

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY, BALCOMBE

England & Wales · Charity number 1175472

## Details

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**Other names** ST MARY'S PCC, BALCOMBE

**Status** Registered

**Legal form** Other

**Registered** 2017-10-31

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

## Contact

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**Address** Rectory  
Haywards Heath Road  
Balcombe  
Haywards Heath  
West Sussex  
RH17 6PA

**Phone** 01444811249

**Email** [rector.stmarysbalcombe@gmail.com](mailto:rector.stmarysbalcombe@gmail.com)

**Website** [www.stmarys-balcombe.org](http://www.stmarys-balcombe.org)

## Activities

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

**Activities:** Regular public worship open to all. The provision of sacred space for personal prayer and contemplation. Pastoral work including visiting the sick and bereaved. Teaching of Christianity through sermons, courses and small groups. Taking of religious assemblies in school. Provision of a youth club. Promoting the whole mission of the Church. Supporting other charities in the UK and overseas.

## Classification

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

## Geography

- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£112,205	£180,231	-	-
2023-12-31	£250,943	£447,289	-	-
2022-12-31	£125,587	£109,616	-	-
2021-12-31	£82,960	£82,522	-	-
2020-12-31	£81,160	£70,315	-	-

## Trustees

Name	Role	Appointed
Rev David John King	Chair	2022-11-24
Andrew Hewitt		2023-10-13
DENISE VICKERSTAFF		2012-04-22
Ellen Woodrow-Ramma		2025-09-01
JEFFREY CLARK THOMPSON		2021-04-25
Jacqueline Ruth Matthews		2024-05-12
Massimiliana Smith		2026-05-10
Mostyn David Field		2019-04-28
Paul Mitchell		2019-04-28
RACHEL DINNEEN		2024-06-24
RACHEL FIELD		2011-04-17
Rosalind Margaret Telford		2008-05-20

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# Accounts

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# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## *St Mary's Church, Balcombe*

St Mary's Church, London Road, Balcombe RH17 6PX

Registered Charity no. 1175472

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For the year ended 31<sup>st</sup> December 2024

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Website: [stmarys-balcombe.org](http://stmarys-balcombe.org)

Incumbent: The Revd Canon D King, The Rectory, Haywards Heath Road, Balcombe RH17 6PA

Independent  
examiner: Zoltan Demjan

Bankers: Barclays PLC

## **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 Revd Canon David King, in:

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

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

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

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

- Enabling as many people as possible to worship at our church;
- Enabling as many people as possible to become part of our parish community;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, and learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Providing pastoral care for people living in the parish, including visiting the sick and the bereaved and holding monthly communion services and other services (such as Easter, songs of praise, harvest and carol services) in the two local care homes;
- Providing a youth group with a Christian ethos;
- Engaging with Balcombe Church of England Primary School on the governing body and supporting, and being involved in, its activities, including weekly assemblies (and the 'Open the Book' initiative), services in church and in any other way required;
- Helping those in need and supporting other charities and missionary organisations, locally and nationally;
- Reaching out to the whole community; and
- Maintaining the fabric of the church building, both as a historic Grade 1 listed building and as a focus of life in the village.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. We are very grateful to Julia Wilson who continued to hold the position of Safeguarding Officer for the church and who works hard to ensure that the Safeguarding Policy is implemented in all church activities.

## Trustees Annual Report for 2024

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

#### *Attendance at worship*

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

As at 31 December 2024, there were 125 parishioners on the Church Electoral Roll, 32 of whom were not resident in the parish. No new members were added during the year and four were removed through death.

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*"Beautiful [church].  
Thank you for keeping it  
open."*

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During the year, the average regular weekly attendance counted during October was 66 (including children). The school harvest festival, which also took place in October, was attended by a total of 215 children and adults. The number attending worship on Easter Day was 112 and the number attending on Christmas Eve and Christmas Day was 348.

Our regular Sunday services during 2024 included the weekly 8am communion service (BCP) and a Eucharist, the timing of which was brought forward to 9.30am (from 10am) to allow Father David to be present at St Mary's for more Sundays in the month. The Eucharist service is replaced by a family service on the first Sunday of the month. We are very grateful to the group of retired clergy who take our Eucharist services on Sundays when Father David is officiating at St Richard's in Haywards Heath.

There is currently no Sunday Club but children's activities are always available at the back of the church.

Special services and festivals that were held and observed during the year included the following:

- A Mothering Sunday Parish Eucharist, with distribution of posies;
- A World Day of Prayer service, which this year was prepared by the women of Palestine, in March;
- An Ash Wednesday service;
- A full programme of services for Holy Week and Easter, which included a Eucharistic service on Palm Sunday with distribution of palm crosses; a Eucharistic service on Maundy Thursday with an Agape meal (candle lit due to a power cut!); both a family service (with a re-enactment of the whole of Holy Week, followed by arts and crafts) on Good Friday morning and a service of reflection, music and readings in the afternoon; a Dawn Easter Morning Service on Easter Sunday and a distribution of Easter eggs at our 9.30am Eucharist;
- A Harvest Family Service, for which the church window sills were beautifully decorated by various Balcombe groups. Non-perishable harvest items brought to the service were shared between local charities and foodbanks;
- An All Souls Remembrance Service, at which the names of those we wished to be remembered were read out and candles were lit;
- The Annual Service of Remembrance in November, which was attended by Balcombe Scout groups and members of the wider community;
- A candlelit Advent Carol Service of readings, carols and anthems;
- A service of nine lessons and carols, candlelit and followed by mince pies and mulled wine for all; and
- Christmas Services: On Christmas Eve, we held a very well attended family Christingle and Crib Service, at which the Posada arrived back after its journey round the parish throughout Advent, and we welcomed the birth of our Lord Jesus Christ at a Midnight Eucharist with carols. On Christmas Day morning we held a Holy Communion (BCP) service and then a joyful Family Eucharist.

## Trustees Annual Report for 2024

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Our worship at St Mary's is greatly enriched by the high standard of musical support provided by the choir, not just for our regular services but also for festivals, weddings, funerals and memorial services as requested. We are immensely grateful to them and, in particular, to our Music Director and Organist, Max Preston Bell, who stepped down at the end of the year. The choir has thrived under his direction and he will be sadly missed. We are also very thankful that Ethan Merrick, who has so ably assisted Max in the past, has agreed to temporarily take on the position of Choir Master. New members are always welcome to join the choir, including families for the monthly family services.

