

# Trustees' Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

## Holbrook, St Mark

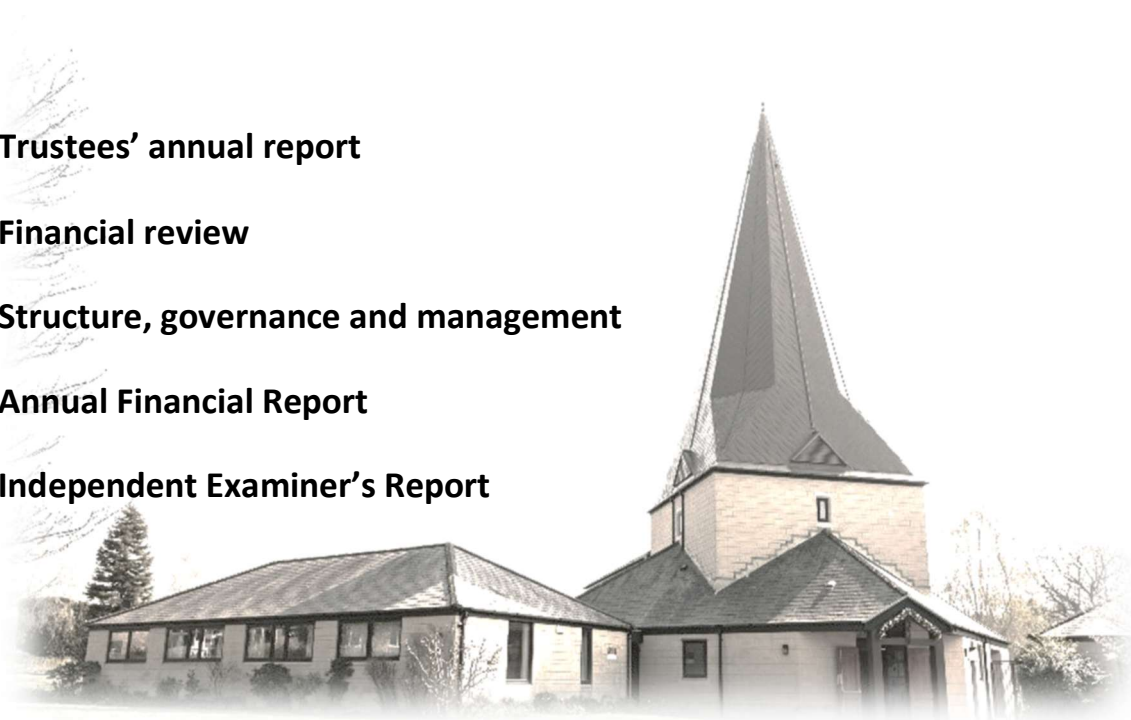
St Mark's Church, St Mark's Lane, Horsham, West Sussex, RH12 5PU

Registered Charity no. 1174914

For the year ended 31 December 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

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# 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	Fundukuphila (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

### Basic mitigation/management

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

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.

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.

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 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><i>Rev'd Tim Stilwell</i></b>	<b><i>PCC/SC Chair</i></b>
Associate Vicar:	<b><i>Rev'd Simon Shorey</i></b>	
Churchwarden:	<b><i>Mr Richard Hanson</i></b>	<b><i>PCC/SC Vice Chair</i></b>
Churchwarden:	<b><i>Mrs Shirley Gardner</i></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><i>Mrs Gaynor Udeshi</i></b>	
to 30 March 2025	Mrs Sue Vernon	
	<b><i>Mrs Julia Waterson</i></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><i>Mr Mike Parry</i></b>	<b><i>Treasurer/Finance Committee Chair</i></b>

### CO-OPTED MEMBERS

to 31 August 2025	<b><i>Mrs Helen Anderson</i></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>£</b>	<b>£</b>	<b>£</b>	<b>£</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>	<b>12</b>
<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>	<b>17</b>

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



# 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

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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 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

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2025	Notes
	£	£	£	£	
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

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