities for 2024 and beyond*

Our youth & children's worker moved on to a new role in a Hampshire church at the end of October 2023; after reviewing our ministry objectives, aspirations and financial position we decided to split the role and plan for growth. By the end of 2023 we had advertised vacancies for a children & families worker and a youth worker; at the time of writing we are preparing for our two new employees to start work. We are excited about the further ministry opportunities that these appointments will bring; we recognise that children and young people are not tomorrow's church – they are a vitally important part of the church of today.

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

### ***A wide range of services and worship to cater for all***

Our weekly Sunday services have continued to be livestreamed, and numbers attending are steadily rising again following the drop during Covid restrictions. Our weekly Book of Common Prayer service is well-attended; special services in the year have included St Catherine's Hospice 'Tree of Light' and a Christingle service in aid of the Children's Society. We welcomed numerous church members and many from the local community to a 'Messy Church' service on Good Friday; our Light Party, the alternative to Halloween for primary-aged children, was very well-attended this year. Our outdoor service each August is popular with our 10.30am congregation, and with locals who stop to watch.

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*I wouldn't describe myself as particularly 'churchy', but since moving to Horsham I have grown to really enjoy the time that I spend at St Mark's and with various people. I attend the 9.45am service on Wednesdays and the 08.30am services on Sundays, which suit me very well. Even though I am in my late 80s I am able to volunteer to help the services to run smoothly. I also attend the Pudding Club each month, and it is good to chat over afternoon tea. For many years, a highlight of my week has been the Holbrook Heart Café. I like to bake cakes for the café, but it is also good to go along and chat with people. People at St Mark's Church are really very kind. [AG]*

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### **Christmas Angels**



Throughout the year a team of dedicated knitters produced 500 angels, which were distributed around the parish during Advent.

The angels were carefully left in conspicuous places such as hanging from bushes and trees with the simple messages "take me home" and "wishing you joy and peace at Christmas from everyone at St Mark's Church, Holbrook".

The intention was to spread some Christmas happiness in our community.

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*I wanted to take this opportunity to thank you for the visit we had this morning. The children were very excited to bring in their nativity scene and visit the church.*

*On the way to the church we found a knitted angel hanging from a tree, which we got out to show the children on the return to our nursery after the visit. We were very surprised and delighted that by sheer coincidence that this was from your church. She has now taken pride of place on the top of the children's Christmas tree. [Heather Playgroup]*

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## What we achieved and how we affected beneficiaries' lives (continued)

### **Serving our community**

#### **Holbrook Heart Café**

Our weekly café continues to offer a welcoming opportunity to socialise over home-made cakes and hot drinks. We serve an average of 82 on a Tuesday and 55 on a Saturday, with two-thirds from the local community. Some guests are now coming to church services and becoming more involved with church life. We are very pleased to welcome guests from our local care home (Skylark House) each week; some of the café team now visit Skylark House once a month for a coffee morning. Four times a year our Saturday Café runs alongside the Community Fridge and we have more guests on these Saturdays – many of whom come for the fridge and then enjoy the café.

The café continues to be part of the Social Prescribing Programme run by our local doctors, and we are registered with the Chatty Café Scheme, Age UK outreach and the local council's Befriender Programme. We register as a 'Warm Space' each winter, and we now have a regular café lunch which is usually attended by about 60 people.

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*I am so grateful for your café, as it is the only time that I get to mix with people and chat from week to week. It helps me to deal with my loneliness, and I always look forward to café days. [Regular café visitor]*

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#### **Community Fridge**

We are one of the host churches for Horsham Community Fridge, part of the Fare Divide Community Fridge Network. Several members of our congregation volunteer to help with the collection, safe storage and distribution of the food, which is donated by local supermarkets and would otherwise be wasted. We are very aware that this free good food is a lifeline to many, and is greatly valued by many people in our community.



Some families share with our volunteers how they are struggling, and we signpost them to Horsham District Foodbank and other sources of help and advice. We have seen people queue for over an hour outside in all weathers to get free food, and during 2023 it was a pleasure to invite our MP Jeremy Quin to visit our café on a Saturday whilst we were also hosting the Horsham Community Fridge. We spoke about the challenges facing the community of Horsham at this time and several parishioners were able to raise personal concerns with Jeremy – it was a genuine local surgery time and greatly appreciated by people from the community who benefited from talking to their MP.

## What we achieved and how we affected beneficiaries' lives (continued)

### **Community Cohesion**

#### **Fun Day**

This was the first full fun day for the church since before the pandemic and it was great to be able to completely open our doors and grounds to neighbours and visitors once more.



Several large inflatables were set up in the grounds with other outdoor games, whilst indoors there were several different crafts for all ages to enjoy. The day takes a lot of work and the church family all pulled together as one big team. Around 500 people visited at some point during the afternoon; it was a wonderful opportunity to be able to meet and chat with members of our community.

Our monthly Saturday café moved to the afternoon for the day to provide drinks and cake, and we had a barbecue team serving burgers and hot dogs. Everything was free of charge, with the simple aim to serve our community.

#### **Pastoral Care**

Pastoral care within St Mark's and the Holbrook community has continued to develop and grow as part of the church's ministry and mission; many pastoral interactions now arise from our weekly free café, which is attended by members of the pastoral team who are willing to listen and chat.

Pastoral support has continued to be given during 2023 through the many individual contacts that exist within the church, through the church home group system, and through the pastoral team who support those in the community who have contacted the church requesting pastoral support. This gives our pastoral team extra opportunities to serve people who live in our parish; we strive to provide settings where people are happy to chat about issues which they are facing.

## What we achieved and how we affected beneficiaries' lives (continued)

### *Helping people in the parish*

#### **Supermarket Vouchers**

In June 2023 we launched a new initiative by purchasing digital gift cards from Tesco. With proportionate and appropriate governance in place, these vouchers are available to our pastoral team to give to local people in need who have engaged with us through our weekly free café or Sunday services. By the end of the year we had given voucher gifts totalling £750 to seven households, and we plan to continue this support into 2024.

#### **Hardship grants**

The PCC has designated an amount to be available to help people who find themselves in financial difficulty due to unforeseen circumstances. Cash grants are considered and approved by three people to maintain confidentiality and ensure good governance.

During 2023 we made thirteen (2022: eighteen) hardship grants totalling £3,820 (2022: £4,700). Combined with supermarket vouchers, our total hardship support £4,570 to households in need has remained at a fairly steady level compared to 2022. We hope that this might be a sign that the cost-of-living crisis will start to ease soon.

#### **Church Hall**

We let our church hall to community groups and individuals at very competitive rates, putting their need for space at reasonable cost above any desire to maximise our own income from hiring. Groups using our church hall include Rainbows, Brownies, Horsham Philatelic Society, a 'Singing for the Brain' group, and Horsham Forest Probus Club. We also let the church hall to families for a range of celebrations from Christenings and birthdays to funeral teas.

#### **Alpha**

We ran an evening Alpha course from January to March, which was well-attended and enjoyed by all. Following several enquiries, we then ran a daytime Alpha course which started in April, to cater for people who find it easier to go out during the day. This course was also well-attended and ran immediately following our weekly café, meaning that many from the community attended an Alpha course for the first time, in safe, comfortable and familiar surroundings.

#### **Mowbray Village (north of Horsham development)**

The new Mowbray estate is slowly being inhabited; Simon (our Associate Vicar) & Lou Shorey and the team are forging good relationships with the residents by helping to support each other and build the new community together. Social activities such as summer barbeques have not only provided pastoral support, but residents have been given an opportunity to meet each other.

#### **Eco Church**

We are a 'Silver Eco Church', currently working towards gold standard. We encourage the church family to recycle at home and have also established a recycling area outside the church which is used by local people and has had positive reviews on social media platforms. We take care to recycle wherever possible, and we strive to purchase ethically.

We aim to take the reasonable and practical steps necessary to realise the Church of England's fifth mark of mission, which is "to strive to safeguard the integrity of creation and to sustain and renew the life of the earth".

#### **Horsham Foodbank**

We donated the £561 collection from our annual carol service to our local foodbank, which provides a three-day supply of nutritionally balanced emergency food and support to local people in crisis.

## Missionary outreach

St Mark's supports several charities at home and abroad. Faith in Action supports spiritual and development projects in Malawi; Flyers International Partnership Trust supports social, community and outreach projects in Moldova. The following provides further information on two of our mission partners, their key work and current objectives.

### Faith in Action

The current focus of the charity is working with the Faith in Action Church in Malawi, led by Pastor Lameck Msamange, providing funds for a variety of both spiritual and development projects, predominantly in an area in the very south of Malawi, called the Lower Shire. Besides involvement in a number of different community development projects, a total of 2,361 bibles and 38,065 bible studies have now been distributed in nine prisons in Malawi and many reports have been received of the transformation that these bibles and studies have brought about within these prisons. Many inmates have become Christians' these prisons are now peaceful, and far fewer prisoners are trying to escape.

### Flyers International Partnership Trust

Flyers International's principal partner in Moldova is a Non-Governmental Organisation named 'Neemia' that operates a programme of social, community and outreach projects in a place called Cobani and in the surrounding villages, operating from their community centre. Core examples are: delivering hot meals to old people who have little or no other support; adult sanitary supplies for those who are bedbound; children's after school activities to provide social development and help with homework; delivering food packages and winter fuel to the most vulnerable families; working with local government and agencies to deliver positive improvements to the village. Support from St Mark's contributes to these projects and the operational needs of Neemia.



The Neemia team includes a small number of paid staff and a large team of mainly teenage volunteers drawn from the locality. Their participation is a real opportunity for their own personal and leadership development, and they have seen many examples of how this type of involvement has provided huge benefit to the young people as they develop into adulthood. This aspect of the joint work has always been important and is a big encouragement.

Rob & Jo Allen (who attend St Mark's and serve Flyers International) were finally able to go out to Moldova again in October with our lay reader Martin Hennock to meet with the Neemia team and re-establish their connection on the ground with what they are doing.

Neemia has now been working in Cobani for nearly nine years and the positive impact they have had is clear to see. Plans for 2024 are underway, and Flyers International hopes to work with them to support their summer activities.

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We work with eight mission partners – a balance of large and small and UK and international charities. We are proud to support their objectives and to partner in working with some of the most disadvantaged people in the world.

Our other mission partners are:

- The Children's Society
- Tear Fund
- Fundukuphila
- Oasis Crisis Pregnancy Centre
- The Way of the Spirit
- St Catherine's Hospice

## Financial Review

### Incoming and outgoing resources

Total income in the year was £361,504 (budget £294,000); that figure includes an accrual (treated as due in 2023) of £80,000 for the legacy of John Nicholson (see note 13), a valued church member who died in February 2023.

Total expenditure was £297,695 (budget £294,000).

The surplus was £63,809 (budget 'break even'). Without the accrual for the legacy, we would have reported a deficit of £16,191. We have sufficient reserves to cover such a deficit.

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

The largest expense of the PCC was £116,918 paid to the diocese for our share of all churches' parish ministry costs.

The total relates directly to:

- the housing, support, stipend and pension costs of the stipendiary clergy of this parish
- the training of new ordinands
- a contribution to national church funds
- the shared costs of the Christian family throughout the whole diocese
- assistance towards the upkeep of churches less able to manage than ourselves.

The PCC is meeting 112.5% of the incumbent costs and 100% of the associate vicar costs allocated to St Mark's, and has committed to steadily increase our contribution over the following three years until we are paying 120% of the allocated annual incumbent costs by 2026. This reflects our desire to support the wider Anglican Church and particularly the training of new ordinands.

### Staff costs

The PCC employed a youth & children's worker until 31 October 2023, and employs three administrators and four cleaners on permanent contracts. Our employees all work part-time, and are all paid through the PAYE system.

### Trustee payments and expenses

Trustees and persons connected with them donated a total of £43,733 (2022 £41,584) to the charity in 2023.

Two (2022 three) cleaners are connected to trustees. In aggregate they were paid £3,191 (2022 £4,107) wages.

The youth & children's worker was a trustee until he left the charity's employment on 31 October 2023, and was paid £16,134 (2022 £17,305) salary plus £8,461 (2022 £9,380) housing allowance.

The senior administrator is connected to a trustee, and was paid £11,118 (2022 £10,336) wages.

Further details are provided in the notes to the accounts. All PCC employees are paid at the local market rate, and trustees connected to employees have no involvement in decisions regarding remuneration rates or increases.

The PCC paid the incumbent's council tax £2,910 (2022 £2,842) and water charges £891 (2022 £871), plus other expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £2,072 (2022 £2,172).

The PCC paid the associate vicar's council tax £2,367 (2022 £411) and water charges £962 (2022 £258), plus other expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £7,567 (2022 £743).

The PCC paid the curate's expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £105 (2022 £517) until she left the parish in April 2023 for a new post.

In total, 14 trustees (2022: 11) including clergy above received reimbursement of out-of-pocket expenses totalling £14,866 (2022 £7,447).

## Why we hold some money in reserve

It is PCC policy to maintain a balance in the unrestricted fund (excluding property) which equates to approximately two months of unrestricted payments, as contingency against unforeseen situations. We held at least that amount at all times during and at the end of the financial year.

It is general PCC policy to invest temporarily surplus general funds in our NatWest deposit account and in accounts available through the Flagstone platform, which is managed by the Charities Aid Foundation. Use of these investment accounts enables us to spread our money across different financial institutions and obtain full protection from the Financial Services Compensation Scheme.

## Money not counted as Holbrook PCC's income and expenditure

Certain money is received by the PCC that doesn't belong to us; it is therefore not part of our income and expenditure and is not otherwise stated or explained within this report. This is typically money which we receive to be passed on to another charity, organisation or person, including the Diocesan element of statutory fees for weddings and funerals.

The trustees are fully aware of their responsibilities regarding potential money laundering, and remain alert to any potential issue if they were (for instance) asked to channel any money from a donor to a third party in suspicious circumstances or return a gift to a donor for questionable reasons. The trustees did not identify any potential money laundering issues during the year.

During 2023 the PCC received and passed on the following amounts:

Received from	Paid to	Total 2023	Total 2022	Notes
		£	£	
Congregation - licensing service	Bishop of Chichester's Discretionary Fund	-	58	
Christingle service & collection boxes	The Children's Society	713	341	
Various fundraising events	Fundukuphila (Prestbury Methodist Church)	1,806	1,852	
Donor (payment made in error)	Donor (former church member moved away)	-	990	
Wedding family (payment made in error)	Wedding organist	-	80	
Diocese of Chichester	Homes Partnership (Ass. Vicar house deposit)	577	-	
Congregations	Rev'd Elizabeth Jinks (leaving gift)	1,042	-	6a
Congregations	George O'Mahony (leaving gift)	585	-	6a
Congregations	Rev'd Richard Coldicott (leaving gift)	3,245	-	6a
H2O Charity Concert Audience	Horsham Matters Ltd (foodbank)	-	2,672	
H2O Charity Concert Audience	Horsham Debt Advice Service	790	-	
Carol service collection	Horsham Matters Ltd (foodbank)	561	1,152	
Funeral director	Priest & Reader (2 x funeral travel expenses)	22	-	
Parishioners & funeral directors	Diocese of Chichester (wedding & funeral fees)	2,224	1,587	
		<b>11,565</b>	<b>8,732</b>	

## Risk Management

In a large and thriving parish, the PCC's risks are varied and wide-ranging. Some risks are financial; others are pastoral or operational, but with potential financial implications. The PCC believes that the principal risks are:

### Principal risk

### Basic mitigation/management

An unexpected fall in income

The church's donors are numerous and the charity does not depend on a small number of major regular donors.

The challenge of maintaining adequate volunteers with requisite skills and time available

Our annual stewardship appeal not only considers financial gifts, but strongly focuses on time and talents.

General financial risk – protection of the charity's funds; errors, mismanagement or defalcation etc.

We have a skilled, diverse and experienced finance team and proportionate financial governance policies.

Reputational risk, arising from a safeguarding issue or serious incident

We have relevant and proportionate policies in place to protect the charity, its people and our visitors. All relevant staff and volunteers undertake prescribed regular safeguarding training.

Health & safety

We follow appropriate health & safety policies and guidance to keep everyone safe on our premises.

Asset risk, such as through theft, fire or flood.

We look after our buildings and our other assets, and we have appropriate insurance policies in place.

The PCC seeks to manage risks and uncertainties by risk assessing any new or ad hoc activity, and regularly reviewing (a) its policies for the general operation of the charity and the use of church buildings and (b) its Mission Action Plan.

## PCC policies

Holbrook PCC has adopted and maintains a full suite of relevant policies, to ensure that we have processes in place to manage our ministries effectively and proportionately, and mitigate potential risks and issues. Each policy is subject to periodic review to ensure it remains fit for purpose and relevant to our operations. Our active policies are:

- Safeguarding
- Food
- Finance
- Legacies
- Investment and reserves
- Hardship
- Complaints
- Security
- Church and hall hire
- Press handling
- Serious incident reporting
- Significant event of national or local mourning
- Computer hardware & software
- Data protection
- Health and safety
- Risk management
- Human resources
- Conflict of interest
- Prevention of criminal facilitation of tax evasion
- Environmental

## Structure, governance and management of the charity

Holbrook PCC is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members as below, and up to 15 members of the church who are elected at the Annual Parochial Church Meeting with one third retiring each year in line with normal PCC practice. In addition, up to three people may be co-opted to the PCC. The PCC met six times during the year.