Bellringing is also an important part of our Christian tradition and worship. We are most grateful to our tower captain, John Moore, who leads our bell ringers every Sunday and on other notable occasions. Our bells also continue to be popular among visiting bellringer groups, one of which rang a quarter peal during the year. Bellringing demonstrations were given at our Open day in September, with visitors also given the opportunity to have a go themselves.

Worship in our church is also enhanced by beautiful flower arrangements, particularly at major festivals, and we are very grateful to the small group of people who provide these.

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

As well as our regular church services and main festivals, we undertook a range of services and activities both within and outside the church during the year with the aim of welcoming and nurturing as many from our parish as possible and providing the opportunity for all to join us in a variety of settings. These included:

- The celebration of the baptism of four children;
- A fortnightly session at Buttercup Barn Nursery, at which this very young group of children enjoy a Bible storytelling with prayer and singing;
- Locus Youth Club, which continues to be popular, with 16 young people ranging from 11 to 14 years of age on our books. We meet monthly and the children participate in a range of activities ranging from craft making, baking, toasting marshmallows on a camp fire and various sports activities;
- A pilgrimage to Walsingham shrine in Norfolk with members from St Richard's Church;
- The Avon House Bible Group, which is run weekly during term times;
- Services of communion for the residents of the Avon House and Russettings care homes in the village and to those at home who were not able to attend church services;
- A Lent study group, open to all denominations, which was held in the church and at the rectory, which discussed episodes of 'The Chosen'. We were pleased to also welcome some members of St Richard's Church to this group;
- Lent lunches, which were held in Bramble Hall and included a short reflective act of worship;
- A Bible house group and a prayer group that meet on alternate weeks;
- Easter, summer songs of praise and harvest services in Russettings care home at which members of the choir and congregation joined the residents in song and prayer.
- Annual care homes carol services. Members of the choir and congregation joined the residents of Avon House and Russettings for short services of carols, with reading and reflection, followed by refreshments. Residents and staff were also invited to suggest favourite carols; and
- Involvement with Balcombe CofE Primary School – see below.

## Trustees Annual Report for 2024

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### **Balcombe CofE Primary School**

As well as having three governors on the school's board of governors, St Mary's was involved in the following school related activities during the year:

- Acts of Collective Worship and 'Open the book': These are held every Tuesday at the school, with Acts of Collective Worship taken by Father David. The 'Open the Book' sessions (based on a scheme created by The Bible Society) are very much enjoyed by pupils, some of whom participate in the presentations of Bible stories and reflection organised and led by a group of volunteers;
- A monthly prayer group for the school;
- School services at harvest, Christmas, Easter and in the Summer (the leavers' service) in St Mary's, which were attended by pupils, staff and some family members; and
- The presentation of Bibles to all school leavers at the end of the school year; and
- The running of the Pathfinders after-school club at which crafts and games are based on a different Bible story or faith theme each week.

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*"The "Open The book" assemblies are the highlight of our week – our pupils love learning the Bible stories in such an inclusive, interactive way."*

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### **Outreach**

Our activities included:

- The distribution of over 800 Easter and Christmas cards from St Mary's to homes throughout the parish;
- The holding of 'Coffee +' mornings on Mondays during term times at which free coffee, tea and pastries are available in the church;
- Taking over the running of the village Baby and Toddler Group, which meets on Thursday mornings in the Parish Room
- A pancake café on Shrove Tuesday, open to all;
- Providing teas and cakes on a sunny afternoon at the beautiful Birchanger Gardens, during which we raised £575;
- The Kings Men Concert in July. The church was filled with church and non-church members from within and out of the parish on a rather wet evening for this spectacular concert by Choral Scholars of King's College performing a repertoire which included beautiful harmonies, traditional folk songs and more modern hits. £1,440 was raised through ticket sales, donations and refreshments;
- Attendance at the Village Fete in July at which the St Mary's stall ran some very popular and free children's activities and also invited people to write labels about things for which they were thankful. The labels were then used to make up a thankfulness tree in the church;
- The holding of an Open Day in September, designed to coincide with the Sussex Historic Churches Trust's annual Ride and Stride event. Activities were run throughout the day, including bell-ringing and flower arranging demonstrations (with a chance to have a go), a discovery trail and arts and crafts, alongside information on our recent renovation project, the history of St Mary's and the vestments and items used in church services. The day ended with a short organ and piano recital programme. Refreshments were available throughout the day, which was extremely well attended by church and non-church members.
- The holding of an extremely enjoyable harvest supper and barn dance which was attended by church and non church members of the village;
- At the village Carols around the Christmas Tree, St Mary's choir joined the procession of Mary and Joseph (and 'donkeys') to the village centre and, with Max Preston Bell, led the carol singing;
- Welcoming members from the wider community into our choir. Our choir is open to all and new singers are always very welcome to join us for practices on Fridays, 6.30 to 8pm, and to sing at both our regular services and at special services such as at Easter, Advent and Christmas; and
- Welcoming members of the wider community to join in with bellringing at St Mary's. Practices are held every Tuesday from 7.45pm to 9 pm and new ringers are always welcome.

## Trustees Annual Report for 2024

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### **Pastoral care**

As well as the care home and home visits referred to above, the pastoral care team continued to be active within the village and valued being kept informed by our church family and friends in the village about people who may be in need of any help or hospital visits. We also provide a contact number for people to use in order to reach us.

### **Provision of the church building for use by the community**

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*"Thank you for such a lovely [funeral] service. We cannot tell you how much it meant to us."*

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During the year, four baptisms and nine weddings took place in the church, along with a wedding blessing. A total of five funerals and four memorial services were also held in the church and there were seven interments during the year. Our church continues to be appreciated by our parishioners, and many others, as a space where life events are celebrated with joy and thanksgiving.

It is important to us that the church is available for private prayer, not just to the church family but to the wider visiting community. To this end, the church is open every day for personal prayer and reflection.

Our Book of Remembrance and the opportunity to light candles in remembrance of loved ones continue to provide focus of reflection valued by members of our Balcombe community.

### **Maintenance of our historic church building**

The final snagging on the major renovation project that took place in 2023 to help restore the church and to protect its 800 years of history is in the process of being completed. This extensive project included exterior repairs comprising the roof, valley gutters, wall pointing and entry stones, along with interior repairs to the North Aisle/Vestry arch, Chancel and Chancel arch, the Lady Chapel ceiling and the South Aisle ceiling/wall.

