

# Trustees' Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

## Holbrook, St Mark

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

Registered Charity no. 1174914

For the year ended 31 December 2024

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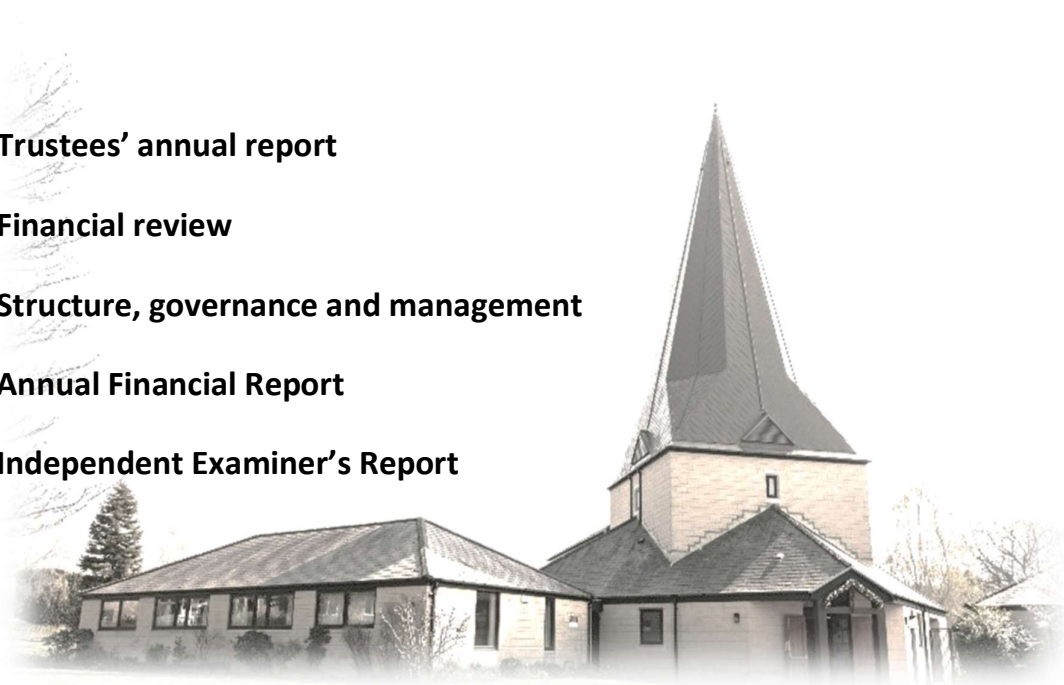
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Website: [www.stmarksholbrook.org.uk](http://www.stmarksholbrook.org.uk)

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,  
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# 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.

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*"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]*

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*"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]*

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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.

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

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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]*

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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]

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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.

### ***Fundukuphila***

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

from 16 May 2024  
Mrs Helen Anderson **Safeguarding Officer**  
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.

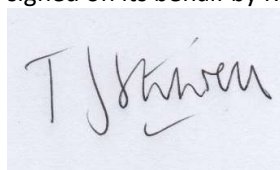
## Our plans for the future

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', on a light blue 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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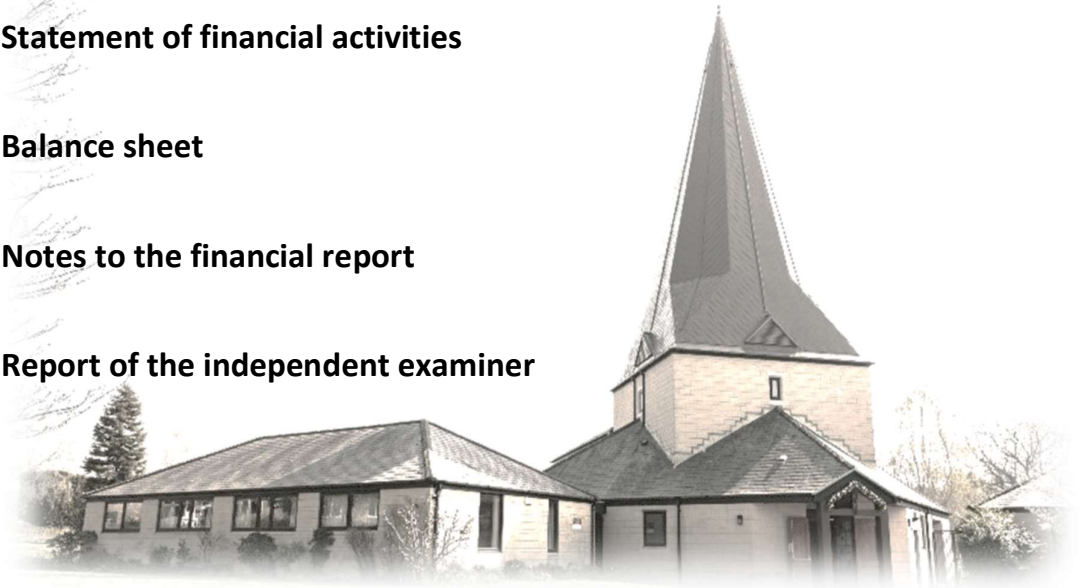
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**17**      **Balance sheet**

**18-30**    **Notes to the financial report**

**31**      **Report of the independent examiner**



# 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>	<b>Notes</b>
	£	£	£	£	
<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

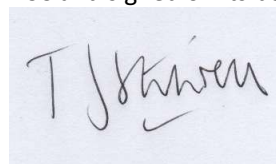
## Balance Sheet

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	92,365	92,210	<b>13</b>
Investments	-	-	
Cash at bank and in hand	206,596	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	13,133	457	
Unrestricted funds	279,716	290,650	
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 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

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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

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

	Unrestricted Fund	Restricted Fund/s	Total Funds 2024	Total Funds 2023	Notes
	£	£	£	£	
Fundraising costs	557	-	557	187	
<b>Cost of raising funds</b>	<b>£557</b>	<b>-</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>-</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>-</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>	<b>Total Funds 2023</b>	<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:

- our governing document authorises the appointment of a trustee as an employee if certain conditions are met, and
- 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

	Unrestricted <u>Fund</u>	Restricted <u>Fund/s</u>	Endowed <u>Fund/s</u>	Total Funds <u>2024</u>	Notes
	£	£	£	£	
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

	Freehold land <u>and buildings</u>	Audio visual <u>equipment</u>	Office <u>equipment</u>	Total fixed <u>assets</u>	Notes
	£	£	£	£	
<b>Cost or valuation</b>					
At 1 January 2024 (historical cost)	-	4,668	-	<b>4,668</b>	
Additions	-	-	-	-	
Revaluation	-	-	-	-	
Disposals	-	-	-	-	
<b>At 31 December 2024</b>	-	<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	-	-	-	-	
<b>At 31 December 2024</b>	-	<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

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

### 13 Debtors

	Unrestricted Funds	Restricted Fund/s	Total Funds 2024	Total Funds 2023	Notes
	£	£	£	£	
Income tax recoverable	4,269	-	4,269	3,990	
Prepaid expenditure	4,806	-	4,806	5,200	
Accrued income	-	-	-	-	
Accrued interest	3,290	-	3,290	3,020	
Accrued legacy	80,000	-	80,000	80,000	
	<b>£92,365</b>	<b>-</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	-	
	£6,112	-	£6,112	£8,106	

### 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.