During the year the following served as members of the PCC and thus as trustees. Those shown in **bold** also served on the Standing Committee, which met three times during the year. Those shown in **bold italics** also served on the leadership team, which met regularly through the year.

### EX-OFFICIO MEMBERS

Incumbent:	to 31 January 2024	<b>Rev'd Dr Richard Coldicott</b>	<b>PCC/SC Chair</b>
Associate Vicar:		<b>Rev'd Simon Shorey</b>	
Curate:	to 31 March 2023	<b>Rev'd Elizabeth Jinks</b>	
Churchwarden:		<b>Mrs Linda Humble</b>	
Churchwarden:	to 30 April 2023	<b>Mr Rod Kitchin</b>	<b>PCC/SC Vice Chair to 30 April 2023</b>
Churchwarden:	from 30 April 2023	<b>Mr Richard Hanson</b>	

### PCC SECRETARY

Mrs Linda Crump

### ELECTED MEMBERS

		<b>Mr Brian Carter</b>	<b>PCC/SC Vice Chair from 30 April 2023</b>
		Mrs Shirley Gardner	
		Mrs Giulietta Grover	
		Mr Peter Hazael	
		Mr Peter Hellyer	
	to 12 January 2023	Mr Peter Hillman	
	from 30 April 2023	Mr Rod Kitchin	
		Mr Mark Leddin	
	to 30 April 2023	Mr Andy McLean	
	from 30 April 2023	Mr Dale Medhurst	
	from 30 April 2023	Mrs Jo Medhurst	
	to 30 April 2023	Mrs Karen Park	
		Mr Jim Perry	
		Mrs Karen Petch	
		Mr Darren Russell	Premises Committee Chair
		Mr Brian Smith	
		<b>Mrs Gaynor Udeshi</b>	

### DEANERY SYNOD

		Mr Rob Allen	
		<b>Mrs Linda Humble</b>	
	to 30 April 2023	<b>Mr Rod Kitchin</b>	
	from 30 April 2023	Mrs Karen Park	
		<b>Mr Mike Parry</b>	<b>Treasurer/Finance Committee Chair</b>

### CO-OPTED MEMBERS

		<b>Mrs Helen Anderson</b>	<b>Safeguarding Officer</b>
	to 31 October 2023	<b>Mr George O'Mahony</b>	<b>Youth &amp; Children's Worker</b>

At the end of 2023 there were 288 people on the church Electoral Roll, which is a net increase of one from the previous year. Just over half live outside the Parish of Holbrook, with almost all of them living within the town of Horsham.

## Acknowledgement of the role of volunteers

Holbrook PCC is deeply indebted and grateful to the dedicated and diverse group of around 200 volunteers who help the charity to deliver its objectives. Volunteers are involved in leading and supporting all areas of ministry in the church, including but not limited to:

- safeguarding
- pastoral care – within the church family and in the wider community
- music and worship
- leading services and preaching
- flower arranging and seasonal church decoration
- working with our youth and children
- serving at the weekly Holbrook Heart Community Café
- maintenance of the buildings and grounds
- facilitating social/community events
- leading homegroups
- prayer ministry
- welcoming and stewarding at services
- running Alpha
- serving on the PCC and other committees
- managing the charity's finances.

Because of the wide range of roles and seasonal variations it is impossible to accurately quantify the total input of our volunteers in terms of hours per week or days per year, but every one of them is greatly valued and appreciated.

## Our plans for the future

In late 2023 the incumbent, the Rev'd Richard Coldicott, announced that he would be leaving the parish to become Rector of Hurstpierpoint, and that his final services would be on Sunday 7 January 2024. So 2024 is expected to be a time of consolidating the growth of the last few years and discerning God's leading for the church's future. In addition to recruiting a new vicar in 2024, we are also seeking to appoint a new Children and Families Worker and a new Youth Leader early in the year, to further equip the church for its mission of building God's kingdom in our neighbourhood.

Under Rev'd Simon Shorey's leadership, the church continues to forge links into the growing new community in Mowbray and our prayer is that this continues as the development welcomes new individuals and families month by month. Holbrook Heart Café remains a cornerstone of St Mark's engagement with our wider community and recent new initiatives, including the Community Fridge, are hoped to flourish further, serving physical and spiritual needs within our parish. We look forward with hope and expectancy to see what God has in store for us as we seek to faithfully follow and serve Him in this year of change.

## Approval of the Annual Report by the Trustees

This Trustees' Annual Report was **approved** by the PCC at its meeting on 18 March 2024 and

signed on its behalf by Brian Carter, PCC Vice-Chairman:



Date                    18 March 2024

# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Mark's Church, Holbrook

St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

Registered Charity no. 1174914

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For the year ended 31 December 2023

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## Statement of Financial Activities

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

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations and legacies	348,973	1,200	<b>350,173</b>	281,476	
Charitable activities	1,250	-	<b>1,250</b>	900	
Other trading activities	4,855	-	<b>4,855</b>	3,263	
Investments	5,226	-	<b>5,226</b>	546	
Other receipts	-	-	-	-	
<b>Total income</b>	<b>360,304</b>	<b>1,200</b>	<b>361,504</b>	<b>286,185</b>	<b>2</b>
<b>Expenditure on:</b>					
Raising funds	187	-	<b>187</b>	127	
Charitable activities	284,497	4,915	<b>289,412</b>	236,139	
Other trading activities	8,096	-	<b>8,096</b>	4,661	
<b>Total expenditure</b>	<b>292,780</b>	<b>4,915</b>	<b>297,695</b>	<b>240,927</b>	<b>3</b>
Net gains (or losses) on investments	-	-	-	-	
<b>Net income or (net expenditure)</b>	<b>67,524</b>	<b>(3,715)</b>	<b>63,809</b>	<b>45,258</b>	
<b>Net transfers between funds</b>	-	-	-	-	<b>10</b>
<b>Other recognised gains/(losses):</b>					
Gains/(losses) on revaluation of fixed assets	-	-	-	-	
Other gains/(losses)	-	-	-	-	
<i>Reconciliation of funds:</i>					
<b>Net movement in funds</b>	<b>67,524</b>	<b>(3,715)</b>	<b>63,809</b>	<b>45,258</b>	
Total funds brought forward	223,126	4,172	<b>227,298</b>	<b>182,040</b>	<b>17</b>
<b>Total funds carried forward</b>	<b>290,650</b>	<b>457</b>	<b>291,107</b>	<b>227,298</b>	<b>17</b>

# St Mark's Church, Holbrook

## Balance Sheet

registered charity number 1174914

Our financial position and summary of funds at the end of the financial year were:

	Total Funds <u>2023</u>	Total Funds <u>2022</u>	Notes
	£	£	
Intangible assets	-	-	
Tangible assets	-	1,556	<b>11b</b>
<b>Total fixed assets</b>	<b>-</b>	<b>1,556</b>	
Stocks	-	-	
Debtors	<b>92,210</b>	10,211	<b>13</b>
Investments	-	-	
Cash at bank and in hand	<b>207,003</b>	225,516	
<b>Total current assets</b>	<b>299,213</b>	235,727	
Creditors: Amounts falling due within one year	(8,106)	(9,985)	<b>14</b>
<b>Net current assets or (liabilities)</b>	<b>291,107</b>	225,742	
<b>Total assets less current liabilities</b>	<b>291,107</b>	<b>227,298</b>	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
<b>Total net assets or (liabilities)</b>	<b>291,107</b>	<b>227,298</b>	<b>12</b>
<b>The funds of the charity:</b>			
Endowment funds	-	-	
Restricted income funds	<b>457</b>	<b>4,172</b>	
Unrestricted funds	<b>290,650</b>	<b>223,126</b>	
Revaluation reserve	-	-	
<b>Total unrestricted funds</b>	<b>290,650</b>	<b>223,126</b>	
<b>Total charity funds</b>	<b>291,107</b>	<b>227,298</b>	<b>17</b>

This Financial Report for the year ended 31 December 2023, including the notes following, was **approved** by the PCC and signed on its behalf by Mr Brian Carter, PCC Vice-Chairman and Mr Mike Parry, Treasurer:



Date 18 March 2024



# St Mark's Church, Holbrook

## Notes to the Financial Report

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registered charity number 1174914

### 1 Accounting policies

#### Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)). The accounts present a true and fair view and the accounting policies adopted are those outlined below.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

#### Funds accounting

Funds held by the PCC are:

*Unrestricted funds* - general funds which can be used for PCC ordinary purposes.

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

#### Income and endowments

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

#### Donations and legacies

*Collections* are recognised when received.

*Planned giving receivable* is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

*Gift aid recovered* is recognised when the income to which it is attached is recognised.

*Grants* are recognised when the formal offer in writing of the funding is received by the PCC.

*Legacies* are recognised when (a) it is probable that the legacy will be received, and (b) its value can be measured reliably.

#### Charitable activities

Statutory fees for weddings and funerals are recognised when the office occurs.

#### Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised when received.

#### Investment income

Interest entitlements are accounted for as they accrue.

#### All other income

All other income is recognised in accordance with the above overall policy.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at 31 December.

### Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

### Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

### Church activities

The Diocesan Parish contribution is accounted for on an annual basis and paid monthly, reflecting the allocation set by our Deanery. Any Parish contribution unpaid at 31 December would be provided for in these accounts as an operational (though not a legal) liability and would be shown as a creditor in the balance sheet.

### Fixed assets

#### *Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by Section 10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. All other property acquired prior to *18 October 2016* (the date when St Mark's Holbrook was established as a separate Parish) already had a depreciated value of £nil as at 1 January.

All expenditure on consecrated or beneficed buildings and individual items costing under £3,000 are written off in the year they were incurred.

#### *Depreciation*

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Land	Nil
Buildings	Nil
Fixtures and fittings	20%
Audio visual equipment	33.33%
Office equipment	25%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values are so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular impairment reviews, provision will be made if there has been any permanent diminution in value.

### Investments

Investments are stated at market value at the balance sheet date.

### Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectible (no such provision applied at 31 December 2022 or 31 December 2023).

Short-term deposits include cash held on deposit at the bank.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 2 Analysis of income and endowments

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<i>Notes</i>
	£	£	£	£	
Planned giving (excl. tax refunds)	188,416	-	<b>188,416</b>	185,512	
Planned giving (no tax refunds)	15,147	-	<b>15,147</b>	17,802	
Loose cash collections	5,480	-	<b>5,480</b>	4,010	
Gift aid recovered	46,422	-	<b>46,422</b>	47,641	
Sundry donations	11,020	-	<b>11,020</b>	11,451	
Other income	2,488	-	<b>2,488</b>	4,665	
Donations & appeals	-	1,200	<b>1,200</b>	5,395	
Grants received	-	-	-	-	
Legacies (2023 is accrued income)	80,000	-	<b>80,000</b>	5,000	
<b>Donations and legacies</b>	<b>£348,973</b>	<b>£1,200</b>	<b>£350,173</b>	<b>£281,476</b>	
Fees for weddings & funerals	1,250	-	<b>1,250</b>	900	
<b>Charitable activities</b>	<b>£1,250</b>	-	<b>£1,250</b>	<b>£900</b>	
Mission income	560	-	<b>560</b>	-	
Church centre hiring fees	4,295	-	<b>4,295</b>	3,263	
<b>Other trading activities</b>	<b>£4,855</b>	-	<b>£4,855</b>	<b>£3,263</b>	
Bank interest	1,651	-	<b>1,651</b>	545	
Investment interest	3,569	-	<b>3,569</b>	-	
HMRC repayment supplement	6	-	<b>6</b>	1	
<b>Investments</b>	<b>£5,226</b>	-	<b>£5,226</b>	<b>£546</b>	
Other receipts	-	-	-	-	
<b>Total income and endowments on all funds</b>	<b>£360,304</b>	<b>£1,200</b>	<b>£361,504</b>	<b>£286,185</b>	

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 3 Analysis of expenditure

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<i>Notes</i>
	£	£	£	£	
Fundraising costs	187	-	<b>187</b>	127	
<b>Cost of raising funds</b>	<b>£187</b>	-	<b>£187</b>	<b>£127</b>	
Parish share to Chichester Diocese	116,918	-	<b>116,918</b>	85,747	
Horsham Churches Together	1,610	-	<b>1,610</b>	1,700	
Salaries and honoraria incl NI & pension costs	47,385	-	<b>47,385</b>	46,941	5
Housing grant to youth & children's worker	8,461	-	<b>8,461</b>	9,380	5
Clergy costs & expenses	11,529	-	<b>11,529</b>	8,735	
Mission & evangelism costs	14,845	4,695	<b>19,540</b>	10,981	
Missionary & charitable giving	15,400	-	<b>15,400</b>	12,700	4
Youth/children's work	9,044	-	<b>9,044</b>	5,812	
Water, gas & electricity	9,149	-	<b>9,149</b>	7,989	
Printing & photocopying	805	-	<b>805</b>	837	
Other regular church running costs	22,323	-	<b>22,323</b>	30,843	
Accounting and Examiner's fees	2,304	-	<b>2,304</b>	2,214	9
Church & grounds maintenance	22,081	220	<b>22,301</b>	9,715	
Bank charges	1,087	-	<b>1,087</b>	989	
Depreciation	1,556	-	<b>1,556</b>	1,556	
<b>Cost of charitable activities</b>	<b>£284,497</b>	<b>£4,915</b>	<b>£289,412</b>	<b>£236,139</b>	
Church hall running costs	7,943	-	<b>7,943</b>	4,661	
Investment management charges	153	-	<b>153</b>	-	
<b>Cost of other trading activities</b>	<b>£8,096</b>	-	<b>£8,096</b>	<b>£4,661</b>	
<b>Total expended on all funds</b>	<b>£292,780</b>	<b>£4,915</b>	<b>£297,695</b>	<b>£240,927</b>	

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 4 Missionary and charitable giving

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	
<b>Overseas:</b>					
Faith in Action (RCN 293961)	1,000	-	<b>1,000</b>	1,000	
Flyers International (RCN 1138887)	2,000	-	<b>2,000</b>	1,000	
Friends of Burundi (RCN 1117715)	-	-	-	200	
Fudukuphila (Prestbury Methodist Church)	1,000	-	<b>1,000</b>	1,000	
Tear Fund (RCN 265464)	1,000	-	<b>1,000</b>	2,000	
Way of the Spirit (RCN 1110648)	1,800	-	<b>1,800</b>	1,500	
<b>Home:</b>					
A Rocha UK (RCN 1089276)	250	-	<b>250</b>	-	
Horsham Debt Advice Service (RCN 1098960)	500	-	<b>500</b>	500	
Horsham Matters Ltd (RCN 1116253)	-	-	-	1,000	
Horsham PCC (refugee support) (RCN 1132246)	2,500	-	<b>2,500</b>	-	
Men's Shed Horsham (RCN 1173345)	1,000	-	<b>1,000</b>	-	
Scripture Gift Mission (RCN 219055)	150	-	<b>150</b>	-	
Oasis Crisis Pregnancy Centre (RCN 1193428)	1,200	-	<b>1,200</b>	1,200	
St Catherine's Hospice (RCN 281362)	1,000	-	<b>1,000</b>	1,000	
The Children's Society (RCN 221124)	2,000	-	<b>2,000</b>	2,300	
	<b>15,400</b>	-	<b>15,400</b>	<b>12,700</b>	

### 5 Staff costs

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	
<b>Remuneration:</b>					
Wages and salaries	46,623	-	<b>46,623</b>	46,271	
Housing grant to youth & children's worker	8,461	-	<b>8,461</b>	9,380	
Employer social security	-	-	-	-	
Employer pension	762	-	<b>762</b>	670	
Recruitment	-	-	-	-	
HR Consultancy	-	-	-	-	
	<b>55,846</b>	-	<b>55,846</b>	<b>56,321</b>	

The average number of persons employed by the charity during the financial year was 8 (2022: 7).  
No employee received remuneration at the rate of £60,000 or more (2022: none).

### 6 Transactions with PCC members

Mr G O'Mahony, a trustee, was paid salary £16,134 (2022 £17,305) and housing grant £8,461 (2022 £9,380) as the youth & children's worker until his employment ceased on 31 October 2023.

Expenses were paid to 14 (2022 - 11) trustees or persons connected to trustees in respect of reimbursed expenses amounting to £14,866 (2022 - £7,447). The aggregate donations made by the charity's trustees and people connected to them totalled £43,733 (2022 - £41,584). None of these donations carried any conditions on receipt.

#### 6a Monetary gifts from congregations passed to PCC members

During the year we received money from congregation members which were gifts to key people who were leaving St Mark's to work elsewhere:

- Rev'd Elizabeth Jinks was appointed Associate Vicar of Bishopstone, and was licensed on 18 April 2023.
- George O'Mahony was appointed Community Work Coordinator in Horndean, and started there in November 2023.
- Rev'd Richard Coldicott was appointed Rector of Hurstpierpoint, and will be licensed on 1 February 2024.

The gifts were freely given as a reflection of the esteem in which each person was held, and were not payment for duties performed. The total amounts given and passed on were £1,042 for Rev'd Elizabeth Jinks, £585 for George O'Mahony and £3,245 for Rev'd Richard Coldicott. Further gifts totalling (at the time of writing) £500 were received for Rev'd Richard Coldicott after the financial year end of 31 December 2023; those gifts will be paid over in January 2024 and disclosed in the 2024 Annual Financial Report.