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*"Beautiful tranquil church, thank you for keeping it so lovely."*

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The 5 yearly Quinquennial Review of the fabric of the church was undertaken during the year. The items for immediate attention are relatively minor and are being dealt with, along with our usual maintenance work. The other items noted will be considered when planning our future repair work on the church building.

The annual spring and autumn church and churchyard tidy events were supported by the Guerilla Gardeners and other members of the wider community, both children and adults, and provided an opportunity for social interaction, with the added attraction of free refreshments and cakes to keep up strength and spirits.

We were very grateful for a £1,290 donation towards audio visual equipment and are considering the best use for these funds.

### **Helping those in need**

Activities during the year included:

- Ukrainian Refugees: St Mary's continues to maintain the Balcombe Friends of Ukraine Fund. While the immediate demands for assistance from the Fund have reduced (donations of £480 were made during the year), the current situation in Ukraine is still very uncertain and fluid, and the fund remains available to provide any necessary support to our Ukrainian guests. Whilst many have now returned to Ukraine, they remain in our hearts and one of their carols was once again sung in Ukrainian at our service of Nine Lessons and Carols at Christmas;
- Gifts from the Harvest Festival to local charities and foodbanks;
- Assisting with the collection of donations of clothing and other provisions for Refugees Welcome Crawley;
- Providing grants totalling £546 to support Balcombe CofE Primary School in developing its religious and spiritual environment and in funding bibles for all school leavers; and
- A small grant from the Mrs Robinson Fund to help towards school uniform costs.

## Trustees Annual Report for 2024

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As well as the support referred to above, further donations totalling nearly £3,000 were made out of our general funds to a number of mission and charitable societies, including Chichester Diocesan Family Support Work, Off the Fence Trust, Crawley Refugees Welcome, St Catherine's Hospice, Befriended, The National Churches Trust and Sussex Historic Churches Trust. In addition to this, collections were also raised for the following charities:

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*"Thank you so much  
... Your support really  
does change lives"*

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- The Royal British Legion £448
- The Children's Society £440
- Crawley Open House £90

Other monies, collected as agent, were passed on to Chichester Diocese (in respect of their share of fees for wedding and funerals) and the relevant funeral directors or charities in relation to collections at funerals. There were no balances held at the year end.

### Financial Review

Our total receipts in the year for both our general and restricted funds (excluding those from the sale of investments) were £112,205 (2023 – £252,662). Total payments (excluding those relating to the purchase of investments and loan repayments) were £127,169 (2023 - £404,031).

Receipts relating to our general unrestricted funds totalled £82,896, higher than in 2023 (£76,594), due mainly to higher levels of giving (partly due to some giving being received earlier than usual), higher fees (there was a high number of weddings in the year) and increased fundraising. Payments on our general unrestricted funds were £73,188 (2023 - £70,290). Some commentary on the main items of expenditure is given below but the main increases were in our parish share, fundraising costs (due to increased fundraising) and the fact that the fee of £930 for the independent examination of the 2023 accounts was paid in 2024 (we had not previously paid a fee for this). The resulting surplus for the year on our general unrestricted funds was £9,708 (2023 – £6,304).

Whilst we have managed to realise a surplus on our general funds for the last two years, both our income and our costs are under pressure and we need to continue to try to increase our general income levels.

We are most grateful to all those who have supported St Mary's through donations and by helping with fundraising, which has been a substantial boost to our income. Our thanks are also due to Paula Bennett who organises the 100 Club for us and keeps us informed every month of the lucky winners from St Mary's, the wider community and even former residents of the village.

The village magazine also continues to be an important source of income and we are grateful to Julie Rezac and Alison Musker for dealing with the advertising and to the whole of the magazine production and distribution team.

Receipts and payments on our restricted and designated funds are detailed in the Summary of Financial Receipts and Payments on page 9 and are summarised by fund in note 15 to the accounts. Those on the designated Legacies fund include some renovation project receipts and payments, but these were substantially lower in 2024 than in 2023, when the bulk of the receipts and payments in relation to this project were incurred and flowed through the restricted fabric fund and the designated legacies fund.

The PCC was extremely grateful to receive a legacy donation of £10,000 during the year from the estate of Rosemary Taylor. This has been credited to our designated Legacies fund for use on church development projects.

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

The largest expenditure of the PCC was the sum of £40,723 (2023 – £39,400) paid to the Diocese for our share of the Diocese Parish Ministry Costs. Approximately 63% of this amount relates directly to the clergy costs of this parish such as housing, stipend and pension, the remainder going towards the shared costs of the Christian family including a standard sum for Diocesan central costs, clergy training and a contribution to national church funds, as well as assistance towards the upkeep of churches less able to manage than ourselves.

## Trustees Annual Report for 2024

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### **Staff and contract costs**

Due to ongoing difficulties in recruiting a youth group leader, our youth group continues to be run by volunteers. We therefore had no employment costs during the year (see note 9 to the accounts).

The services of a gardener to maintain the churchyard and a parish administrator (through our Legacies Fund) are also paid for although we benefitted from our volunteer music director donating his services for free during the year.

### **Other costs**

We strive to keep our basic general costs (including church and churchyard running costs and administration costs) at a steady level although costs are under pressure. Church running costs were lower in 2024 than in 2023 due to some one-off maintenance costs in 2023. However, churchyard costs have increased on the appointment of a new contractor following the retirement of Neil Lindsay-Stewart, to whom we are most grateful for many years of service.

### **Trustee payments and expenses**

Payments to trustees and persons connected to trustees are set out in notes 10 and 11 to the accounts.

### **Volunteers**

We are in the fortunate position of having a large number of volunteers, who freely give up their time to enable us to do all that we do. The value of this time is immeasurable and we are deeply grateful to them all.

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

It is PCC policy to seek to maintain a balance on the general unrestricted funds which equates to a minimum of approximately three months' worth of unrestricted payments as contingency against unforeseen situations, together with a further £50,000 for fabric repair emergencies, given that we are a Grade 1 listed building.

The closing balances on our general and designated funds at the year end (including investments at cost but less amounts owing at the year end) are some £10,000 in excess of the amount set out in our reserves policy above. However, some of these funds have been earmarked for other, specific purposes. Taking these into account, our reserves at the year end are in line with our reserves policy. Having reviewed the overall position, the PCC considers that the funds held at the year end are sufficient to meet its needs.

As well as holding the reserves referred to above, the PCC from time to time receives restricted donations for expenditure on particular purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the donation. Details of our restricted funds are given in note 15 to the accounts.

### **Management of risks and their mitigation**

The PCC regularly reviews the major risks which might impact on the work of the church and maintains a risk register summarising all potential risks. The PCC considers that the principal risks and uncertainties are:

- The need to fund unexpected costs associated with the church's listed building.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation.
- Insufficient income, particularly as we lose some of our older, generous donors.
- Lack of sufficient space in the churchyard. We are liaising with the Parish Council in relation to this.
- The health and safety within the church building.

These issues are regularly reviewed by the PCC and actions taken to mitigate risks where possible.

### **Structure, governance and management of the charity**

The Parochial Church Council (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.

## Trustees Annual Report for 2024

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

*Ex Officio members*

Incumbent: The Revd Canon David King

Wardens: Mr Mostyn Field

Mrs Jacqueline Matthews (appointed May 2024)

Mrs Denise Vickerstaff (resigned as warden in May 2024 and has acted as deputy church warden since then)

*Deanery Synod* Mr Andrew Hewitt

Mrs Denise Vickerstaff

Mrs Julia Wilson

*Elected Members* Miss Caroline Carpenter (resigned February 2024)

Mrs Karen Deck

Mrs Rachel Dinneen (appointed June 2024)

Mrs Sue Etheridge (resigned May 2024)

Mr Mostyn Field

Mrs Rachel Field

Mrs Jacky Hall (resigned May 2024)

Mr Oliver Jackson (resigned May 2024)

Mr Paul Mitchell

Mrs Rosy Telford

Mr Jeff Thompson

Mrs Julia Wilson

In addition, Mrs Susie Hewitt holds the post of Secretary to the PCC.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent; the churchwardens; members of the Deanery, Diocesan or General Synods) and up to 12 lay members of the church who are elected at the Annual Parochial Church Meeting (APCM). The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The PCC has a Standing Committee as required by law. This committee has the power to transact the business of the PCC between its meetings, subject to any directions given by the full PCC.

Deanery synod meetings are attended, when possible, by our Deanery Synod Representatives and the church community are always welcome to attend and do so on occasions.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd Canon David King, PCC Chairman.



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Date: 3 February 2025

## Summary of Financial Receipts and Payments

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

	<i>Unrestricted</i>		<i>Restricted</i> Funds	<i>Total</i>	<i>Restated</i>	<i>Notes</i>
	General Fund	Designated Funds		All Funds 2024	All Funds 2023	
	£	£	£	£	£	
<b>Receipts from:</b>						
Donations and legacies	56,447	18,081	11,130	<b>85,658</b>	230,703	
Charitable activities	6,395	-	-	<b>6,395</b>	4,314	
Other trading activities	18,577	-	98	<b>18,675</b>	15,634	
Investments	1,477	-	-	<b>1,477</b>	2,011	
	<b>82,896</b>	<b>18,081</b>	<b>11,228</b>	<b>112,205</b>	252,662	3
Loans received	-	-	-	-	<b>25,000</b>	
Receipts from sale of investments	-	44,562	-	<b>44,562</b>	-	
<b>Total receipts</b>	<b>82,896</b>	<b>62,643</b>	<b>11,228</b>	<b>156,767</b>	277,662	3
<b>Expenditure on:</b>						
Charitable costs	66,357	51,637	2,344	<b>120,338</b>	398,245	6
Trading costs	6,831	-	-	<b>6,831</b>	5,786	6
	<b>73,188</b>	<b>51,637</b>	<b>2,344</b>	<b>127,169</b>	404,031	
Loan repayments	-	-	8,500	<b>8,500</b>	-	
Purchase of investments	-	44,562	-	<b>44,562</b>	-	
<b>Total payments</b>	<b>73,188</b>	<b>96,199</b>	<b>10,844</b>	<b>180,231</b>	404,031	6
<b>Net receipts/ (net payments)</b>	<b>9,708</b>	<b>(33,556)</b>	<b>384</b>	<b>(23,464)</b>	<b>(126,369)</b>	
Transfers between funds		-		-	-	
<b>Net movement in funds</b>	<b>9,708</b>	<b>(33,556)</b>	<b>384</b>	<b>(23,464)</b>	<b>(126,369)</b>	
Bank accounts at 1 January	4,149	40,540	12,372	<b>57,061</b>	183,430	
<b>Bank accounts at 31 December</b>	<b>13,857</b>	<b>6,984</b>	<b>12,756</b>	<b>33,597</b>	57,061	A&L

## Statement of Assets and Liabilities

Our assets and liabilities at the year-end were as follows:

	Unrestricted		Restricted Funds	Total All Funds 2024	Restated All Funds 2023
	General Fund	Designated Funds			
	£	£	£	£	£
<b>Assets:</b>					
Cash	-	-	45	45	295
Bank current accounts	7,695	-	-	7,695	8,538
Bank deposit accounts	6,162	6,984	12,711	25,857	48,228
<b>Total bank and deposit accounts</b>	<b>13,857</b>	<b>6,984</b>	<b>12,756</b>	<b>33,597</b>	<b>57,061</b>
989 CBF Investment Fund shares (at cost)	35,000	424	-	35,424	35,424
CBF Short Duration Fund Bond (at cost)	-	-	-	-	50,000
CBF Church of England Deposit Fund (at cost)	-	44,562	-	44,562	-
<b>Investment assets at cost</b>	<b>35,000</b>	<b>44,986</b>	<b>-</b>	<b>79,986</b>	<b>85,424</b>
<b>Total bank deposits and investments (at cost)</b>	<b>48,857</b>	<b>51,970</b>	<b>12,756</b>	<b>113,583</b>	<b>142,485</b>
Gift Aid recoverable	3,343	-	-	3,343	3,547
Other debtors	1,239	649	-	1,888	1,803
<b>Debtors</b>	<b>4,582</b>	<b>649</b>	<b>-</b>	<b>5,231</b>	<b>5,350</b>
Piano	4,462	-	-	4,462	4,462
Sound system	9,368	-	-	9,368	9,366
Photocopier	6,231	-	-	6,231	6,231
<b>Tangible fixed assets at cost</b>	<b>20,061</b>	<b>-</b>	<b>-</b>	<b>20,061</b>	<b>20,059</b>
<b>Total assets</b>	<b>73,500</b>	<b>52,619</b>	<b>12,756</b>	<b>138,875</b>	<b>167,894</b>
<b>Liabilities:</b>					
Utilities used since last billed	1,020	-	-	1,020	610
Invoices unpaid at year end	411	-	-	411	637
Renovation project costs (including retentions)	-	7,132	-	7,132	41,748
Archdeacon's loan (interest free , repayable in 2 instalments, in April 2025 and April 2026)	16,500	-	-	16,500	25,000
<b>Total liabilities</b>	<b>17,931</b>	<b>7,132</b>	<b>-</b>	<b>25,063</b>	<b>67,995</b>

This Financial Report for the year ended 31<sup>st</sup> December 2024, including the notes following, was approved by the PCC and signed on its behalf by the Revd Canon David King, PCC Chairman:



Date: 3 February 2025

## Notes to the Financial Report

1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis. Comparatives for 2023 have been restated to this basis from the accruals basis.