### 7 Transactions with persons related to PCC members

The following were remunerated as cleaners:

Mrs F Coldicott, wife of Rev'd R Coldicott, a trustee, was paid £2,158 (2022 £1,987); Miss G Coldicott, daughter of Rev'd R Coldicott, a trustee and the PCC chair, was paid £1,032 (2022 £1,725); Miss L Petch, daughter of Mrs K Petch, a trustee, was paid £0 (2022 £395) having ceased employment during 2022.

Mrs J Allen, spouse of Mr R Allen, a trustee, was paid £11,118 (2022 £10,336) as the church's senior administrator.

### 8 Transactions with related charities

Holbrook PCC is not connected to any other charity in the context of Section 157 of the Charities Act 2011.

For the sake of clarity and openness it should be noted that the following trustees of Holbrook PCC are also trustees of the charities stated below.

- Mr R Allen is a trustee of The Flyers International Partnership Trust – charity number 1138887
- Mr B Carter is a trustee of Faith in Action – charity number 293961

Holbrook PCC does not have a specific charitable, working or transactional relationship with the named charities, but does make an annual arm's length financial grant to each charity as a mission partner of Holbrook PCC.

Each relevant trustee declares a conflict of interest when such grants are being dealt with, does not engage in substantive or directional discussion and abstains from any vote.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 9 Governance

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	
Independent examination	2,304	-	<b>2,304</b>	2,214	
Accounts production	-	-	-	-	
Bookkeeping	-	-	-	-	
	<b>2,304</b>	-	<b>2,304</b>	<b>2,214</b>	

### 10 Transfers between funds

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	
General fund	6,568	-	<b>6,568</b>	(51,574)	
Designated fabric fund	-	-	-	(100,000)	
Designated hardship fund	-	-	-	4,000	
Designated ministry fund	(18,568)	-	<b>(18,568)</b>	136,574	
Designated mission partner fund	12,000	-	<b>12,000</b>	11,000	
	-	-	-	-	<b>17</b>

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 11 Fixed assets

#### (a) Investments

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2023	Notes
	£	£	£	£	
Market value 1 January 2023	-	-	-	-	
Disposals at carrying value	-	-	-	-	
Purchases at cost	-	-	-	-	
Net gains and revaluation	-	-	-	-	
<b>Market value 31 December 2023</b>	-	-	-	-	

#### (b) Tangible fixed assets

	Freehold land and buildings	Audio visual equipment	Office equipment	Total fixed assets	Notes
	£	£	£	£	
<b>Cost or valuation</b>					
At 1 January 2023 (historical cost)	-	4,668	-	4,668	
Additions	-	-	-	-	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
At 31 December 2023	-	4,668	-	4,668	
<b>Charge for impairment</b>					
At 1 January 2023 (b/f from previous years)	-	3,112	-	3,112	
Additions	-	1,556	-	1,556	
At 31 December 2023	-	4,668	-	4,668	
<b>Net book amounts</b>					
At 31 December 2023	-	-	-	-	
At 31 December 2022	-	1,556	-	1,556	

## Notes to the Financial Report

### 12 Net assets by fund

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	
Fixed assets for church use	-	-	-	1,556	<b>11</b>
Investment fixed assets	-	-	-	-	
Current assets (except cash)	92,210	-	<b>92,210</b>	10,211	<b>13</b>
Cash at bank and on deposit	206,546	457	<b>207,003</b>	225,516	
Current liabilities	(8,106)	-	<b>(8,106)</b>	(9,985)	<b>14</b>
Long term liabilities	-	-	-	-	
	<b>£290,650</b>	<b>£457</b>	<b>£291,107</b>	<b>£227,298</b>	

### 13 Debtors

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	
Income tax recoverable	3,990	-	<b>3,990</b>	4,252	
Prepaid expenditure	5,200	-	<b>5,200</b>	5,865	
Accrued income	-	-	-	94	
Accrued interest	3,020	-	<b>3,020</b>	-	
Accrued legacy	80,000	-	<b>80,000</b>	-	
	<b>£92,210</b>	-	<b>£92,210</b>	<b>£10,211</b>	

The 2023 accrual of a legacy is exceptional. John Nicholson, a longstanding and much-loved member of St Mark's Church, died in February 2023 and left a proportion of his residual estate to Holbrook PCC. We were formally notified of the legacy and provided with the Estate Summary in August 2023. The money is expected to be received during 2024; whilst it is contingent on the sale of a residential property, receipt is probable and the legacy's value can be calculated reasonably accurately – meaning that an accrual for 2023 is required in accordance with Note 1 to this Financial Report. The potential value of the legacy was reduced by 10% to take account of (a) the modest fall in local property prices between August 2023 and the preparation date of these accounts and (b) any further fall in local property prices before the actual date of disposal.

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 14 Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	8,106	-	<b>8,106</b>	9,881	
Archdeacon's loan	-	-	-	-	
Prepaid income	-	-	-	104	
	<b>£8,106</b>	-	<b>£8,106</b>	<b>£9,985</b>	

### 15 Creditors: amounts falling due after one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	-	-	-	-	
	-	-	-	-	

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 16 Comparatives from prior year for the statement of financial activities

	Unrestricted <u>Fund</u>	Restricted <u>Fund/s</u>	Endowed <u>Fund/s</u>	Total Funds <u>2022</u>
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	276,081	5,395	-	<b>281,476</b>
Charitable activities	900	-	-	<b>900</b>
Other trading activities	3,263	-	-	<b>3,263</b>
Investments	546	-	-	<b>546</b>
<b>Total income</b>	<b>280,790</b>	<b>5,395</b>	-	<b>286,185</b>
<b>Expenditure on:</b>				
Raising funds	127	-	-	<b>127</b>
Charitable activities	234,239	1,900	-	<b>236,139</b>
Other trading activities	4,661	-	-	<b>4,661</b>
Other expenditure	-	-	-	-
<b>Total expenditure</b>	<b>239,027</b>	<b>1,900</b>	-	<b>240,927</b>
Net gains (or losses) on investments	-	-	-	-
<b>Net income or (net expenditure)</b>	<b>41,763</b>	<b>3,495</b>	-	<b>45,258</b>
<b>Transfers between funds</b>	-	-	-	-
<b>Other recognised gains/(losses):</b>				
Gains/(losses) on revaluation of fixed assets	-	-	-	-
Other gains/(losses)	-	-	-	-
<i>Reconciliation of funds:</i>				
<b>Net movement in funds</b>	<b>41,763</b>	<b>3,495</b>	-	<b>45,258</b>
Total funds brought forward	181,363	677	-	<b>182,040</b>
<b>Total funds carried forward</b>	<b>223,126</b>	<b>4,172</b>	-	<b>227,298</b>

# St Mark's Church, Holbrook

## Notes to the Financial Report

registered charity number 1174914

### 17 Statement of funds

#### Explanation of funds

**Endowed funds** are required by the donors to be invested and the income spent on specific objectives. (None held.)

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

The donations & appeals fund is the fund into which miscellaneous restricted gifts are allocated and then expended.

The Ashburnham fund (dormant in 2023) is restricted to helping church members to pay for the triennial church weekend away.

The hardship fund is restricted to helping people in need by making financial grants.

The climate fund is restricted to launching and enabling the *Holbrook Community Orchard* project.

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

The unrestricted fund includes a sum of £17,216 in the designated fabric fund set aside towards the cost of future building works (for instance maintenance/repair or enhancement/new buildings etc.)

The unrestricted fund includes a sum of £2,263 in the designated hardship fund set aside to help people in financial need.

The unrestricted fund includes a sum of £123,066 in the designated ministry fund set aside to fund the future costs of ministry and community engagement in the new Mowbray development in the north of the parish.

The unrestricted fund includes a sum of £12,000 in the designated mission partner fund set aside to make financial grants to Holbrook PCC's mission partners during 2024.

#### Summary of all 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
	£	£	£	£	£
<i>No endowed funds are held</i>	-	-	-	-	-
<b>Total of all endowed funds</b>	-	-	-	-	-
Donations & appeals fund	-	-	-	-	-
Ashburnham fund	-	-	-	-	-
Hardship fund	3,495	1,200	(4,695)	-	-
Climate fund	677	-	(220)	-	457
<b>Total of all restricted funds</b>	<b>4,172</b>	<b>1,200</b>	<b>(4,915)</b>	-	<b>457</b>
General fund	50,000	355,091	(275,554)	6,568	136,105
Designated fabric fund	23,164	-	(5,948)	-	17,216
Designated hardship fund	2,388	-	(125)	-	2,263
Designated ministry fund	136,574	5,213	(153)	(18,568)	123,066
Designated mission partner fund	11,000	-	(11,000)	12,000	12,000
<b>Total of all unrestricted funds</b>	<b>223,126</b>	<b>360,304</b>	<b>(292,780)</b>	-	<b>290,650</b>
<b>Total funds</b>	<b>£227,298</b>	<b>£361,504</b>	<b>£(297,695)</b>	-	<b>£291,107</b>

# Independent Examiner's Report to the PCC of St Mark's Church, Holbrook for the year ended 31 December 2023

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This is my report to the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Mark, Holbrook, on the annual financial report for the year ended 31 December 2023 set out on pages 15 to 30.

## 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 matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the Charities Act; and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Marti Stenton FCA**  
**Morris Palmer Limited**  
**Barttelot Court**  
**Barttelot Road**  
**Horsham RH12 1DQ**

**Date: 15 March 2024**

Marti Stenton FCA is eligible to act as an independent examiner as she is a member of the ICAEW, a listed body in the 2011 Act, as amended by the 2015 Order.

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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 Mark's Church, Holbrook

St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

Registered Charity no. 1174914

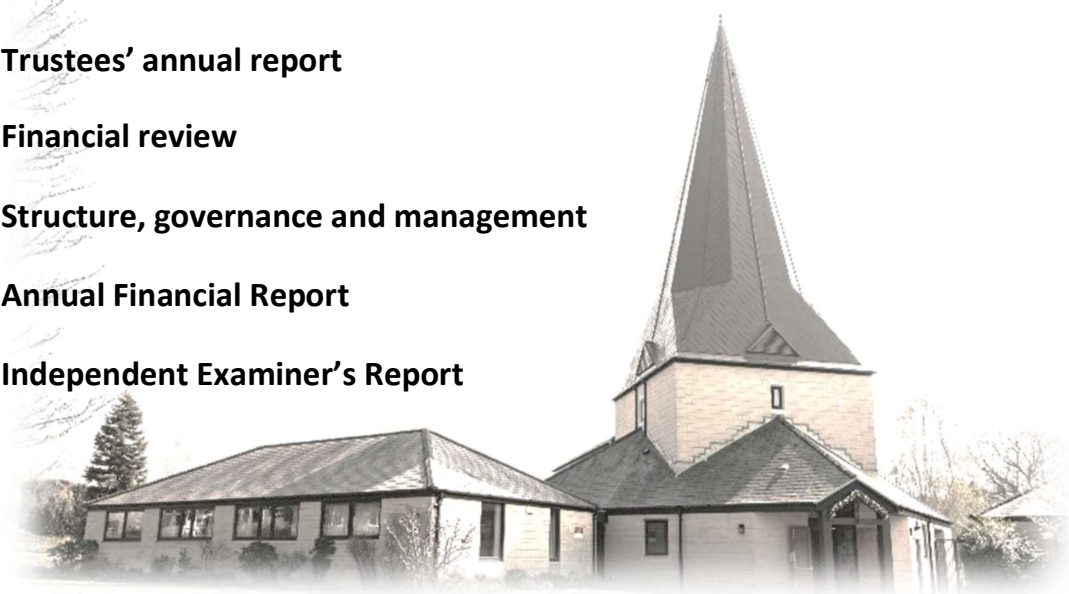
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For the year ended 31 December 2022

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

Incumbent: The Rev'd Dr Richard Coldicott, St Mark's House,  
North Heath Lane, Horsham, West Sussex, RH12 5PJ

Independent examiner: Mrs Marti Stenton ACA, Morris Palmer Limited,  
Barttelot Court, Barttelot Road, Horsham, West Sussex, RH12 1DQ

Bankers: NatWest, 47 Carfax, Horsham, West Sussex, RH12 1FD

# Holbrook Parochial Church Council (Holbrook PCC)

## Trustees' Annual Report for 2022

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd Richard Coldicott, in:

- Promoting the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church; pastoral, social, evangelistic and ecumenical
- Practically supporting and caring for people in the parish, from the youngest to the eldest, irrespective of level of need or their personal circumstances
- Demonstrating love for our neighbour and care for God's creation through every aspect of our church life.

### 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, particularly, the specific guidance on 'charities for the advancement of religion'.

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

The incumbent and the PCC planned activities for the year with a focus on reflecting the love and generosity of God for the community we live amongst and further afield, in partnership with other like-minded organisations. This report demonstrates our determination to be visible and supportive for people living in our area and beyond.

For 2022 we discussed and planned the following objectives and activities to fulfil our aims:

- Laying foundations for building community in the new housing development in the north of the parish.
- Continuing to carefully and prayerfully work towards the appointment of an associate vicar.
- Restoring and reimagining community and mission activities once released from Covid-19 restrictions.
- Putting faith into practice in our church family, in our homes and in the local community.
- Welcoming all to our services, whether they attend in-person or watch the livestream.
- Giving financial support to missionary organisations whose charitable objectives complement ours.
- Working with our neighbours at The Sussex Barn public house to celebrate The Queen's platinum jubilee.
- Helping all people, regardless of background, to develop and grow in their faith.
- Showing the love of Jesus through pastoral care and community support.
- Strengthening and developing our work with youth and children, in the church and in the community.
- Helping people who are in need with practical help or financial grants.
- Serving our community with baptism, wedding and funeral services.

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*I would like to say thank you to the congregation for welcoming me and treating me with love. Thank you for all those who prayed with me; may the Good Lord continue to bring you all closer as one family. Thank you to my friend who was there for me and invited me to join your church services. Thank you very much. [S]*

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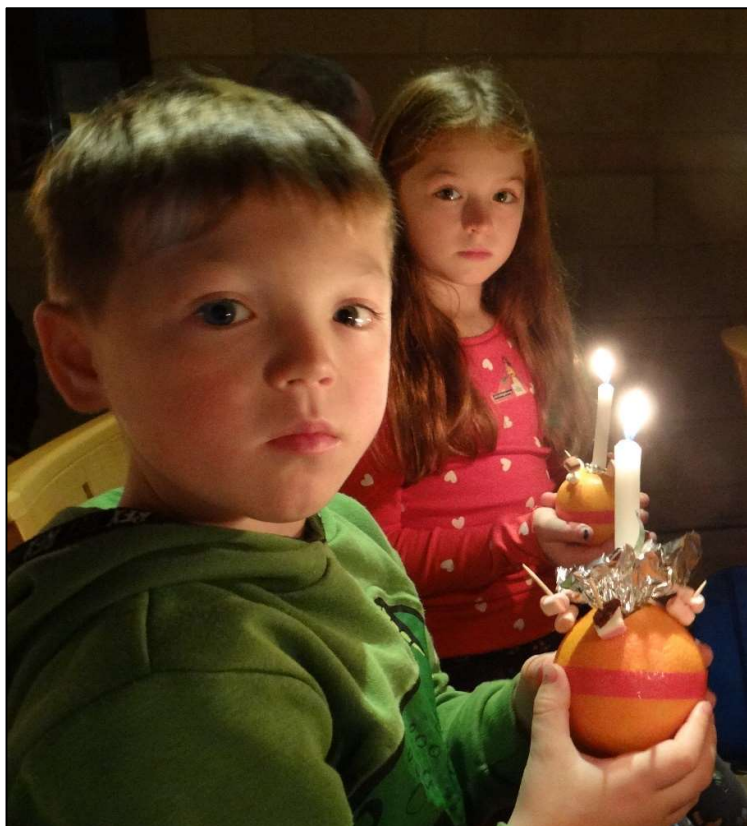
## What we achieved and how we affected beneficiaries' lives

### **Wide range of services and worship**

At St Mark's we offer both traditional and contemporary worship; our services are welcoming and open to all. Both Sunday morning services are livestreamed and easily accessed through a link on our website, with sermons from our 10.30am services also uploaded to our website. We embrace technology to engage with our own congregation members who might not be able to attend a service for whatever reason, but also to serve a wider virtual congregation. Livestreamed services also enable friends and families worldwide to engage with baptisms, weddings and funerals that they are unable to attend in person.

We hold two Sunday morning services. The 08.30 service is traditional Anglican Holy Communion with hymns played on the organ. The 10.30 service with worship led by a music group is contemporary in style and family-orientated, and will sometimes include a baptism. Children's groups run parallel to this service, which includes Holy Communion once each month. We hold an evening service, Café Praise, twice per month. This service has an informal feel in a café-style setting; worship is followed by a talk and the opportunity for discussion around the tables.

We hold a Book of Common Prayer service every Wednesday at 9.45am. This provides a style of worship different from our Sunday services; it is attended by a committed group of around 30 mainly older people, with refreshments offered after the service to facilitate and complement pastoral care. This service has proved invaluable for members of our community for whom Sunday timings may not be ideal.



In addition to our normal services, we hold seasonal services to celebrate the key Christian festivals, and special services such as *Tree of Light* and *A Time to Remember*, which give a peaceful opportunity for people from across the parish to remember loved ones whom they no longer see. An annual highlight is our Christingle Service, which marks the start of the reflective season of Advent. We also host baptisms, weddings and funerals to serve people in the church family and the wider community.