2 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

3 Total receipts can be analysed as follows:

	Unrestricted		Restricted Funds	Total All Funds 2024	Restated All Funds 2023
	General Fund	Designated Funds			
	£	£	£	£	£
Tax efficient planned giving (excl. tax refunds)	22,721	-	-	22,721	27,683
Other planned giving	9,060	-	-	9,060	3,060
Loose cash collections and other donations	15,571	-	11,130	26,701	30,516
Gift Aid recovered	8,663	-	-	8,663	9,819
Legacies	-	10,000	-	10,000	-
Grants	432	8,081	-	8,513	159,625
<b>Donations and legacies</b>	<b>56,447</b>	<b>18,081</b>	<b>11,130</b>	<b>85,658</b>	<b>230,703</b>
Fees for weddings & funerals	6,395	-	-	6,395	4,314
<b>Charitable activities</b>	<b>6,395</b>	<b>-</b>	<b>-</b>	<b>6,395</b>	<b>4,314</b>
Fund-raising	10,470	-	-	10,470	8,546
Sales of the village magazine	2,593	-	-	2,593	2,727
Magazine advertisement fees	4,292	-	-	4,292	4,106
Baby & Toddler group	1,072	-	-	1,072	-
Youth group subscriptions	-	-	98	98	106
Other	150	-	-	150	149
<b>Other trading activities</b>	<b>18,577</b>	<b>-</b>	<b>98</b>	<b>18,675</b>	<b>15,634</b>
Bank deposit interest	643	-	-	643	1,079
CBF Short Duration Bond Fund dividends	834	-	-	834	932
<b>Investments</b>	<b>1,477</b>	<b>-</b>	<b>-</b>	<b>1,477</b>	<b>2,011</b>
<b>Receipts (excluding re loans and sale of investments)</b>	<b>82,896</b>	<b>18,081</b>	<b>11,228</b>	<b>112,205</b>	<b>252,662</b>
Loans received	-	-	-	-	25,000
Receipts from sale of investments	-	44,562	-	44,562	-
<b>Total receipts on all funds</b>	<b>82,896</b>	<b>62,643</b>	<b>11,228</b>	<b>156,767</b>	<b>277,662</b>

4 The 2024 legacy income represents a bequest from the estate of Rosemary Taylor. No legacies were received in 2023.

5 The grants received in 2024 represent amounts received from the Listed Places of Worship Scheme towards VAT incurred on works to the fabric of the church. The grants received in 2023 include those received towards our renovation project from The Friends of St Mary's, the Benefact Trust, the Foulerton Trust, The Sussex Historic Churches Trust, the National Churches Trust and the Garfield West Foundation, as well as amounts received from the Listed Places of Worship Scheme.

## Notes to the Financial Report

6 Total payments can be analysed as follows:

	Unrestricted		Restricted Funds	Total All Funds 2024	Restated All Funds 2023
	General Fund	Designated Funds			
	£	£	£	£	£
Charitable grants and donations	2,983	-	1,146	4,129	6,577
Parish share to Chichester Diocese	40,723	-	-	40,723	39,400
Clergy expenses (including rectory)	3,922	2,400	-	6,322	7,197
Salaries and honoraria incl NI	-	-	-	-	-
Organists	-	-	-	-	-
Provision of services	1,441	-	-	1,441	2,543
Junior church	165	-	-	165	-
Church running costs and maintenance	8,647	-	-	8,647	10,367
Insurance	2,782	-	-	2,782	2,546
Repairs and renewals and Quinquennial costs	-	49,237	1,000	50,237	325,884
Upkeep of churchyard	2,508	-	-	2,508	1,820
Administration, printing and stationery	480	-	-	480	880
Baby & Toddler group	778	-	-	778	-
Youth group activities	-	-	198	198	306
Other charitable costs	1,928	-	-	1,928	725
<b>Charitable costs</b>	<b>66,357</b>	<b>51,637</b>	<b>2,344</b>	<b>120,338</b>	<b>398,245</b>
Fund-raising events and activities	4,730	-	-	4,730	3,649
Village magazine printing	2,101	-	-	2,101	1,993
Other trading costs	-	-	-	-	144
<b>Trading costs</b>	<b>6,831</b>	<b>-</b>	<b>-</b>	<b>6,831</b>	<b>5,786</b>
<b>Payments (excl loans and purchase of investments)</b>	<b>20,208</b>	<b>49,237</b>	<b>1,000</b>	<b>70,446</b>	<b>345,687</b>
Loan repayments	-	-	8,500	8,500	-
Purchase of investments	-	44,562	-	44,562	-
<b>Total payments on all funds</b>	<b>73,188</b>	<b>96,199</b>	<b>10,844</b>	<b>180,231</b>	<b>404,031</b>

7 Details of charitable grants and donations are given in the Trustees Report.

8 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs.

9 Payments to PCC employees were as follows:

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

# St Mary's Church, Balcombe registered charity number 1175472

## Notes to the Financial Report

### 10 Payments to PCC members

The PCC supported the clergy by paying council tax of £1,880 and water and environmental charges amounting to £534 for the rectory plus other costs, including towards broadband, amounting to £852.

No other payments were made to PCC members except in reimbursement for purchases they personally and properly made on behalf of the PCC.

### 11 Transactions with persons related to PCC members

No payments were made to persons related to PCC members except in reimbursement for purchases they personally and properly made on behalf of the PCC.

### 12 Transactions with related charities

The Friends of St Mary's Balcombe Trust, a separate charity, is a related party to this PCC. The Revd Canon David King, Denise Vickerstaff and Charles Wilson (Julia Wilson's husband) are trustees of that charity. There were no transactions with this charity during 2024 (2023 – grant received of £80,000).

The Balcombe Parish Room is also a separately registered charity of which the Revd Canon David King, Mostyn Field and Denise Vickerstaff are trustees. Sue Etheridge and Mostyn Field are also on the management committee of this charity. Payments of £1,093 (2023 – £285) for room hire for PCC, youth group, Baby and Toddler group and other meetings during the year were made to this charity.