The collection from our Christingle service is given to the Church of England Children's Society; the carol service collection is given to local charity Horsham Matters, to be specifically used for the Horsham foodbank. The money from the Tree of Light remembrance service is given to our local hospice, St Catherine's in Crawley. All produce collected at our Harvest services is donated to our friends at the Salvation Army in Horsham for onward distribution to local people in need.

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*I love attending the regular services with my son, who enjoys the youth activities. He has become very involved in the youth group, which has helped him through his teenage years. He has made firm friendships at St Mark's.*

*This wonderful church caters for all ages and makes everybody feel welcome. I particularly like the worship and the interesting sermons. Chatting over refreshments at the end of a service is always an enjoyable time.*

*I also volunteer; it is a privilege to help others who attend St Mark's. [RW]*

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## What we achieved and how we affected beneficiaries' lives (continued)

### *Serving our community*

Our weekly free café – Holbrook Heart – continues to offer a welcoming opportunity to socialise over home-made cakes and hot drinks. This popular event draws over 60% of its regular attendees and even some volunteers from the local community, which is particularly encouraging. Links have been established with four local GP surgeries, and the café is now part of their Social Prescribing programme. We are also part of the Chatty Café Scheme and the Horsham District Council Befriender Programme. The café is advertised on North Horsham Parish Council's website, and listed on several national and local Warm Spaces websites offering a comfortable haven for anyone who is struggling to keep their house warm during the winter months. The café is also open one Saturday each month including times that we host the Horsham Community Pop-up Fridge, which gives food (that would otherwise be thrown away) to local families. During the autumn some café guests started attending Sunday services and wanted to become more involved with church life.



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*The Holbrook Heart Café every Tuesday morning and some Saturday mornings has become a regular date in my diary. It provides a great opportunity to meet and chat with other members of the church as well with those from the wider non-churchgoing community, some of whom now actively assist week by week. It has proved to be a great link and outreach resource, welcoming people who might otherwise never step inside the building in a relaxed, non-preachy atmosphere. Oh yes – the free coffee and home-made cakes are great too! [PH]*

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After the death of Her Majesty the Queen we opened the church for prayerful reflection, and the opportunity to sign a book of condolence and light a candle. The church remained open every day for the duration of the period of mourning, providing an important space for parishioners and church members wishing to pay their respects.

We have delivered 'Prayer for Streets' letters twice a year to the over 4,000 homes in our parish since 2016, apart from the period of the pandemic (when we devised other effective means of keeping in contact with our parishioners). In December 2022, we completed the tenth round of such deliveries. The letters inform the residents that their street will be prayed for in the week of delivery and invite any specific requests for prayer to be directed to us via the church office. The streets are listed in our weekly newsletter and prayed for at our Sunday and Wednesday services. Where there are specific requests, these are anonymised and included in prayers within services, unless they are confidential in which case they are prayed for only by our prayer team.

In 2018 we wrote a similar 'Prayer for Businesses' letter to all the businesses in our parish, and we have prayed for, and kept in contact with, the few who asked us to do so. Over that time, new businesses have moved into our parish and others have left or ceased trading. It is our intention to identify and contact the new businesses by letter in 2023.

## What we achieved and how we affected beneficiaries' lives (continued)

### ***Evangelism***

After the Alpha on Zoom course in 2021 it was good to return to a face-to-face course in 2022. We decided to hold the course in the church using external caterers, as our usual venue (Holbrook Club) was not available. We were privileged to host fourteen participants plus the leaders and helpers. It was a superb group of people with a wide age range and an equally wide range of knowledge of Christianity. The group gelled very quickly and formed a good bond with one another. The Alpha awayday was held at a local Christian retreat where all bar one participant attended. The day was extremely successful, evidenced in part by fruitful conversations.

In September we held a church awayday at the Police Federation College in Leatherhead. The speaker helped us to think about how we can best work with our existing community in the parish, and how we can reach out to new residents as the new development north of the A264 is established.

In October we launched the Growing Good course, which aims to help us consider how we may become more faithful and fruitful in our local community.

### ***Children and youth***

Our children's and youth work consolidated and strengthened following the removal of all pandemic restrictions. Sunday attendance for ages 5 to 16 increased as the year progressed, with quality leading and teaching provided by a dedicated band of able volunteers.



We held our annual Light Party in October as a positive alternative to Halloween celebrations, with 40 children from the local area and community enjoying craft activities, games, food and a 'glowing disco', all of which enthused and encouraged the children.

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*My two little ones (and I) had a brilliant time at the Light Party! From trying out all the craft activities to the goody bags of sweets, glow sticks to dancing, pizza and hot dogs for dinner to running around playing games, everyone there had a fantastic, fun time. It was great to be together, enjoying ourselves and celebrating the light in our community, rather than all the darkness and scariness the world was focusing on instead. Thank you to all at St Mark's for arranging it! [JY]*

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We held a range of social events for all age groups during the year, including bowling, a sports afternoon, a pizza evening, a graffiti workshop and end of term parties. We have been developing our relationships with local schools, through liaison work and assemblies. We are looking to strengthen our work in this area, increasing our visibility among young people in our parish.

## What we achieved and how we affected beneficiaries' lives (continued)

### ***Helping the poor and needy of the parish***

St Mark's continues to collect food and toiletries for Horsham Matters Foodbank; the need for this has increased with recent world events and the steep rise in the cost of living. Urgent needs are listed in our weekly newsletter, and eight or nine boxes of food and toiletries are regularly collected from the congregation each week. The church family also responds to special seasonal appeals.

The pop-up community fridge is an initiative that takes surplus food from local supermarkets and offers it free to all Horsham residents (though aimed primarily at those in need). The fridge rotates around several local venues, and we host regularly. We take the opportunity to hold additional Holbrook Heart Café mornings when we host the community fridge, and these days have been very well-attended by local people we would not otherwise see.

### ***Hardship grants***

The PCC has designated an amount to be available to help people who find themselves in financial difficulty due to unforeseen circumstances. The need for this fund has increased dramatically in the current financial crisis, and in October we appealed to the congregations for specific additional donations to our restricted hardship fund. The response was excellent, with £5,395 given by the end of December and further ongoing monthly donations for 2023. These generous gifts put us in a strong position to continue our financial assistance through the remainder of the year and into 2023. During 2022 we made 18 (2021: 3) hardship grants to individuals, totalling £4,700 (2021: £550). This was a significant increase from the previous year, due to local households suffering financial hardship. We were pleased to be able to help these families in need.

### ***Associate Vicar***

In November we welcomed our new Associate Vicar, Rev'd Simon Shorey, his wife Lou and their four children to St Mark's. Simon is leading our work to support and serve the people moving onto the new housing development to the north of the parish, Mowbray Village. Shortly after his arrival at St Mark's Simon quickly set up meetings with the developers to talk about how St Mark's could help them to achieve their big vision for community in Mowbray.

With the initial road infrastructure complete, the first phase of the housing development is now well underway, which includes building the first 193 homes. In December, Simon and Fiona Coldicott (the vicar's wife) visited the newly occupied homes to welcome the first residents to Mowbray Village and St Mark's parish. It was a lovely time of connection for them and for us.



Looking to 2023, Simon and Lou will continue to personally greet new residents, and will host a social event in January to gather people and start creating community across the site. Together with the Diocese of Chichester, we are committed to helping Simon and his family find an appropriate home in Mowbray Village to enable them to lead our work there and fully engage with the new community. In summary, it's been a long time coming, but it's really happening now.

## Missionary outreach

St Mark's supports a number of charities both at home and abroad. St Catherine's Hospice (Crawley) offers both physical and emotional support to those living with a terminal illness and their families. The Children's Society and Oasis Crisis Pregnancy Centre work for the benefit of vulnerable people in our community.

### St Catherine's Hospice

The new hospice being built at Pease Pottage is the biggest investment in local healthcare in many years, and the design will improve care now and into the future. Building work is currently progressing well and once completed will enable more help to be given to people at the hospice and also in the community. The new hospice sits at the centre of the Woodgate community overlooking a green with a children's play area; it is adjacent to a community hub which is home to a coffee shop, village store and meeting rooms. The hope is that more people will be encouraged to interact with the hospice which will help to break down taboos that a hospice is a scary or gloomy place to be avoided. The hospice is well supported by church members and the local community, with information leaflets displayed at Holbrook Heart Café. Donations made at the yearly Tree of Light service allow people to express their appreciation of the hospice and give financial support.

### The Children's Society

For over 140 years the Children's Society and its supporters have served the most vulnerable children and young people in this country. By deeply understanding the needs of children who are suffering from abuse, addiction, mental health problems, difficult home conditions and challenging situations, they have been able to offer counselling and practical help to overcome their problems. Support is also given to youngsters who are acting as carers for other members of their family. In 2022 additional support was given by St Mark's to the charity's Schools Project with the directive that it was used to help provide books and equipment for students who do not have the financial means to buy these themselves. St Mark's Christingle service supports the Children's Society, and provides an extra opportunity to give through personal collecting boxes or the retiring collection at the service.

### Oasis Crisis Pregnancy Centre

The Oasis was established in Horsham in 1997 to provide compassionate and independent help and support to anyone facing decisions associated with an unplanned pregnancy. The team offers longer term emotional and practical support to those struggling following an abortion. The Oasis is a safe place, offering free, non-directive and confidential information and support. Counsellors offer clients information on all the options and are well resourced to provide both immediate and long-term support as necessary, directing to other agencies as appropriate.

The Oasis Education Programme provides interactive sessions for teenaged students, offering them the chance to learn about the development of the foetus and giving them the opportunity to consider the feelings and emotions that could arise in an unplanned pregnancy situation. The work of Oasis counsellors is client-centred, allowing people to identify their own areas of concern, and facilitating a supportive approach to the expression of emotions and to the issues of problem-solving. The Oasis provides ongoing emotional and practical support whatever the outcome; practitioners will support women, men, couples, and other family members who are struggling with the feelings and emotions surrounding an unplanned pregnancy.

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Strong links with our other mission partners enable us to support local, national and international charities in their work and enthuse our congregations to also be involved in initiatives outside our parish. Our other partners are:

- Faith in Action
- Tear Fund
- Fundukuphila
- Flyers International Partnership Trust
- The Way of the Spirit

## Financial Review

### Incoming and outgoing resources

Total receipts in the year were £286,185 (budget £279,000).

Total expenditure was £240,927 (budget £278,000).

The surplus was £45,258 (budget £1,000), which was greatly in excess of the forecast made in November 2021. This unexpected surplus largely arose through certain planned expenditure not arising, or being deferred to 2023 or beyond. The additional money was added to our reserves to ensure continued financial stability now that we have appointed our associate vicar, as we expect to have deficit budgets in the years 2023 to 2026.

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

The largest expense of the PCC was £85,747 paid to the diocese for our share of all churches' parish ministry costs.

The total relates directly to:

- the housing, support, stipend and pension costs of the stipendiary clergy of this parish
- the training of new ordinands
- a contribution to national church funds
- the shared costs of the Christian family throughout the whole diocese
- assistance towards the upkeep of churches less able to manage than ourselves.

The PCC is meeting 110% of the incumbent costs and 100% of the associate vicar costs allocated to St Mark's, and has committed to steadily increase our contribution over the following four years until we are paying 120% of the allocated annual incumbent costs by 2026. This reflects our desire to support the wider Anglican Church and particularly the training of new ordinands.

### Staff costs

The PCC employs two administrators, four cleaners and a youth & children's worker on permanent contracts. During 2022 we appointed a communications developer for six months on a 200-hour fixed-term contract, to bring all the different forms of communication together and to enable the office and several church processes to function more efficiently. Our employees all work part-time, and are all paid through the PAYE system.

### Trustee payments and expenses

Trustees and persons connected with them donated a total of £41,584 to the charity in 2022.

Three cleaners are connected to trustees. In aggregate they were paid £4,107 wages.

The youth & children's worker is a trustee, and was paid £17,305 salary plus £9,380 housing allowance.

The senior administrator is connected to a trustee, and was paid £10,336 wages.

Further details are provided in the notes to the accounts. All PCC employees are paid at the local market rate, and trustees connected to employees have no involvement in decisions regarding remuneration rates or increases.

The PCC paid the incumbent's council tax (£2,842) and water (£871) charges, plus other expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £2,172. The PCC paid (from November 2022) the associate vicar's council tax (£411) and water (£258) charges, plus other expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £743. The PCC paid the curate's expenses in respect of travel, telephone, broadband and books amounting to £517.

In total, 11 trustees (including clergy above) received reimbursement of out-of-pocket expenses totalling £7,447.

## Why we hold some money in reserve

It is PCC policy to maintain a balance in the unrestricted fund (excluding property) which equates to approximately two months of unrestricted payments, as contingency against unforeseen situations. We held at least that amount at all times during and at the end of the financial year.

It is general PCC policy to invest temporarily surplus general funds in our NatWest deposit account (with funds subject to 35 days' notice for withdrawals); this account was used again during 2022 when the bank interest rate improved, but we were careful to maintain a balance in the current account sufficient to fund any unexpected expenditure.

Until 2021 it was general PCC practice to allocate surplus money in the general fund to the designated fabric fund to save towards future capital projects to aid church growth. We allocated surplus money in the general fund at the end of 2022 to the new designated ministry fund, set aside for ministry costs in the north of our parish. Additionally, we transferred £100,000 to the designated ministry fund from the designated fabric fund during the year. In 2021 and 2022 we made healthy surpluses; this money has been set aside, together with existing reserves, to fund anticipated revenue deficits in 2023 to 2026. We subsequently expect to return to a break-even or surplus position, following church growth and anticipated additional planned giving from new donors.

## Money not counted as Holbrook PCC's income and expenditure

Certain money is received by the PCC that doesn't belong to us; it is therefore not part of our income and expenditure and is not otherwise stated or explained within this report. This is typically money which we receive to be passed on to another charity, organisation or person, including the Diocesan element of statutory fees for weddings and funerals.

The trustees are fully aware of their responsibilities regarding potential money laundering, and remain alert to any potential issue if they were (for instance) asked to channel any money from a donor to a third party in suspicious circumstances or return a gift to a donor for questionable reasons. The trustees did not identify any potential money laundering issues during the year.

During 2022 the PCC received and passed on the following amounts:

Received from	Paid to	Total <u>2022</u>	Total <u>2021</u>	Notes
		£	£	
Congregation - licensing service	Bishop of Chichester's Discretionary Fund	58	-	
Christingle service & collection boxes	The Children's Society	341	439	
Donor	Faith in Action	-	110	
Various fundraising events	Fundukuphila (Prestbury Methodist Church)	1,852	1,618	
Donor (payment made in error)	Donor (former church member moved away)	990	-	
Wedding family (payment made in error)	Wedding organist	80	-	
Horsham Second Orchestra (H2O) concert	Horsham Matters Ltd (foodbank)	2,672	1,472	
Carol service collection	Horsham Matters Ltd (foodbank)	1,152	270	
Donors	UNICEF (Vaccinaid Covid-19 appeal)	-	300	
Parishioners & funeral directors	Diocese of Chichester wedding & funeral fees	1,587	1,445	
		<b>8,732</b>	<b>5,654</b>	

In November 2022 we were privileged to host the tenth charity concert of Horsham's Second Orchestra (H2O), for which we have since 2013 provided our premises and practical support free of any charge. H2O does not charge for admission, but on their behalf we take a retiring collection for Horsham Matters Ltd; in the early years for the local night shelter, and in latter years for the Horsham food bank. Cumulative donations from H2O's charity concerts exceeded £10,000 this year, and we shared their immense pride in all they have achieved in the enjoyment of excellent music and being able to help local people who are in need.

## Risk Management

In a large and thriving parish, the PCC's risks are varied and wide-ranging. Some risks are financial; others are pastoral or operational, but with potential financial implications. The PCC believes that the principal risks are:

### Principal risk

An unexpected fall in income

The challenge of maintaining adequate volunteers with requisite skills and time available

General financial risk – protection of the charity's funds; errors, mismanagement or defalcation etc.

Reputational risk, arising from a safeguarding issue or serious incident

Health & safety

Asset risk, such as through theft, fire or flood.

### Basic mitigation/management

The church's donors are numerous and the charity does not depend on a small number of major regular donors.

Our annual stewardship appeal not only considers financial gifts, but strongly focuses on time and talents.

We have a skilled, diverse and experienced finance team and proportionate financial governance policies.

We have relevant and proportionate policies in place to protect the charity, its people and our visitors. All relevant staff and volunteers undertake prescribed regular safeguarding training.

We follow appropriate health & safety policies and guidance to keep everyone safe on our premises.

We look after our buildings and our other assets, and we have appropriate insurance policies in place.

The PCC seeks to manage risks and uncertainties by risk assessing any new or ad hoc activity, and regularly reviewing (a) its policies for the general operation of the charity and the use of church buildings and (b) its Mission Action Plan.

## PCC policies

Holbrook PCC has adopted and maintains a full suite of relevant policies, to ensure that we have processes in place to manage our ministries effectively and proportionately, and mitigate potential risks and issues. Each policy is subject to periodic review to ensure it remains fit for purpose and relevant to our operations. Our active policies are:

- Safeguarding
- Food
- Finance
- Legacies
- Investment and reserves
- Hardship
- Complaints
- Security
- Church and hall hire
- Press handling
- Serious incident reporting
- Significant event of national or local mourning
- Computer hardware & software
- Data protection
- Health and safety
- Risk management
- Human resources
- Conflict of interest
- Prevention of criminal facilitation of tax evasion
- Environmental

## Structure, governance and management of the charity

Holbrook PCC is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (clergy, the churchwardens and members of the Deanery, Diocesan or General Synods) and up to 15 members of the church who are elected at the Annual Parochial Church Meeting (APCM) with one third retiring each year in line with normal PCC practice. In addition, up to three people may be co-opted to the PCC. Communicants aged 16 years or older are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible. The PCC met six times during the year.

During the year the following served as members of the PCC and thus as trustees. Those shown in **bold** also served on the Standing Committee, which met three times during the year. Those shown in **bold italics** also served on the leadership team, which met regularly through the year.

### EX-OFFICIO MEMBERS

Incumbent:		<b>Rev'd Dr Richard Coldicott</b>	<b>PCC/SC Chair</b>
Associate Vicar:	from 7 November 2022	<b>Rev'd Simon Shorey</b>	
Curate:		<b>Rev'd Elizabeth Jinks</b>	
Churchwarden:		<b>Mrs Linda Humble</b>	
Churchwarden:		<b>Mr Rod Kitchin</b>	<b>PCC/SC Vice Chair</b>

### PCC SECRETARY

Mrs Linda Crump

### ELECTED MEMBERS

		Mr Brian Carter	
	to 3 April 2022	Mr Les Daniels	
	from 3 April 2022	Mrs Shirley Gardner	
	from 3 April 2022	Mrs Giulietta Grover	
		Mr Peter Hazael	
		Mr Peter Hellyer	
	to 12 January 2023	Mr Peter Hillman	
		Mr Mark Leddin	
		Mr Andy McLean	
		Mrs Karen Park	
	from 3 April 2022	Mr Jim Perry	
		Mrs Karen Petch	
		Mr Darren Russell	Premises Committee Chair
		Mr Brian Smith	
		<b>Mrs Gaynor Udeshi</b>	

### DEANERY SYNOD

	Mr Rob Allen	
	<b>Mrs Linda Humble</b>	
	<b>Mr Rod Kitchin</b>	
	<b>Mr Mike Parry</b>	<b>Treasurer/Finance Committee Chair</b>

### CO-OPTED MEMBERS

	<b>Mrs Helen Anderson</b>	<b>Safeguarding Officer</b>
	<b>Mr George O'Mahony</b>	<b>Youth &amp; Children's Worker</b>

At the end of 2022 there were 287 people on the church Electoral Roll, which is a net increase of 15 from the previous year. Just over half live outside the Parish of Holbrook, with almost all of them living within the town of Horsham.

## Acknowledgement of the role of volunteers

Holbrook PCC is deeply indebted and grateful to the dedicated and diverse group of around 180 volunteers who help the charity to deliver its objectives. Volunteers are involved in leading and supporting all areas of ministry in the church, including but not limited to:

- safeguarding
- pastoral care – within the church family and in the wider community
- music and worship
- leading services and preaching
- flower arranging and seasonal church decoration
- working with our youth and children
- serving at the weekly Holbrook Heart Community Café
- maintenance of the buildings and grounds
- facilitating social/community events
- leading homegroups
- prayer ministry
- welcoming and stewarding at services
- running Alpha
- serving on the PCC and other committees
- managing the charity's finances.

Because of the wide range of roles and seasonal variations it is impossible to accurately quantify the total input of our volunteers in terms of hours per week or days per year, but every one of them is greatly valued and appreciated.

## Our plans for the future

In the aftermath of the pandemic and in the current cost of living crisis, we have undertaken as a whole church the Growing Good course produced by the Church Urban Fund to discern new ways in which we can create bridges between the church and our community. It is anticipated that this will lead to the start of new initiatives in 2023.

The appointment of Rev'd Simon Shorey as Associate Vicar on 7 November 2022 represents a significant moment in the life of St Mark's. Simon will pioneer the work to establish links leading to the creation of a new congregation in the new Mowbray housing development, and we aspire that over the coming year we will see the nucleus of a team established for this ministry. We are praying that the hope of the Gospel will burn brightly in the new estate through this initiative.

During the autumn we made firm plans to launch a new pastoral group in January 2023. There is currently no special provision for young adults aged 18-30, who we want to support and value as an important part of our church community. Our vision is for them to grow together spiritually and socially, and to draw in others from the community.

## Approval of the Annual Report by the Trustees

This Trustees' Annual Report was **approved** by the PCC at its meeting on 22 March 2023 and

signed on its behalf by The Rev'd Richard Coldicott, PCC Chairman



Date                    22 March 2023

# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Mark's Church, Holbrook

St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

Registered Charity no. 1174914

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For the year ended 31 December 2022

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## Statement of Financial Activities

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

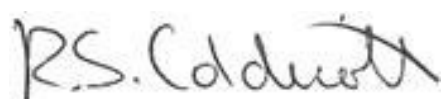
	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations and legacies	276,081	5,395	<b>281,476</b>	260,774	
Charitable activities	900	-	<b>900</b>	1,051	
Other trading activities	3,263	-	<b>3,263</b>	1,400	
Investments	546	-	<b>546</b>	1	
Other receipts	-	-	-	-	
<b>Total income</b>	<b>280,790</b>	<b>5,395</b>	<b>286,185</b>	<b>263,226</b>	<b>2</b>
<b>Expenditure on:</b>					
Raising funds	127	-	<b>127</b>	86	
Charitable activities	234,239	1,900	<b>236,139</b>	199,325	
Other trading activities	4,661	-	<b>4,661</b>	2,589	
<b>Total expenditure</b>	<b>239,027</b>	<b>1,900</b>	<b>240,927</b>	<b>202,000</b>	<b>3</b>
Net gains (or losses) on investments	-	-	-	-	
<b>Net income or (net expenditure)</b>	<b>41,763</b>	<b>3,495</b>	<b>45,258</b>	<b>61,226</b>	
<b>Net transfers between funds</b>	-	-	-	-	<b>10</b>
<b>Other recognised gains/(losses):</b>					
Gains/(losses) on revaluation of fixed assets	-	-	-	-	
Other gains/(losses)	-	-	-	-	
<i>Reconciliation of funds:</i>					
<b>Net movement in funds</b>	<b>41,763</b>	<b>3,495</b>	<b>45,258</b>	<b>61,226</b>	
Total funds brought forward	181,363	677	<b>182,040</b>	<b>120,814</b>	<b>17</b>
<b>Total funds carried forward</b>	<b>223,126</b>	<b>4,172</b>	<b>227,298</b>	<b>182,040</b>	<b>17</b>

## Balance Sheet

Our financial position and summary of funds at the end of the financial year were:

	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	<b>£</b>	<b>£</b>	
Intangible assets	-	-	
Tangible assets	<b>1,556</b>	3,112	<b>11b</b>
<b>Total fixed assets</b>	<b>1,556</b>	<b>3,112</b>	
Stocks	-	-	
Debtors	<b>10,211</b>	11,625	<b>13</b>
Investments	-	-	
Cash at bank and in hand	<b>225,516</b>	171,309	
<b>Total current assets</b>	<b>235,727</b>	182,934	
Creditors: Amounts falling due within one year	(9,985)	(4,006)	<b>14</b>
<b>Net current assets or (liabilities)</b>	<b>225,742</b>	178,928	
<b>Total assets less current liabilities</b>	<b>227,298</b>	<b>182,040</b>	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
<b>Total net assets or (liabilities)</b>	<b>227,298</b>	<b>182,040</b>	<b>12</b>
<b>The funds of the charity:</b>			
Endowment funds	-	-	
Restricted income funds	<b>4,172</b>	<b>677</b>	
Unrestricted funds	<b>223,126</b>	<b>181,363</b>	
Revaluation reserve	-	-	
<b>Total unrestricted funds</b>	<b>223,126</b>	<b>181,363</b>	
<b>Total charity funds</b>	<b>227,298</b>	<b>182,040</b>	<b>17</b>

This Financial Report for the year ended 31 December 2022, including the notes following, was **approved** by the PCC and signed on its behalf by Rev'd Richard Coldicott, PCC Chairman and Mr Mike Parry, Hon. Treasurer:




Date 22 March 2023

## **Notes to the Financial Report**

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### **1 Accounting policies**

#### **Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)). The accounts present a true and fair view and the accounting policies adopted are those outlined below.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

#### **Funds accounting**

Funds held by the PCC are:

*Unrestricted funds* - general funds which can be used for PCC ordinary purposes.

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

#### **Income and endowments**

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

#### **Donations and legacies**

*Collections* are recognised when received.

*Planned giving receivable* is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

*Gift aid recovered* is recognised when the income to which it is attached is recognised.

*Grants and legacies* are recognised when the formal offer in writing of the funding, is received by the PCC.

#### **Charitable activities**

Statutory fees for weddings and funerals are recognised when the office occurs.

#### **Other trading activities**

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised when received.

#### **Investment income**

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

#### **All other income**

All other income is recognised in accordance with the above overall policy.

## Notes to the Financial Report

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### Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at 31 December.

### Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

### Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

### Church activities

The Diocesan Parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any Parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

### Fixed assets

#### *Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by Section 10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. All other property acquired prior to *18 October 2016* (the date when St Mark's Holbrook was established as a separate Parish) already had a depreciated value of £nil as at 1 January.

All expenditure on consecrated or beneficed buildings and individual items costing under £3,000 are written off in the year they were incurred.

#### *Depreciation*

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Land	Nil
Buildings	Nil
Fixtures and fittings	20%
Audio visual equipment	33.33%
Office equipment	25%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values are so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular impairment reviews, provision will be made if there has been any permanent diminution in value.

### Investments

Investments are stated at market value at the balance sheet date.

### Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectible (no such provision applied at 31 December 2021 or 31 December 2022).

Short-term deposits include cash held on deposit at the bank.

## Notes to the Financial Report

### 2 Analysis of income and endowments

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
Planned giving (excl. tax refunds)	185,512	-	<b>185,512</b>	175,530	
Planned giving (no tax refunds)	17,802	-	<b>17,802</b>	17,224	
Loose cash collections	4,010	-	<b>4,010</b>	2,653	
Gift aid recovered	47,641	-	<b>47,641</b>	42,227	
Sundry donations	11,451	-	<b>11,451</b>	14,255	
Other income	4,665	-	<b>4,665</b>	1,191	
Donations & appeals	-	5,395	<b>5,395</b>	1,432	
Grants received	-	-	-	1,262	
Legacies	5,000	-	<b>5,000</b>	5,000	
<b>Donations and legacies</b>	<b>£276,081</b>	<b>£5,395</b>	<b>£281,476</b>	<b>£260,774</b>	
Fees for weddings & funerals	900	-	<b>900</b>	1,051	
<b>Charitable activities</b>	<b>£900</b>	-	<b>£900</b>	<b>£1,051</b>	
Mission income	-	-	-	-	
Church centre hiring fees	3,263	-	<b>3,263</b>	1,400	
<b>Other trading activities</b>	<b>£3,263</b>	-	<b>£3,263</b>	<b>£1,400</b>	
Bank interest	545	-	<b>545</b>	-	
HMRC repayment supplement	1	-	<b>1</b>	1	
<b>Investments</b>	<b>£546</b>	-	<b>£546</b>	<b>£1</b>	
Other receipts	-	-	-	-	
<b>Total income and endowments on all funds</b>	<b>£280,790</b>	<b>£5,395</b>	<b>£286,185</b>	<b>£263,226</b>	

## Notes to the Financial Report

### 3 Analysis of expenditure

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
Fundraising costs	127	-	127	86	
<b>Cost of raising funds</b>	<b>£127</b>	-	<b>£127</b>	<b>£86</b>	
Parish share to Chichester Diocese	85,747	-	85,747	75,000	
Horsham Churches Together	1,700	-	1,700	1,700	
Salaries and honoraria incl NI & pension costs	46,941	-	46,941	42,861	5
Housing grant to youth & children's worker	9,380	-	9,380	6,545	5
Clergy costs & expenses	8,735	-	8,735	5,750	
Mission & evangelism costs	9,081	1,900	10,981	5,556	
Missionary & charitable giving	12,700	-	12,700	13,000	4
Youth/children's work	5,812	-	5,812	4,253	
Water, gas & electricity	7,989	-	7,989	5,142	
Printing & photocopying	837	-	837	1,316	
Other regular church running costs	30,843	-	30,843	24,837	
Accounting and Examiner's fees	2,214	-	2,214	2,490	9
Church & grounds maintenance	9,715	-	9,715	8,550	
Balcony redevelopment project	-	-	-	616	
Bank charges	989	-	989	153	
Depreciation	1,556	-	1,556	1,556	
<b>Cost of charitable activities</b>	<b>£234,239</b>	<b>£1,900</b>	<b>£236,139</b>	<b>£199,325</b>	
Church hall running costs	4,661	-	4,661	2,589	
<b>Cost of other trading activities</b>	<b>£4,661</b>	-	<b>£4,661</b>	<b>£2,589</b>	
<b>Total expended on all funds</b>	<b>£239,027</b>	<b>£1,900</b>	<b>£240,927</b>	<b>£202,000</b>	

## Notes to the Financial Report

### 4 Missionary and charitable giving

	Unrestricted Fund	Restricted Fund/s	Total Funds 2022	Total Funds 2021	Notes
	£	£	£	£	
<b>Overseas:</b>					
<i>Faith in Action</i>	1,000	-	<b>1,000</b>	1,600	
<i>Flyers International</i>	1,000	-	<b>1,000</b>	1,600	
<i>Friends of Burundi</i>	200	-	<b>200</b>	-	
<i>Fundukuphila (Prestbury Methodist Church)</i>	1,000	-	<b>1,000</b>	1,600	
<i>Tear Fund</i>	2,000	-	<b>2,000</b>	1,000	
<i>Way of the Spirit</i>	1,500	-	<b>1,500</b>	1,600	
<b>Home:</b>					
<i>Horsham Matters Ltd</i>	1,000	-	<b>1,000</b>	-	
<i>St Catherine's Hospice</i>	1,000	-	<b>1,000</b>	1,000	
<i>The Children's Society</i>	2,300	-	<b>2,300</b>	1,600	
<i>Oasis Crisis Pregnancy Centre (Horsham)</i>	1,200	-	<b>1,200</b>	2,000	
<i>Horsham Churches Together (special appeal)</i>	-	-	-	500	
<i>Horsham Debt Advice Service</i>	500	-	<b>500</b>	500	
	<b>12,700</b>	-	<b>12,700</b>	<b>13,000</b>	

### 5 Staff costs

	Fund	Fund/s	2022	2021	Notes
	£	£	£	£	
<b>Remuneration:</b>					
<b>Wages and salaries</b>	<b>46,271</b>	-	<b>46,271</b>	42,269	
<i>Housing grant to youth &amp; children's worker</i>	9,380	-	<b>9,380</b>	6,545	
<i>Employer social security</i>	-	-	-	-	
<i>Employer pension</i>	670	-	<b>670</b>	592	
<i>Recruitment</i>	-	-	-	-	
<i>HR Consultancy</i>	-	-	-	-	
	56,321	-	<b>56,321</b>	49,406	

The average number of persons employed by the charity during the financial year was 7 (2021: 10). No employee received remuneration at the rate of £60,000 or more (2021: none).

Staff costs comparatives for 2021 have been restated (a) to show gross rather than net figures and (b) to correct the figure for employer social security to £nil (because the NIC employment allowance reduced the employer's NIC liability to £nil).

## **Notes to the Financial Report**

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### **6 Transactions with PCC members**

Mr G O'Mahony, a trustee, was paid salary £17,305 (2021 £16,460) and housing grant £9,380 (2021 £6,545 commenced April) as the youth & children's worker.

The above two comparatives for 2021 have been restated to show gross rather than net figures.

Expenses were paid to 11 (2021 - 9) trustees or persons connected to trustees in respect of reimbursed expenses amounting to £7,447 (2021 - £4,954). The aggregate donations made by the charity's trustees and people connected to them totalled £41,584 (2021 - £35,129). None of these donations carried any conditions on receipt.

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

The following were remunerated as cleaners:

Mrs F Coldicott, wife of Rev'd R Coldicott, a trustee, was paid £1,987 (2021 - £2,631); Miss L Petch, daughter of Mrs K Petch, a trustee, was paid £395 (2021 - £1,934); Miss G Coldicott, daughter of Rev'd R Coldicott, a trustee and the PCC chair, was paid £1,725 (2021 - £313).

Mrs J Allen, spouse of Mr R Allen, a trustee, was paid £10,336 (2021 - £10,129) as the church's senior administrator.

The 2021 comparative for Mrs J Allen has been restated to show the gross rather than net figure.

### **8 Transactions with related charities**

Holbrook PCC is not connected to any other charity in the context of Section 157 of the Charities Act 2011.

For the sake of clarity and openness it should be noted that the following trustees of Holbrook PCC are also trustees of the charities stated below.

- Mr R Allen is a trustee of The Flyers International Partnership Trust – charity number 1138887
- Mr B Carter is a trustee of Faith in Action – charity number 293961

Holbrook PCC does not have a specific charitable, working or transactional relationship with the named charities, but does make an annual arm's length financial grant to each charity as a mission partner of Holbrook PCC.

Each relevant trustee declares a conflict of interest when such grants are being dealt with, does not engage in substantive or directional discussion and abstains from any vote.