Rosy Telford is a trustee of the Balcombe Gardeners' Association. A receipt of £150 (2023 - £150) was received from this association for the printing of their year book.

### 13 Investments

Movements on investments during the year can be summarised as follows:

	CBF CofE Investment Fund Acc	CBF CofE Short Duration Bond Fund Inc	CBF CofE Deposit Fund	Total
	£	£	£	£
<b>Cost</b>				
At 31 December 2023	35,424	50,000	-	85,424
Sale proceeds	-	(44,562)	-	(44,562)
Purchases	-	-	44,562	44,562
Realised loss on disposal	-	(5,438)	-	(5,438)
At 31 December 2024	<b>35,424</b>	-	<b>44,562</b>	<b>79,986</b>
<b>Market value (incl re-invested income)</b>				
At 31 December 2024	<b>62,061</b>	-	<b>44,846</b>	<b>106,907</b>
At 31 December 2023	59,047	43,245	-	102,292

14 Gift Aid is recoverable on donations received up to year end, the last submitted claim having covered donations to 31 December 2023.

## Notes to the Financial Report

### 15 Statement of funds

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

The Major Projects / Fabric Fund is restricted to projects relating to, and the maintenance of, the church building.

The Organ Appeal Fund is a historic fund which will be used for major repairs to/replacement of the organ.

The School Fund represents donations to be used to assist Balcombe Church of England Primary School in developing its religious and spiritual environment.

The Youth Group Fund represents funds belonging to the youth group, Locus.

The Mrs Robinson Fund represents funds restricted to help needy children and women in the parish.

The Balcombe Friends of Ukraine Fund was established primarily to help provide practical support for refugees from the Ukraine housed in Balcombe.

The funds in the Other restricted funds represent a donation towards audio and visual equipment.

**Unrestricted funds** are not subject to any donor restrictions and can be spent as the PCC decides. The Legacies Fund represents legacies received that, in accordance with our legacy policy, are to be spent on development projects in the parish, whether buildings, equipment, mission or staff.

Receipts and payments by fund, together with opening and closing cash and investment balances (at cost) can be summarised as follows:

	Cash and investment balances 1 Jan 2024	Receipts	Payments	Transfers and other gains and losses	Cash and investment balances 31 Dec 2024
	£	£	£	£	£
Major projects/fabric	-	9,500	(9,500)	-	-
Organ appeal	5,214	-	-	-	5,214
School and children fund	1,598	340	(546)	-	1,392
Youth group	179	98	(197)	-	80
Mrs Robinson fund	1,729	-	(121)	-	1,608
Balcombe Friends of Ukraine	3,652	-	(480)	-	3,172
Other	-	1,290	-	-	1,290
<b>Total of all restricted funds</b>	<b>12,372</b>	<b>11,228</b>	<b>(10,844)</b>	<b>-</b>	<b>12,756</b>
Designated fund - Legacies	90,964	62,643	(96,199)	(5,438)	51,970
General fund	39,149	82,896	(73,188)	-	48,857
<b>Total of all unrestricted funds</b>	<b>130,113</b>	<b>145,539</b>	<b>(169,387)</b>	<b>(5,438)</b>	<b>100,827</b>
<b>Total cash and investment balances</b>	<b>£142,485</b>	<b>£156,767</b>	<b>£(180,231)</b>	<b>£(5,438)</b>	<b>£113,583</b>

# Independent Examiner's Report to the PCC of St Mary's Church, Balcombe for the Year Ended 31<sup>st</sup> December 2024

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This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary, Balcombe, on the annual report for the year ended 31<sup>st</sup> December 2024 set out on pages 9 to 14.

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent examiner's statement**

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

**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

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

**Examiner's signature**

*Zoltan Demjan*

**Examiner's name** CAPITALS

ZOLTAN DEMJAN

**Date**

22/05/2025

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

ACCA

**Examiner's address**

1 Portland Close Haywards Heath  
RH16 3UL

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# Accounts

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# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## *St Mary's Church, Balcombe*

St Mary's Church, London Road, Balcombe RH17 6PX

Registered Charity no. 1175472

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For the year ended 31<sup>st</sup> December 2023

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Website: [stmarys-balcombe.org](http://stmarys-balcombe.org)

Incumbent: The Revd D King, The Rectory, Haywards Heath Road, Balcombe RH17 6PA

Independent examiner: Independent Examiners, Unit 2, The Broadbridge Business Centre, Delling Lane, Bosham, PO18 8NF

Bankers: Barclays PLC



# Trustees Annual Report for 2023

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## Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Revd David King, in:

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

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

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

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

- Enabling as many people as possible to worship at our church;
- Enabling as many people as possible to become part of our parish community;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, and learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Providing pastoral care for people living in the parish, including visiting the sick and the bereaved and holding monthly communion services and other services (such as harvest and carol services) in the two local care homes;
- Providing a youth group with a Christian ethos;
- Engaging with Balcombe Church of England Primary School on the governing body and supporting, and being involved in, its activities, including weekly acts of collective worship (and the 'Open the Book' initiative), services in church and in any other way required;
- Helping those in need and supporting other charities and missionary organisations, locally and nationally;
- Reaching out to the whole community; and
- Maintaining the fabric of the church building, both as a historic Grade 1 listed building and as a focus of life in the village.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. We are very grateful to Julia Wilson who continued to hold the position of Safeguarding Officer for the church and who works hard to ensure that the Safeguarding Policy is implemented in all church activities.

## Trustees Annual Report for 2023

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

#### *Attendance at worship*

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

As at 31 December 2023, there were 129 parishioners on the Church Electoral Roll, 32 of whom were not resident in the parish. Five new members were added during the year and one was removed either through death or because they moved away from the area.

During the year, the average regular weekly attendance (including children) counted during October was 95, excluding the school harvest festival, which also took place in October and was attended by a total of 209 children and adults. The number attending worship on Easter Day was 159 and the number attending Christmas services on Christmas Eve and Christmas Day was 329.

Our regular Sunday services during 2023 included the weekly 8am communion service (BCP) and a 10am Eucharist which is replaced by a family service on the first Sunday of the month. We are very grateful to the group of retired clergy who take our Eucharist services on Sundays when Father David is officiating at St Richard's in Haywards Heath and to the family service team.

Sunday Club was temporarily suspended in the summer due to low numbers. Its future is being kept under review. Children's activities are always available at the back of the church.