## Notes to the Financial Report

### 9 Governance

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
<i>Independent examination</i>	2,214	-	<b>2,214</b>	2,490	
<i>Accounts production</i>	-	-	-	-	
<i>Bookkeeping</i>	-	-	-	-	
	<b>2,214</b>	-	<b>2,214</b>	<b>2,490</b>	

### 10 Transfers between funds

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
<i>General fund</i>	(51,574)	-	<b>(51,574)</b>	(64,271)	
<i>Designated fabric fund</i>	(100,000)	-	<b>(100,000)</b>	53,271	
<i>Designated hardship fund</i>	4,000	-	<b>4,000</b>	-	
<i>Designated ministry fund</i>	136,574	-	<b>136,574</b>	-	
<i>Designated mission partner fund</i>	11,000	-	<b>11,000</b>	11,000	
	-	-	-	-	<b>17</b>

## Notes to the Financial Report

### 11 Fixed assets

#### (a) Investments

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2022</u>	<i>Notes</i>
	£	£	£	£	
Market value 1 January 2022	-	-	-	-	
Disposals at carrying value	-	-	-	-	
Purchases at cost	-	-	-	-	
Net gains and revaluation	-	-	-	-	
<b>Market value 31 December 2022</b>	-	-	-	-	

#### (b) Tangible fixed assets

	<u>Freehold land and buildings</u>	<u>Audio visual equipment</u>	<u>Office equipment</u>	<u>Total fixed assets</u>	<i>Notes</i>
	£	£	£	£	
<b>Cost or valuation</b>					
At 1 January 2022 (historical cost)	-	4,668	-	<b>4,668</b>	
Additions	-	-	-	-	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
At 31 December 2022	-	<b>4,668</b>	-	<b>4,668</b>	
<b>Charge for impairment</b>					
At 1 January 2022 (b/f from previous years)	-	1,556	-	<b>1,556</b>	
Additions	-	1,556	-	<b>1,556</b>	
At 31 December 2022	-	<b>3,112</b>	-	<b>3,112</b>	
<b>Net book amounts</b>					
<b>At 31 December 2022</b>	-	<b>1,556</b>	-	<b>1,556</b>	
<i>At 31 December 2021</i>	-	<i>3,112</i>	-	<i>3,112</i>	

## Notes to the Financial Report

### 12 Net assets by fund

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
Fixed assets for church use	1,556	-	<b>1,556</b>	3,112	<b>11</b>
Investment fixed assets	-	-	-	-	
Current assets (except cash)	10,211	-	<b>10,211</b>	11,625	<b>13</b>
Cash at bank and on deposit	221,344	4,172	<b>225,516</b>	171,309	
Current liabilities	(9,985)	-	<b>(9,985)</b>	(4,006)	<b>14</b>
Long term liabilities	-	-	-	-	
	<b>£223,126</b>	<b>£4,172</b>	<b>£227,298</b>	<b>£182,040</b>	

### 13 Debtors

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
Income tax recoverable	4,252	-	<b>4,252</b>	3,598	
Prepaid expenditure	5,865	-	<b>5,865</b>	8,027	
Accrued income	94	-	<b>94</b>	-	
	<b>£10,211</b>	-	<b>£10,211</b>	<b>£11,625</b>	

## Notes to the Financial Report

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### 14 Creditors: amounts falling due within one year

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	9,881	-	<b>9,881</b>	4,006	
Archdeacon's loan	-	-	-	-	
Prepaid income	104	-	<b>104</b>	-	
	<b>£9,985</b>	-	<b>£9,985</b>	<b>£4,006</b>	

### 15 Creditors: amounts falling due after one year

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	-	-	-	-	
	-	-	-	-	

## Notes to the Financial Report

### 16 Comparatives from prior year for the statement of financial activities

	Unrestricted <u>Fund</u>	Restricted <u>Fund/s</u>	Endowed <u>Fund/s</u>	Total Funds <u>2021</u>
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	259,295	1,479	-	260,774
Charitable activities	1,051	-	-	1,051
Other trading activities	1,400	-	-	1,400
Investments	1	-	-	1
<b>Total income</b>	<b>261,747</b>	<b>1,479</b>	<b>-</b>	<b>263,226</b>
<b>Expenditure on:</b>				
Raising funds	86	-	-	86
Charitable activities	197,523	1,802	-	199,325
Other trading activities	2,589	-	-	2,589
Other expenditure	-	-	-	-
<b>Total expenditure</b>	<b>200,198</b>	<b>1,802</b>	<b>-</b>	<b>202,000</b>
Net gains (or losses) on investments	-	-	-	-
<b>Net income or (net expenditure)</b>	<b>61,549</b>	<b>(323)</b>	<b>-</b>	<b>61,226</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other recognised gains/(losses):</b>				
Gains/(losses) on revaluation of fixed assets	-	-	-	-
Other gains/(losses)	-	-	-	-
<i>Reconciliation of funds:</i>				
<b>Net movement in funds</b>	<b>61,549</b>	<b>(323)</b>	<b>-</b>	<b>61,226</b>
Total funds brought forward	119,814	1,000	-	120,814
<b>Total funds carried forward</b>	<b>181,363</b>	<b>677</b>	<b>-</b>	<b>182,040</b>

## Notes to the Financial Report

### 17 Statement of funds

#### Explanation of funds

*Endowed funds are required by the donors to be invested and the income spent on specific objectives. (None held.)*

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

The donations & appeals fund is the fund into which miscellaneous restricted gifts are allocated and then expended.

The Ashburnham fund (dormant in 2022) is restricted to helping church members to pay for the triennial church weekend away.

The hardship fund is restricted to helping people in need by making financial grants.

The climate fund is restricted to launching and enabling the *Holbrook Community Orchard* project.

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

The unrestricted fund includes a sum of £23,164 in the designated fabric fund set aside towards the cost of future building works (for instance maintenance/repair or enhancement/new buildings etc.)

The unrestricted fund includes a sum of £2,388 in the designated hardship fund set aside to help people in financial need.

The unrestricted fund includes a sum of £136,574 in the designated ministry fund set aside to fund the future costs of ministry and community engagement in the new Mowbray development in the north of the parish.

The unrestricted fund includes a sum of £11,000 in the designated mission partner fund set aside to make financial grants to Holbrook PCC's mission partners during 2023.

#### Summary of all funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2022	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2022
	£	£	£	£	£
<i>No endowed funds are held</i>	-	-	-	-	-
<b>Total of all endowed funds</b>	-	-	-	-	-
Donations & appeals fund	-	-	-	-	-
Ashburnham fund	-	-	-	-	-
Hardship fund	-	5,395	(1,900)	-	3,495
Climate fund	677	-	-	-	677
<b>Total of all restricted funds</b>	<b>677</b>	<b>5,395</b>	<b>(1,900)</b>	-	<b>4,172</b>
General fund	45,000	280,245	(223,671)	(51,574)	50,000
Designated fabric fund	124,175	545	(1,556)	(100,000)	23,164
Designated hardship fund	1,188	-	(2,800)	4,000	2,388
Designated ministry fund	-	-	-	136,574	136,574
Designated mission partner fund	11,000	-	(11,000)	11,000	11,000
<b>Total of all unrestricted funds</b>	<b>181,363</b>	<b>280,790</b>	<b>(239,027)</b>	-	<b>223,126</b>
<b>Total funds</b>	<b>£182,040</b>	<b>£286,185</b>	<b>£(240,927)</b>	-	<b>£227,298</b>

# Independent Examiner's Report to the PCC of St Mark's Church, Holbrook for the year ended 31 December 2022

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This is my report to the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Mark, Holbrook, on the annual financial report for the year ended 31 December 2022 set out on pages 13 to 27.

## 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 matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the Charities Act; and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Marti Stenton ACA**  
**Morris Palmer Limited**  
**Barttelot Court**  
**Barttelot Road**  
**Horsham RH12 1DQ**

**Date: 29 March 2023**

Marti Stenton ACA is eligible to act as an independent examiner as she is a member of the ICAEW, a listed body in the 2011 Act, as amended by the 2015 Order.

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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 Mark's Church, Holbrook

St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

Registered Charity no. 1174914

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For the year ended 31st December 2021

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

Incumbent: The Rev'd Dr Richard Coldicott, St Mark's House,  
North Heath Lane, Horsham, West Sussex, RH12 5PJ

Independent examiner: Mrs Marti Stenton ACA, Morris Palmer Limited,  
Barttelot Court, Barttelot Road, Horsham, West Sussex, RH12 1DQ

Bankers: NatWest, 47 Carfax, Horsham, West Sussex, RH12 1FD

# Holbrook Parochial Church Council (Holbrook PCC)

## 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 Rev'd Richard Coldicott, in:

- Promoting the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the Parish the whole mission of the church; pastoral, social, evangelistic and ecumenical
- Knowing Jesus better and making Him better known
- Practically supporting and caring for people in the Parish, from the youngest to the eldest, irrespective of level of need or their personal circumstances
- Providing financial support to those in need and to other organisations with similar objectives.

### 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, particularly, the specific guidance on 'charities for the advancement of religion'.

The PCC 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.

The incumbent, curate and the PCC planned activities for the year with a focus on reflecting the love and generosity of God for the community we live amongst and further afield, in partnership with other like-minded organisations. This report demonstrates our determination to be visible and supportive for people living in our area and beyond.

For 2021 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church or through livestreamed services
- Providing baptism, wedding and funeral services to our congregations and the wider community
- Teaching, baptising and nurturing new and existing believers
- Considering how services can involve the many groups that live within the Parish
- Putting faith into practice, through prayer and scripture, music and sacrament
- Offering worship and prayer, learning about the Gospel, in small group situations
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- Providing pastoral care to people living in the Parish
- Providing assistance to the poor and needy of the Parish
- Making financial grants to missionary organisations.

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*We just wanted to say thank you for allowing us to visit St Mark's. The children loved it and they enjoyed listening to Jo's explanations. We will definitely love to visit again in the future. Thank you once again for all your support and for making us feel so very welcome. [Adrienne, All Saints School]*

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

### **Wide range of services and worship**

The continuing Covid-19 situation meant that certain regular activities were cancelled or curtailed, but throughout the year we continued to hold services and events in an imaginative yet safe way as permitted by government rules and Church of England guidance.



We continued to livestream our main Sunday services and certain weddings and funerals, the latter in discussion with the families concerned. Feedback from many viewers made us realise that our services were being viewed by people connected with St Mark's in many countries and continents.

We will continue to livestream services post-Covid as a new and effective way of engaging with those within our local community and beyond.

We welcome local families for baptism, wedding and funeral services, serving them as their parish church. During the year we held 12 baptism services, one thanksgiving/dedication for a new child, two weddings, seven funerals, one memorial service and two burials of ashes. In 2021 there were 272 people on the Electoral Roll, which is an increase of 15 from the previous year. Just over half live outside the Parish of Holbrook, with almost all of those living within the town of Horsham.

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*Craig and I would like to send a special message to the whole team who helped with Lottie's baptism on Sunday. The day was just beautiful and the ceremony was lovely, minus Lottie's little outbreak at the pinnacle moment! Thank you again, and we hope you are having a lovely week. [Leigh]*

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### **Serving our community**

Early in the year we sent fruit hampers for the staff of the local primary schools and preschools. The simple message was to express our gratitude for the way that they had served the local community by supporting children and families through the challenges caused by Covid-19.

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*Thank you very much for our lovely fruit hamper. It is a lovely idea and so nice to receive a token of support and encouragement at this time; it certainly has been difficult but we have enjoyed playing with the children and providing a little bit of 'normality' for our nursery families. [Sharon Rea, Manager, New View Nursery]*

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Unable to hold our traditional Fun Day in May because of the Covid-19 situation, instead in September we staged a smaller outdoor event called 'Hello Holbrook'. We engaged with our local community to encourage visitors to join us for refreshments in the church grounds, and provided a range of activities and crafts for younger visitors. We hope to be able to return to a normal Fun Day with a full range of activities and food in 2022.

## **Pastoral care**

During the pandemic, the Pudding Club endeavoured to find creative ways of maintaining contact. During complete lockdown that usually involved regular email or telephone contact. As soon as outdoor gatherings were permitted, members started inviting each other and friends/neighbours for tea/coffee and cake in their back gardens or in the church grounds.

As the membership had expanded to over 30 people, it was impossible to accommodate an event in a single location during the time when only two households or six people could meet outdoors, so the leaders were glad to welcome another couple as co-hosts, thus spreading the load, and ensuring that everyone was welcomed to a suitable gathering in any one month.



Later in the year as restrictions eased, members started to meet in the pub next to the church for tea and then lunch, and twice in the church for afternoon tea. The participants increasingly consisted of people from the community who have no specific commitment to the church. The Pudding Club comprises a happy crowd who love meeting and chatting together whilst enjoying food and drink.

Looking to the future, the Pudding Club is seen as important outreach both to church members and many in the local community who, for many varied reasons, find themselves living alone.

## **Holbrook Heart Community Café**

The beginning of spring saw the return of our weekly café, where we welcome people from the community to enjoy cake and a drink – completely free. We initially ran the café in the church grounds when the weather was fine, and returned to the church building when government and Church of England guidance allowed us to.

The café remains popular, with a wide range of local people enjoying home-made cakes and pastries each week.



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*I enjoy my regular visits to the café at St Mark's. Everybody is so friendly and welcoming, and the cakes are so tasty. There is plenty of space, and it's good to have time for a nice chat. [AD]*

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## Youth work

The church faced many challenges during the year within youth and children's work, particularly when face to face sessions could not take place. Instead, parents were provided with online resources and YouTube videos to be accessed and enjoyed with their children.

Face to face sessions resumed in May, making use of the church grounds as much as possible, and relaunched in September with a new identity "The Lighthouse". The revamp of the groups has allowed the children's and youth work to feel updated and cemented as part of the church's ministry to children and young people.



The older youth attended a number of social events during the year; the highlight was a day at Southwater Watersports where they enjoyed the challenges of kayaking and rafting. The trip helped to deepen relationships within the group.



We look forward to the ongoing expansion of outreach to the wider community in the local area and the new housing development beyond the A264 in the north of our Parish.

## Helping the poor and needy of the Parish

We have a hardship fund available to help people in financial need. During 2021 we made three (2020 – three) grants to individuals in need totalling £550 (2020 – £662). We also made grants totalling £3,000 to our two local primary schools to help with the purchase of laptops and tablets for families without such equipment, to support home-schooling during the Covid-19 pandemic. We granted £600 to a Children's Society project in Broadfield (part of our neighbouring town of Crawley) via St Alban's Church Gossops Green, to help families in need to buy school shoes for the start of the autumn term.

We continue to be an agent for the Horsham Foodbank, with congregation members donating requested items week by week to baskets in the church and the church hall, with food and toiletries taken to Horsham Matters by our volunteers each week. Several individuals donate vouchers for local supermarkets, which are also taken to Horsham Matters to be passed on to people in need.

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*Just wanted to say thank you to the St Mark's congregation for supporting us with both food and supermarket vouchers. This is such a great help to us, particularly at the moment as we are providing food and vouchers to an extra 170 families over the summer holidays. Please do pass on our thanks. [Kathryn McCarthy, Community Support Manager, Horsham Matters]*

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## **Missionary outreach**

St Mark's supports a number of charities both at home and abroad. Two of our charity partners working for the benefit of overseas communities are Fundukuphila and Way of the Spirit.

### **Fudukuphila**

2021 was a sad year with the death in South Africa of Margaret Fitzroy, who first brought the foster families to St Mark's notice in 1999 through her connection with the Fundukuphila school. It is a tribute to her that St Mark's has been able to raise a total of £40,326 (£3,218 sent in 2021) to support the foster families since then. Despite the ongoing limitations which Covid has placed on fundraising activities, St Mark's has continued to support the two foster families where the circumstances in South Africa continue to give rise to great concern and difficulties with the ongoing pandemic, with both daily living and the economy there, and with consequent ugly scenes of rioting and widescale looting of shops.

---

*Hope you all are well and had a wonderful Christmas and New Year. I would also like to thank you all from the bottom of our hearts for the donation you gave to us. I really thank God for you all, thank you.*  
*[Foster parents in Pietermaritzburg]*

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### **Way of the Spirit**

The charity has been training people to become bible teachers for 26 years, with recent courses delivered in the UK, Kenya and Germany. It has also been working in Uganda for over 20 years and has held many short bible conferences for 2-4 weeks at a time, but soon will be able to do so on a full-time basis. Way of the Spirit regularly has students attend conferences from Uganda, Kenya, Rwanda, Burundi, Zambia and the Congo; many lasting relationships have been built with students and churches across those regions.



A 5-acre plot of land about 20 miles north of Kampala was recently purchased, and building has begun to create a bible college there. A well was dug to provide a water supply, and over 20,000 bricks were made on site so that building commenced in 2021. The trustees hope that the first phase will be complete by summer 2022 to enable face to face teaching to start. Syllabuses are being written, and the final hurdle is for the application to become a registered NGO with the Ugandan Government to be approved.

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Strong links with our other mission partners enable us to support local, national and international charities in their work and enthuse our congregations to also be involved in initiatives outside our Parish. Our other partners are:

- Faith in Action
- St Catherine's Hospice
- Tear Fund
- Flyers International Partnership Trust
- The Children's Society
- Oasis Crisis Pregnancy Centre

Further information regarding each of our mission partners is available on our website.