Special services and festivals that were held and observed during the year included the following:

- A Mothering Sunday Parish Eucharist, with distribution of posies;
- A World Day of Prayer service, which this year came from Taiwan, followed by a Taiwanese pineapple cake, in March;
- An Ash Wednesday service;
- A full programme of services for Holy Week and Easter, which included a Eucharistic service on Palm Sunday with distribution of palm crosses; a Eucharistic service on Maundy Thursday with an Agape meal; both a family 'Sounds of Holy Week' service on Good Friday morning and a service of reflection, music and readings in the afternoon; a Dawn Easter Morning Service on Easter Sunday and a distribution of Easter eggs at our 10am Eucharist;
- A Coronation family service in May, followed by Pimms and cake;
- A Forest Church family service in June, followed by refreshments;
- A Family Pet Service in August, where all were invited to bring pets or pictures of pets;
- A Harvest Family Service, for which the church window sills were beautifully decorated by the school and other Balcombe groups. Non-perishable harvest items brought to the service were offered to local foodbanks;
- An All Souls Remembrance Service, at which the names of those we wished to be remembered were read out and candles were lit;
- The Annual Service of Remembrance in November, which was attended by Balcombe Scout groups and members of the wider community, followed by a meal in the Balcombe Club;
- A candlelit Advent Carol Service of readings, carols and anthems;
- A service of nine lessons and carols, candlelit and followed by mince pies and mulled wine for all; and
- Christmas Services: On Christmas Eve, we held a very well attended family Christingle and Crib Service, at which the Posada arrived back after its journey round the parish throughout Advent, and we welcomed the birth of our Lord Jesus Christ at a Midnight Eucharist with carols. On Christmas Day morning we held a Holy Communion (BCP) service and then a joyful Family Eucharist.

## Trustees Annual Report for 2023

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All of our services are enriched by the high standard of musical support provided by the choir under the direction of our Music Director and Organist, Max Preston Bell, assisted by Ethan Merrick. We are immensely grateful to them all for their hard work, not just for our regular services but also for festivals, weddings, funerals and memorial services as requested. Our growing choir is testament to the effort that has been put into increasing the musical reach of both the choir and the congregation. We are pleased to encourage families to join the choir for the monthly family services.

Bellringing is also an important part of our Christian tradition and worship. We are most grateful to our tower captain, John Moore, who leads our bell ringers every Sunday and on other notable occasions. In 2023 these included the coronation of King Charles, where the ringing involved regular ringers and also gave those who had never rang before the opportunity to do so, and the ringing in of the new year. Our bells also continue to be popular among visiting bellringer groups, and we were glad to receive several visits from the Sussex County Association of Change Ringers and one visit from a group of their young ringers.

Worship in our church is also enhanced by beautiful flower arrangements, particularly at major festivals, and we are very grateful to the small group of people who provide these.

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

As well as our regular church services and main festivals, we undertook a range of services and activities both within and outside the church during the year with the aim of welcoming and nurturing as many from our parish as possible and providing the opportunity for all to join us in a variety of settings. These included:

- The celebration of the baptism of eight children;
- A fortnightly session at Buttercup Barn Nursery, at which this very young group of children enjoy a Bible storytelling with prayer and singing;
- Locus Youth Club, which continues to be popular with 19 young people ranging from 11 to 14 years of age on our books. We meet monthly and the children participate in a range of activities ranging from craft making, baking, toasting marshmallows on a camp fire, paddle boarding on Ardingly reservoir and other sports activities;
- The celebration of the confirmation of three members of our church;
- A pilgrimage to Walsingham shrine in Norfolk with members from St Richard's Church;
- The Avon House Bible Group, which is run weekly during term times;
- Services of communion for the residents of the Avon House and Russettings care homes in the village and to those at home who were not able to attend church services;
- A Lent study group, open to all denominations, which was held in the Parish Room, following the Diocesan Lent Study Course. We were pleased to also welcome some members of St Richard's Church to this group;
- Lent lunches, which were held in Bramble Hall and included a short reflective act of worship;
- A Bible house group and a prayer group that meet on alternate weeks;
- A spring songs of praise service and a harvest service in Russettings care home at which members of the choir and congregation joined the residents in song and prayer.
- Annual care homes carol services. Members of the choir and congregation joined the residents of Avon House and Russettings for short services of carols, with reading and reflection, followed by refreshments. Residents and staff were also invited to suggest favourite carols; and
- Involvement with Balcombe CoFE Primary School – see below.

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*“It was such a lovely [Baptism] service. It felt like a real celebration...”*

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## Trustees Annual Report for 2023

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### **Balcombe CofE Primary School**

As well as having three foundation governors on the school's board of governors, St Mary's was involved in the following school related activities during the year:

- Acts of Collective Worship and 'Open the book': These are held every Tuesday at the school, with Acts of Collective Worship taken by Father David. The 'Open the Book' sessions (based on a scheme created by The Bible Society) are very much enjoyed by pupils, some of whom participate in the presentations of Bible stories and reflection organised and led by a group of volunteers;
  - A monthly prayer group for the school;
  - School services at harvest, Christmas, Easter and in the Summer (the leavers' service) in St Mary's, which were attended by pupils, staff and some family members; and
  - The presentation of Bibles to all school leavers at the end of the school year. Additionally, in 2023, a Bible story book was given to each Reception child;
  - The running of the Pathfinders after-school club at which crafts and games are based on a different Bible story or faith theme each week.

*"I loved the Bible story book, I've nearly finished reading it already..."*

### **Outreach**

Our activities included:

- The distribution of over 800 Easter and Christmas cards from St Mary's to homes throughout the parish;
- Providing teas and cakes on a sunny afternoon at the beautiful Birchanger Gardens, during which we raised over £500;
- The holding of 'Coffee +' mornings on Mondays during term times at which free coffee, tea and pastries are available in the church;
- A pancake café on Shrove Tuesday, open to all and during which donations were collected for the Christian Aid DEC turkey/Syria earthquake appeal;
- At the village coronation picnic in May, members of the St Mary's choir led the singing and Father David awarded the fancy dress prize;
- The Kings Men Concert in July. The church was filled with church and non-church members from within and out of the parish on a glorious evening for this spectacular concert by Choral Scholars of King's College performing a repertoire which included beautiful harmonies, traditional folk songs and more modern hits. £1,260 was raised through ticket sales and donations;
- Attendance at the Village Fete, which was postponed to September, at which the St Mary's stall ran a successful Walls of Jericho activity and displayed details of the restoration work that has been undertaken on the church building;
- The holding of an extremely enjoyable harvest supper and barn dance which was attended by church and non church members of the village;
- At the village Carols around the Christmas Tree, St Mary's choir joined the procession of Mary and Joseph (and donkey) to the village centre and, with Max Preston Bell, led the carol singing;
- Welcoming members from the wider community into our choir. Our choir is open to all and new singers are always very welcome to join us for practices on Fridays, 6.30 to 8pm, and to sing at both our regular services and at special services such as at Easter, Advent and Christmas; and
- Welcoming members of the wider community to join in with bellringing at St Mary's. Practices are held every Tuesday from 7.45pm to 9 pm and new ringers are always welcome to join.