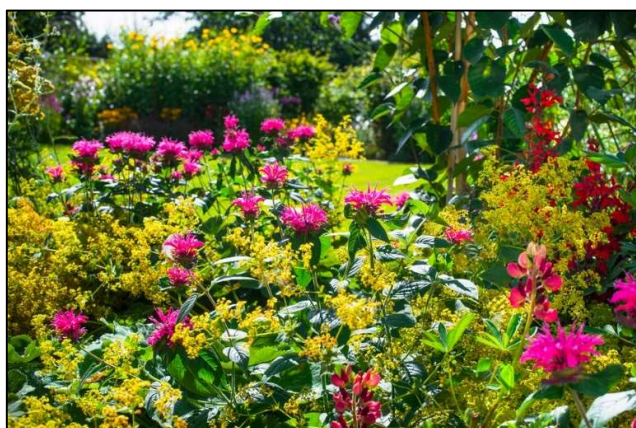
[https://www.stmarksholbrook.org.uk/Groups/344020/Mission\\_partners.aspx](https://www.stmarksholbrook.org.uk/Groups/344020/Mission_partners.aspx)

### **Eco Church (An A Rocha UK project)**

St Mark's is working towards a gold Eco Church award having achieved a silver award in 2018, in recognition of members' commitment and efforts to care for God's earth through worship, teaching, management of buildings and land, lifestyle, community and global engagement.

In September 2020 the PCC unanimously agreed to take St Mark's to net zero carbon emissions by 2030 (in line with the Church of England General Synod's target for all parts of the church to work to become carbon 'net zero' by 2030) and in September 2021 to recognise the current climate and ecological emergency, to work with and support our congregations, local and national government in tackling this emergency.

The eco team produced a "Together We Can" leaflet of local information, to help the planet and reduce the church's energy bills. Holbrook PCC uses green energy suppliers.



The St Mark's Creation Care Scheme encourages households to make changes to care for God's world, using an online questionnaire and resources. Twelve households have registered for the scheme, with seven achieving a bronze award and one achieving a silver award.

Wherever households are on their creation care journey, we help to provide ideas for their next steps, recognise the progress they've made in caring for God's creation, raise awareness of how our household and personal actions can make a difference, and promote how the scheme can help us better care for God's earth.

The eco team has created a boundary dead hedge of branches woven between tree trunks to shelter small mammals and birds and a 'bug church' (similar to a bug hotel) from repurposed materials, including wooden pallets, a tiled roof and bamboo spire, filled with a mix of material to shelter hedgehogs, bugs, amphibians and reptiles.

As a church we recycle a wide range of items, including highlighters, marker pens, felt tips, biro's, correction fluid, candle stubs, plastic milk bottle tops, inkjet cartridges, laser cartridges, toner bottles, imaging drum and fuser units, postage stamps and postcards.



## Financial Review

### *Incoming and outgoing resources*

Total receipts in the year were £263,226 (budget £230,000). The PCC remains incredibly grateful to church members for their continued giving to the ministry and mission of the church.

Total expenditure was £202,000 (budget £205,000).

The surplus was £61,226 (budget £25,000), with the excess largely attributable to (a) the original 2021 budget being fairly conservative, (b) additional unbudgeted income and (c) expenditure being under budget.

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

The largest expense of the PCC was £75,000 paid to the diocese for our share of all churches' parish ministry costs.

The total relates directly to:

- the housing, support, stipend and pension costs of the stipendiary clergy of this Parish
- the training of new ordinands
- a contribution to national church funds
- the shared costs of the Christian family throughout the whole diocese
- assistance towards the upkeep of churches less able to manage than ourselves.

The PCC is meeting 104% of the costs allocated to St Mark's, and has committed to pay 110% in 2022 with an aspiration to steadily increase our contribution over the following four years until we are paying 120% of the allocated annual costs. This reflects our desire to support the wider Anglican Church and particularly the training of new ordinands.

### *Staff costs*

The PCC employs two administrators, seven cleaners (three permanent, two fixed-term, two casual) and a youth & children's worker. Our employees all work part-time, and are paid through the PAYE system. Three of our cleaners continued to be partially furloughed for the first part of the year, and we claimed monthly grants through the Government's coronavirus job retention scheme.

### *Trustee payments and expenses*

Trustees and persons connected with them donated a total of £35,129 to the charity in 2021.

One cleaner was a trustee until April 2021 and was connected to a trustee for the full year; three other cleaners are connected to trustees. In aggregate they were paid £5,202 wages.

The youth & children's worker is a trustee, and was paid £14,783 salary plus £4,451 housing allowance.

The senior administrator is connected to a trustee, and was paid £9,820 wages.

Further details are provided in the notes to the accounts. All PCC employees are paid at the local market rate, and trustees connected to employees have no involvement in decisions regarding remuneration rates or increases.

The PCC paid the incumbent's council tax (£2,762) and water (£876) charges, plus other expenses in respect of travel, telephone, broadband and out-of-pocket expenses amounting to £1,909. The PCC paid the curate's expenses in respect of travel, telephone, broadband and books amounting to £394.

In total, 9 trustees (including clergy above) received reimbursement of out-of-pocket expenses totalling £4,954.

### *Repairs to the fabric of the church building*

The PCC is blessed with a modern and efficient building (constructed in 1990) which requires only basic and relatively low-cost repairs, as would be expected for a building of its age. For that reason it is not felt prudent to seek additional donations to the restricted fabric fund as no significant repairs are anticipated in the next 5-10 years.

## 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 of unrestricted payments as contingency against unforeseen situations. We held at least that amount at all times during and at the end of the financial year. In 2021 that contingency figure was £35,000, with two months' expected expenditure being around £34,000. We ended the financial year with £45,000 in the general fund as our unrestricted contingency carried forward to 2022, as two months' average expenditure in the second half of the year per the 2022 budget will be around £46,000.

It is general PCC policy to invest temporarily surplus general funds in our NatWest deposit account (with funds subject to 95 days' notice for withdrawals); the account has not been used since 2019 due to the extremely low interest rate and the disinclination of trustees to tie up the charity's money in a notice account.

It is general PCC practice to designate any annual surplus (as confirmed by the independent examination) to the designated fabric fund to save towards future capital projects to aid church growth.

## Money not counted as Holbrook PCC's income and expenditure

Certain money is received by the PCC but doesn't actually belong to us; it is therefore not part of the PCC's income and expenditure and is not otherwise stated or explained within this report. This is typically money which we receive to be passed on to another charity, organisation or person, including the Diocesan element of statutory fees for weddings and funerals.

The trustees are fully aware of their responsibilities regarding potential money laundering, and remain alert to any potential issue if they were asked to channel any money from a donor to a third party in questionable circumstances. The trustees did not identify any potential money laundering issues during the year.

During 2021 the PCC received and passed on the following amounts:

Received from	Paid to	Total 2021	Total 2020	Notes
		£	£	
Christingle service & collection boxes	The Children's Society	439	149	
Donor	Faith in Action	110	30	
Parishioners	Mrs F Coldicott (gift of laptop computer)	-	461	
Donor	Big Church Day Out	-	50	
Various fundraising events	Fundukuphila (Prestbury Methodist Church)	1,618	1,781	
Horsham Second Orchestra (H2O) concert	Horsham Matters Ltd (foodbank)	1,472	-	
Carol service collection	Horsham Matters Ltd (foodbank)	270	86	
Donor	The Salvation Army	-	100	
Donors	St Catherine's Hospice	-	8	
Donors	UNICEF (Vaccinaid covid-19 appeal)	300	-	
Parishioners & funeral directors	Diocese of Chichester wedding & funeral fees	1,445	2,211	
		<b>5,654</b>	<b>4,876</b>	

## Risk Management

In a large and thriving Parish, the PCC's risks are varied and wide-ranging. Some risks are financial; others are pastoral or operational, but with potential financial implications. The PCC believes that the principal risks are:

<b>Principal risk</b>	<b>Basic mitigation/management</b>
An unexpected fall in income	The church's donors are numerous and the charity does not depend on a small number of major regular donors.
The challenge of maintaining adequate volunteers with requisite skills and time available	Our annual stewardship appeal not only considers financial gifts, but strongly focuses on time and talents.
General financial risk – protection of the charity's funds; errors, mismanagement or defalcation etc.	We have a skilled, diverse and experienced finance team and proportionate financial governance policies.
Reputational risk, arising from a safeguarding issue or serious incident	We have relevant and proportionate policies in place to protect the charity, its people and our visitors. All relevant staff and volunteers undertake prescribed regular safeguarding training.
Health & safety	We follow appropriate health & safety policies and guidance to keep everyone safe on our premises.
Asset risk, such as through theft, fire or flood.	We look after our buildings and our other assets, and we have appropriate insurance policies in place.

The PCC seeks to manage risks and uncertainties by risk assessing any new or ad hoc activity, and regularly reviewing (a) its policies for the general operation of the charity and the use of church buildings and (b) its Mission Action Plan.

The continuing Covid-19 situation meant that our church hall was not available for hire to outside organisations for several months of our financial year; we also had reduced numbers at services. This resulted in a decrease in incoming church hall hiring fees and some cash giving. Most of our income is received by direct bank credit, which aids financial stability. During the year we received some unexpected sundry income and new gift pledges from new church members; this additional income mitigated the losses from church hall hiring fees and cash giving thus leaving the charity in surplus for 2021 and, with reserves brought forward, in a strong financial position.

## PCC policies

Holbrook PCC has adopted and maintains a full suite of relevant policies, to ensure that we have processes in place to manage our ministries effectively and proportionately, and mitigate potential risks and issues. Each policy is subject to periodic review to ensure it remains fit for purpose and relevant to our operations. Our active policies are:

- Safeguarding
- Food
- Finance
- Legacies
- Investment and reserves
- Hardship
- Complaints
- Security
- Church and hall hire
- Press handling
- Serious incident reporting
- Significant event of national or local mourning
- Computer hardware & software
- Data protection
- Health and safety
- Risk management
- Human resources
- Conflict of interest
- Prevention of criminal facilitation of tax evasion

## Structure, governance and management of the charity

Holbrook PCC is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (clergy, the churchwardens and members of the Deanery, Diocesan or General Synods) and up to 15 members of the church who are elected at the Annual Parochial Church Meeting (APCM) with one third retiring each year in line with normal PCC practice. In addition, up to three people may be co-opted to the PCC. Communicants aged 16 years or older are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible. The PCC met six times during the year.

During the year the following served as members of the PCC and thus as trustees. Those shown in **bold** also served on the Standing Committee (SC), which met three times during the year. Those shown in **bold italics** or *plain italics* served on the leadership team, which met regularly through the year.

### EX-OFFICIO MEMBERS

Incumbent:	<b>Rev'd Dr Richard Coldicott</b>	<i>PCC/SC Chair</i>
Curate:	<b>Rev'd Elizabeth Jinks</b>	
Churchwarden:	<b>Mrs Linda Humble</b>	
Churchwarden:	<b>Mr Rod Kitchin</b>	<i>PCC/SC Vice Chair</i>

### PCC SECRETARY

Mrs Linda Crump

### ELECTED MEMBERS

to 25 April 2021	Mr Brian Carter <i>Mrs Fiona Coldicott</i> Mr Les Daniels Mr Peter Hazael	
to 20 March 2021	Mrs Diane Hellyer Mr Peter Hellyer Mr Peter Hillman Mr Mark Leddin Mr Andy McLean	
to 25 April 2021	Dr Ann Nandi Mrs Karen Park Mrs Karen Petch Mr Darren Russell Mr Brian Smith <b>Mrs Gaynor Udeshi</b>	Premises Committee Chair

### DEANERY SYNOD

Mr Rob Allen <b>Mrs Linda Humble</b> <b>Mr Rod Kitchin</b> <b>Mr Mike Parry</b>	<i>Treasurer/Finance Committee Chair</i>
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### CO-OPTED MEMBERS

<b>Mrs Helen Anderson</b> <b>Mr George O'Mahony</b>	Safeguarding Officer <i>Youth &amp; Children's Worker</i>
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## Acknowledgement of the role of volunteers

Holbrook PCC is deeply indebted and grateful to the dedicated and diverse group of around 150 volunteers who help the charity to deliver its objectives. Volunteers are involved in leading and supporting all areas of ministry in the church, including but not limited to:

- safeguarding
- music and worship
- leading services and preaching
- working with our youth and children
- serving at the weekly Holbrook Heart Community Café
- maintenance of the buildings and grounds
- facilitating social events such as the talent show, the quiz, the barn dance and meals
- leading homegroups
- prayer ministry
- welcoming and stewarding at services
- running Alpha
- serving on the PCC and other committees
- managing the charity's finances.

Because of the wide range of roles and seasonal variations it is impossible to accurately quantify the total input of our volunteers in terms of hours per week or days per year, but every one of them is greatly valued and appreciated.

## Our plans for the future

Holbrook PCC intends to continue all ministries in 2022 and beyond, with particular focus on:

- (a) Planning and hosting, in conjunction with the Sussex Barn Public House, special celebrations for the Parish to mark the Queen's Platinum Jubilee.
- (b) Strengthening and developing its work with youth and children both within the church, and in the wider Parish.
- (c) Restoring and reimagining community and mission activities which were curtailed or cancelled by the Covid-19 pandemic.

The significant housing development planned for the north of our Parish triggered a review of ordained ministerial resource, and at the time of writing (January 2022) we are exploring the possibility of an additional stipendiary minister. Our strong financial position gives us confidence in being able to formulate and execute imaginative and effective plans for current and future ministry and mission in our community, and in particular linking with the Bohunt Horsham Community School which has relocated into this new development. To facilitate wider consideration of how to engage with our growing and new community areas, we have planned time away as a church in the autumn with the Diocesan Parish Development Officer leading our time together. It promises to be an exciting year ahead.

## Approval of the Annual Report by the Trustees

This Trustees' Annual Report was **approved** by the PCC at its meeting on 17 March 2022 and

signed on its behalf by The Rev'd Richard Coldicott, PCC Chairman.



Date 17 March 2022

# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Mark's Church, Holbrook

St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

Registered Charity no. 1174914

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For the year ended 31st December 2021

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## Statement of Financial Activities

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

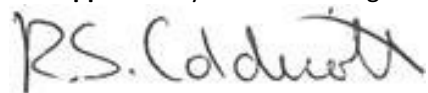
	Unrestricted Fund	Restricted Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations and legacies	259,295	1,479	260,774	243,300	
Charitable activities	1,051	-	1,051	814	
Other trading activities	1,400	-	1,400	1,925	
Investments	1	-	1	1	
Other receipts	-	-	-	-	
<b>Total income</b>	<b>261,747</b>	<b>1,479</b>	<b>263,226</b>	<b>246,040</b>	<b>2</b>
<b>Expenditure on:</b>					
Raising funds	86	-	86	85	
Charitable activities	197,523	1,802	199,325	363,475	
Other trading activities	2,589	-	2,589	2,442	
<b>Total expenditure</b>	<b>200,198</b>	<b>1,802</b>	<b>202,000</b>	<b>366,002</b>	<b>3</b>
Net gains (or losses) on investments	-	-	-	-	
<b>Net income or (net expenditure)</b>	<b>61,549</b>	<b>(323)</b>	<b>61,226</b>	<b>(119,962)</b>	
<b>Net transfers between funds</b>	-	-	-	-	<b>10</b>
	61,549	(323)	61,226	(119,962)	
<b>Other recognised gains/(losses):</b>					
Gains/(losses) on revaluation of fixed assets	-	-	-	-	
Other gains/(losses)	-	-	-	-	
<i>Reconciliation of funds:</i>					
<b>Net movement in funds</b>	<b>61,549</b>	<b>(323)</b>	<b>61,226</b>	<b>(119,962)</b>	
Total funds brought forward	119,814	1,000	120,814	240,776	<b>17</b>
<b>Total funds carried forward</b>	<b>181,363</b>	<b>677</b>	<b>182,040</b>	<b>120,814</b>	<b>17</b>

## Balance Sheet

Our financial position and summary of funds at the end of the financial year were:

	<b>Total Funds</b> <u>2021</u>	<i>Total Funds</i> <u>2020</u>	<b>Notes</b>
	£	£	
Intangible assets	-	-	
Tangible assets	<b>3,112</b>	-	<b>11b</b>
<b>Total fixed assets</b>	<b>3,112</b>	-	
Stocks	-	-	
Debtors	<b>11,625</b>	7,074	<b>13</b>
Investments	-	-	
Cash at bank and in hand	<b>171,309</b>	120,846	
<b>Total current assets</b>	<b>182,934</b>	127,920	
Creditors: Amounts falling due within one year	(4,006)	(7,106)	<b>14</b>
<b>Net current assets or (liabilities)</b>	<b>178,928</b>	120,814	
<b>Total assets less current liabilities</b>	<b>182,040</b>	120,814	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
<b>Total net assets or (liabilities)</b>	<b>182,040</b>	120,814	<b>12</b>
<b>The funds of the charity:</b>			
Endowment funds	-	-	
Restricted income funds	<b>677</b>	1,000	
Unrestricted funds	<b>181,363</b>	119,814	
Revaluation reserve	-	-	
<b>Total unrestricted funds</b>	<b>181,363</b>	119,814	
<b>Total charity funds</b>	<b>182,040</b>	120,814	<b>17</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 Rev'd Richard Coldicott, PCC Chairman.



Date 17 March 2022

## **Notes to the Financial Report**

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### **1 Accounting policies**

#### **Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)). The accounts present a true and fair view and the accounting policies adopted are those outlined below.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

#### **Funds accounting**

Funds held by the PCC are:

*Unrestricted funds* - general funds which can be used for PCC ordinary purposes.

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

#### **Income and endowments**

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

#### **Donations and legacies**

*Collections* are recognised when received.

*Planned giving receivable* is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

*Gift aid recovered* is recognised when the income to which it is attached is recognised.

*Grants and legacies* are recognised when the formal offer in writing of the funding, is received by the PCC.

#### **Charitable activities**

Statutory fees for weddings and funerals are recognised when the office occurs.

#### **Other trading activities**

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised when received.

#### **Investment income**

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

#### **All other income**

All other income is recognised in accordance with the above overall policy.

## Notes to the Financial Report

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### Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at 31 December.

### Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

### Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

### Church activities

The Diocesan Parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any Parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

### Fixed assets

#### *Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by Section 10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. All other property acquired prior to *18 October 2016* (the date when St Mark's Holbrook was established as a separate Parish) already had a depreciated value of £nil as at 1 January.

All expenditure on consecrated or beneficed buildings and individual items costing under £3,000 are written off in the year they were incurred.

#### *Depreciation*

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Land	Nil
Buildings	Nil
Fixtures and fittings	20%
Audio visual equipment	33.33%
Office equipment	25%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values are so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular impairment reviews, provision will be made if there has been any permanent diminution in value.

### Investments

Investments are stated at market value at the balance sheet date.

### Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectible (no such provision applied at 31 December 2020 or 31 December 2021).

Short-term deposits include cash held on deposit at the bank.

## Notes to the Financial Report

### 2 Analysis of income and endowments

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
Planned giving (excl. tax refunds)	175,530	-	<b>175,530</b>	163,654	
Planned giving (no tax refunds)	17,224	-	<b>17,224</b>	11,835	
Loose cash collections	2,653	-	<b>2,653</b>	3,801	
Gift aid recovered	42,180	47	<b>42,227</b>	42,208	
Sundry donations	14,255	-	<b>14,255</b>	17,251	
Other income	1,191	-	<b>1,191</b>	1,237	
Donations & appeals	-	1,432	<b>1,432</b>	100	
Grants received	1,262	-	<b>1,262</b>	3,214	
Legacies	5,000	-	<b>5,000</b>	-	
<b>Donations and legacies</b>	<b>£259,295</b>	<b>£1,479</b>	<b>£260,774</b>	<i>£243,300</i>	
Fees for weddings & funerals	1,051	-	<b>1,051</b>	814	
<b>Charitable activities</b>	<b>£1,051</b>	-	<b>£1,051</b>	<i>£814</i>	
Mission income	-	-	-	600	
Church centre hiring fees	1,400	-	<b>1,400</b>	1,325	
<b>Other trading activities</b>	<b>£1,400</b>	-	<b>£1,400</b>	<i>£1,925</i>	
Bank interest	-	-	-	-	
HMRC repayment supplement	1	-	<b>1</b>	1	
<b>Investments</b>	<b>£1</b>	-	<b>£1</b>	<i>£1</i>	
Other receipts	-	-	-	-	
<b>Total income and endowments on all funds</b>	<b>£261,747</b>	<b>£1,479</b>	<b>£263,226</b>	<i>£246,040</i>	

## Notes to the Financial Report

### 3 Analysis of expenditure

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
Fundraising costs	£ 86	£ -	£ 86	£ 85	
<b>Cost of raising funds</b>	<b>£86</b>	-	<b>£86</b>	<i>£85</i>	
Parish share to Chichester Diocese	75,000	-	<b>75,000</b>	<i>72,000</i>	
Horsham Churches Together (annual contribution)	1,700	-	<b>1,700</b>	<i>1,700</i>	
Salaries and honoraria incl NI & pension costs	44,955	-	<b>44,955</b>	<i>29,295</i>	<b>5</b>
Housing grant to youth & children's worker	4,451	-	<b>4,451</b>	-	<b>5</b>
Clergy costs & expenses	5,750	-	<b>5,750</b>	<i>5,349</i>	
Mission & evangelism costs	5,556	-	<b>5,556</b>	<i>6,427</i>	
Missionary & charitable giving	13,000	-	<b>13,000</b>	<i>9,000</i>	<b>4</b>
Youth/children's work	4,253	-	<b>4,253</b>	<i>2,577</i>	
Water, gas & electricity	5,142	-	<b>5,142</b>	<i>3,283</i>	
Printing & photocopying	1,316	-	<b>1,316</b>	<i>2,473</i>	
Other regular church running costs	23,358	1,479	<b>24,837</b>	<i>23,673</i>	
Accounting and Examiner's fees	2,490	-	<b>2,490</b>	<i>1,440</i>	<b>9</b>
Church & grounds maintenance	8,227	323	<b>8,550</b>	<i>14,658</i>	
Balcony redevelopment project	616	-	<b>616</b>	<i>191,449</i>	
Church hall caretaking	-	-	-	-	
Bank charges	153	-	<b>153</b>	<i>151</i>	
Depreciation	1,556	-	<b>1,556</b>	-	
<b>Cost of charitable activities</b>	<b>£197,523</b>	<b>£1,802</b>	<b>£199,325</b>	<i>£363,475</i>	
Church hall running costs	2,589	-	<b>2,589</b>	<i>2,442</i>	
<b>Cost of other trading activities</b>	<b>£2,589</b>	-	<b>£2,589</b>	<i>£2,442</i>	
<b>Total expended on all funds</b>	<b>£200,198</b>	<b>£1,802</b>	<b>£202,000</b>	<i>£366,002</i>	

## Notes to the Financial Report

### 4 Missionary and charitable giving

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
<b>Overseas:</b>					
<i>Faith in Action</i>	1,600	-	<b>1,600</b>	500	
<i>Flyers International</i>	1,600	-	<b>1,600</b>	500	
<i>Fundukuphila (Prestbury Methodist Church)</i>	1,600	-	<b>1,600</b>	500	
<i>Tear Fund</i>	1,000	-	<b>1,000</b>	500	
<i>Way of the Spirit</i>	1,600	-	<b>1,600</b>	-	
<b>Home:</b>	-	-	-		
<i>Horsham Matters Ltd</i>	-	-	-	5,000	
<i>St Catherine's Hospice</i>	1,000	-	<b>1,000</b>	500	
<i>The Children's Society</i>	1,600	-	<b>1,600</b>	500	
<i>Oasis Crisis Pregnancy Centre (Horsham)</i>	2,000	-	<b>2,000</b>	500	
<i>Sussex Green Living</i>	-	-	-	200	
<i>Horsham Churches Together (special appeal)</i>	500	-	<b>500</b>	300	
<i>Horsham Debt Advice Service</i>	500	-	<b>500</b>	-	
	<b>13,000</b>	-	<b>13,000</b>	9,000	

### 5 Staff costs

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
<b>Remuneration:</b>					
<i>Wages and salaries</i>	42,145	-	<b>42,145</b>	27,461	
<i>Housing grant to youth &amp; children's worker</i>	4,451	-	<b>4,451</b>	-	
<i>Employer social security</i>	2,218	-	<b>2,218</b>	522	
<i>Employer pension</i>	592	-	<b>592</b>	270	
<i>Recruitment</i>	-	-	-	363	
<i>HR Consultancy</i>	-	-	-	679	
	<b>49,406</b>	-	<b>49,406</b>	29,295	

The average number of persons employed by the charity during the financial year was 10 (2020: 7).

No employee received remuneration at the rate of £60,000 or more (2020: none).

## Notes to the Financial Report

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### 6 Transactions with PCC members

Mrs F Coldicott, a trustee herself until April 2021 and spouse of Rev'd R Coldicott, a trustee and the Incumbent, was paid £2,631 (2020 – £2,230) as a cleaner.

Mr G O'Mahony, a trustee, was paid salary £14,783 (2020 £3,931 in his year of commencement) and housing grant £4,451 (2020 £nil in his year of commencement) as the youth & children's worker.

Expenses were paid to 9 (2020 - 13) trustees or persons connected to trustees in respect of reimbursed expenses amounting to £4,954 (2020 - £5,284). The aggregate donations made by the charity's trustees and people connected to them totalled £35,129 (2020 - £54,720). None of these donations carried any conditions on receipt.

### 7 Transactions with persons related to PCC members

The following were remunerated as cleaners: Miss L Petch, daughter of Mrs K Petch, a trustee, was paid £1,934 (2020 - £1,847); Mrs L Haydon, daughter of Mr M Parry, a trustee and the PCC treasurer, was paid £87 (2020 - £68); Miss G Coldicott, daughter of Rev'd R Coldicott, a trustee and the PCC chair, was paid £313 (2020 - £nil); Mrs A Hillman, wife of Mr P Hillman, a trustee, was paid £237 (2020 - £nil).

Mr J Allen, spouse of Mr R Allen, a trustee, was paid £9,820 (2020 - £10,594) as the church's senior administrator.

In September 2020 Mr I Coldicott, son of Rev'd R Coldicott, a trustee, received a gift which cost £80 to thank him for 8 years of voluntary service to the church as he left Horsham to start university. The giving of such a gift is the custom and practice of the charity, and its value was the typical amount (£10 per year of volunteering) given to long-serving volunteers who stand down or move away; Rev'd R Coldicott had neither influence nor involvement in the decision to make the gift.

### 8 Transactions with related charities

Holbrook PCC is not connected to any other charity in the context of Section 157 of the Charities Act 2011.

For the sake of clarity and openness it should be noted that the following trustees of Holbrook PCC are also trustees of the charities stated below.

- Mr R Allen is a trustee of The Flyers International Partnership Trust – charity number 1138887
- Mr B Carter is a trustee of Faith in Action – charity number 293961

Holbrook PCC does not have a specific charitable, working or transactional relationship with the named charities, but does make an annual arm's length financial grant to each charity as a mission partner of Holbrook PCC.

Each relevant trustee declares a conflict of interest when such grants are being dealt with, does not engage in substantive or directional discussion and abstains from any vote.

## Notes to the Financial Report

### 9 Governance

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
<i>Independent examination</i>	2,490	-	<b>2,490</b>	1,560	
<i>Accounts production</i>	-	-	-	(120)	
<i>Bookkeeping</i>	-	-	-	-	
	<b>2,490</b>	-	<b>2,490</b>	1,440	

The above figures suggest a significant increase in the independent examination fee from 2020 to 2021, but this is just the effect of the accrual for 2020 being too low. Actual independent examination fees in recent years were:

2019 £1,920 paid March 2020  
 2020 £1,980 paid March 2021  
 2021 £2,070 accrued; actual charge to be paid March 2022.

### 10 Transfers between funds

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
<i>General fund</i>	(64,271)	-	<b>(64,271)</b>	(66,049)	
<i>Designated fabric fund</i>	53,271	-	<b>53,271</b>	55,049	
<i>Designated hardship fund</i>	-	-	-	1,000	
<i>Designated mission partner fund</i>	11,000	-	<b>11,000</b>	10,000	
	-	-	-	-	<b>17</b>

## Notes to the Financial Report

### 11 Fixed assets

#### (a) Investments

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2021</u>	<i>Notes</i>
	£	£	£	£	
Market value 1 January 2021	-	-	-	-	
Disposals at carrying value	-	-	-	-	
Purchases at cost	-	-	-	-	
Net gains and revaluation	-	-	-	-	
<b>Market value 31 December 2021</b>	-	-	-	-	

#### (b) Tangible fixed assets

	<u>Freehold land and buildings</u>	<u>Audio visual equipment</u>	<u>Office equipment</u>	<u>Total fixed assets</u>	<i>Notes</i>
	£	£	£	£	
<b>Cost or valuation</b>					
At 1 January 2021	-	-	-	-	
Additions	-	4,668	-	<b>4,668</b>	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
At 31 December 2021	-	<b>4,668</b>	-	<b>4,668</b>	
<b>Charge for impairment</b>					
At 1 January 2021	-	-	-	-	
Additions	-	1,556	-	<b>1,556</b>	
At 31 December 2021	-	<b>1,556</b>	-	<b>1,556</b>	
<b>Net book amounts</b>					
<b>At 31 December 2021</b>	-	<b>3,112</b>	-	<b>3,112</b>	
<i>At 31 December 2020</i>	-	-	-	-	

## Notes to the Financial Report

### 12 Net assets by fund

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
Fixed assets for church use	3,112	-	<b>3,112</b>	-	<b>11</b>
Investment fixed assets	-	-	-	-	
Current assets (except cash)	11,625	-	<b>11,625</b>	7,074	<b>13</b>
Cash at bank and on deposit	170,632	677	<b>171,309</b>	120,846	
Current liabilities	(4,006)	-	<b>(4,006)</b>	(7,106)	<b>14</b>
Long term liabilities	-	-	-	-	
	<b>£181,363</b>	<b>£677</b>	<b>£182,040</b>	<i>£120,814</i>	

### 13 Debtors

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
Income tax recoverable	3,598	-	<b>3,598</b>	3,190	
Prepayments and accrued income	8,027	-	<b>8,027</b>	2,686	
Other debtors	-	-	-	1,198	
	<b>£11,625</b>	-	<b>£11,625</b>	<i>£7,074</i>	

## Notes to the Financial Report

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### 14 Creditors: amounts falling due within one year

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	4,006	-	<b>4,006</b>	7,106	
Archdeacon's loan	-	-	-	-	
Other creditors	-	-	-	-	
	<b>£4,006</b>	-	<b>£4,006</b>	£7,106	

### 15 Creditors: amounts falling due after one year

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	-	-	-	-	
	-	-	-	-	

## Notes to the Financial Report

### 16 Comparatives from prior year for the statement of financial activities

	Unrestricted <u>Fund</u>	Restricted <u>Fund/s</u>	Endowed <u>Fund/s</u>	Total Funds <u>2020</u>
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	242,200	1,100	-	<b>243,300</b>
Charitable activities	814	-	-	<b>814</b>
Other trading activities	1,925	-	-	<b>1,925</b>
Investments	1	-	-	<b>1</b>
<b>Total income</b>	<b>244,940</b>	<b>1,100</b>	-	<b>246,040</b>
<b>Expenditure on:</b>				
Raising funds	85	-	-	<b>85</b>
Charitable activities	357,687	5,788	-	<b>363,475</b>
Other trading activities	2,442	-	-	<b>2,442</b>
Other expenditure	-	-	-	-
<b>Total expenditure</b>	<b>360,214</b>	<b>5,788</b>	-	<b>366,002</b>
Net gains (or losses) on investments	-	-	-	-
<b>Net income or (net expenditure)</b>	<b>(115,274)</b>	<b>(4,688)</b>	-	<b>(119,962)</b>
<b>Transfers between funds</b>	-	-	-	-
<b>Other recognised gains/(losses):</b>				
Gains/(losses) on revaluation of fixed assets	-	-	-	-
Other gains/(losses)	-	-	-	-
<i>Reconciliation of funds:</i>				
<b>Net movement in funds</b>	<b>(115,274)</b>	<b>(4,688)</b>	-	<b>(119,962)</b>
Total funds brought forward	235,088	5,688	-	<b>240,776</b>
<b>Total funds carried forward</b>	<b>119,814</b>	<b>1,000</b>	-	<b>120,814</b>

## Notes to the Financial Report

### 17 Statement of funds

#### Explanation of funds

*Endowed funds* are required by the donors to be invested and the income spent on specific objectives. (None held.)

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

The donations & appeals fund is the fund into which miscellaneous restricted gifts are allocated and then expended. During 2021 the donations were wholly for the purchase of a new lectern for use in church.

The Ashburnham fund (dormant in 2021) is restricted to helping church members to pay for the triennial church weekend away.

The hardship fund (dormant in 2021) is restricted to helping people in need by making financial grants.

The climate fund (opened in 2020) is restricted to launching and enabling the *Holbrook Community Orchard* project.

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

The unrestricted fund includes a sum of £124,175 in the designated fabric fund set aside towards the cost of future building works (for instance maintenance/repair or enhancement/new buildings etc.)

The unrestricted fund includes a sum of £1,188 in the designated hardship fund set aside to help people in financial need.

The unrestricted fund includes a sum of £11,000 in the designated mission partner fund set aside to make financial grants to Holbrook PCC's mission partners during 2022.

#### Summary of all 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
	£	£	£	£	£
<i>No endowed funds are held</i>	-	-	-	-	-
<b>Total of all endowed funds</b>	-	-	-	-	-
Donations & appeals fund	-	1,479	(1,479)	-	-
Ashburnham fund	-	-	-	-	-
Hardship fund	-	-	-	-	-
Climate fund	1,000	-	(323)	-	677
<b>Total of all restricted funds</b>	<b>1,000</b>	<b>1,479</b>	<b>(1,802)</b>	-	<b>677</b>
General fund	35,000	261,747	(187,476)	(64,271)	45,000
Designated fabric fund	73,076	-	(2,172)	53,271	124,175
Designated hardship fund	1,738	-	(550)	-	1,188
Designated mission partner fund	10,000	-	(10,000)	11,000	11,000
<b>Total of all unrestricted funds</b>	<b>119,814</b>	<b>261,747</b>	<b>(200,198)</b>	-	<b>181,363</b>
<b>Total funds</b>	<b>£120,814</b>	<b>£263,226</b>	<b>£(202,000)</b>	-	<b>£182,040</b>

# Independent Examiner's Report to the PCC of St Mark's Church, Holbrook for the year ended 31st December 2021

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This is my report to the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Mark, Holbrook, on the annual financial report for the year ended 31st December 2021 set out on pages 13 to 27.

## 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 matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the Charities Act; and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Marti Stenton ACA**  
Morris Palmer Limited  
Barttelot Court  
Barttelot Road  
Horsham  
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Date: 24 March 2022