### **Pastoral care**

As well as the care home and home visits referred to above, the pastoral care team continued to be active within the village and valued being kept informed by our church family and friends in the village about people who may be in need of any help or hospital visits. We also provide a contact number for people to use in order to reach us.

## Trustees Annual Report for 2023

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### ***Provision of the church building for use by the community***

During the year, eight baptisms and two weddings took place in the church. A total of six funerals and one memorial service were also held in the church and there were seven interments during the year. Our church continues to be appreciated by our parishioners, and many others, as a space where life events are celebrated with joy and thanksgiving.

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*"Thank you for keeping your church open. I was glad of the opportunity of a quiet moment..."*

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It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. To this end, since the completion of the main works of our renovation project, the church is now open every day for personal prayer and reflection.

Our Book of Remembrance and the opportunity to light candles in remembrance of loved ones continued to provide focus of reflection valued by members of our Balcombe community.

### ***Maintenance of our historic church building***

2023 saw a major renovation project to help restore the church and to protect its 800 years of history. This project included exterior repairs comprising the roof, valley gutters, wall pointing and entry stones, along with interior repairs to the North Aisle/Vestry arch, Chancel and Chancel arch, the Lady Chapel ceiling and the South Aisle ceiling/wall. The amount of work required was extensive and had to be expanded as further issues were uncovered during the course of the project. The project is now complete, subject to some minor snagging associated with damp. The project work was kindly supported by grants from The Friends of St Mary's, the Benefact Trust, the Foulerton Trust, the Sussex Historic Churches Trust, the National Churches Trust and the Garfield Weston Foundation.

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*"Fascinating history. A church that is clearly loved."*

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The annual church and churchyard tidy in November was supported by the Guerilla Gardeners and other members of the wider community, both children and adults, and was an opportunity for social interaction, with the added attraction of free refreshments and cakes to keep up strength and spirits.

The 5 yearly Quinquennial Review of the fabric of the church is being carried out in early 2024, setting the agenda for any further repair and maintenance work for the church building.

We are very grateful to Alex Henderson, our Health and Safety Officer, who has worked hard ensure that all people using and visiting the church and churchyard are kept safe at all times.

### ***Helping those in need***

Activities during the year included:

- Ukrainian Refugees: St Mary's continues to maintain the Balcombe Friends of Ukraine Fund which has made donations of £2,895 during the year to provide support to Ukrainian guests in our village, some of whom now returned to Ukraine. However, they remain in our hearts and one of their carols was once again sung in Ukrainian at our service of Nine Lessons and Carols at Christmas;
- Gifts from the Harvest Festival to local foodbanks;
- Assisting with the collection of donations of clothing and other provisions for Refugees Welcome Crawley;
- Providing grants totalling £815 to support Balcombe CofE Primary School in developing its religious and spiritual environment and in funding bibles for all school leavers; and
- A small grant from the Mrs Robinson Fund to help towards school uniform costs.

## Trustees Annual Report for 2023

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As well as the support referred to above, further donations totalling £2,850 were made out of our general funds to a number of mission and charitable societies (see note 4 to the accounts for details). In addition to this, collections were also raised for the following charities:

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*"Thank you for your wonderful gift ... to support our work tackling poverty."*

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• The Royal British Legion	£414
• Christian Aid Turkey/Syria earthquake appeal	£717
• The Samara Aid Appeal	£130
• The Children's Society	£370
• Crawley Open House	£109

Other monies, collected as agent, were passed on to Chichester Diocese (in respect of their share of fees for wedding and funerals) and the relevant funeral directors or charities in relation to collections at funerals. There were no balances held at the year end.

### Financial Review

Our total income for the year for both our general and restricted funds was £250,943 (2022 – £127,445)

Of this, the income relating to our general unrestricted funds was £77,009, slightly lower than in 2022 (£78,754) (see detail in the accounts). Total costs on our general unrestricted funds were £71,799 (2022 - £70,622) and are also detailed in the accounts. The resulting surplus for the year on our general unrestricted funds was £5,210 (2022 – £8,132).

Whilst we are managing to keep our general costs fairly steady, they are under pressure and we need to address our general income levels, particularly as we have sadly lost some of our older members.

We are most grateful to all those who donate and who help with our fundraising. Our thanks are also due to Paula Bennett who organises the 100 Club for us and keeps us informed every month of the lucky winners from St Mary's, the wider community and even former residents of the village.

The parish magazine also continues to be an important source of income and we are grateful to Julie Rezac and Alison Musker for dealing with the advertising and to the whole of the magazine distribution team.

Income on our restricted funds totalled £121,326 (2022 - £45,876), most of which related to the Fabric Fund, the income for which included £16,600 of donations, and £104,500 of grants towards our renovation project.

The costs of the renovation project totalled over £367,000 although we received grants of over £54,000 from the Listed Places of Worship Scheme towards the VAT element of these costs. The balance of the costs has been met from grants and from our designated legacies fund, together with an Archdeacon's loan of £25,000.

A summary of movements on all of our funds is set out in note 17 of the accounts.

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

The largest expenditure of the PCC was the sum of £39,400 (2022 – £42,500) paid to the Diocese for our share of the Diocese Parish Ministry Costs. Approximately 62% of this amount relates directly to the clergy costs of this parish such as housing, stipend and pension, the remainder going towards the shared costs of the Christian family including a standard sum for Diocesan central costs, clergy training and a contribution to national church funds, as well as assistance towards the upkeep of churches less able to manage than ourselves.

#### **Staff and contract costs**

Due to ongoing difficulties in recruiting a youth group leader, our youth group continues to be run by volunteers. We also no longer have an employed parish administrator. We therefore had no employment costs during the year (see note 5 to the accounts).

The services of a gardener to maintain the churchyard and a parish administrator (through our Legacies Fund) are also paid for although we benefitted from our volunteer music director donating his services for free during the year.

#### **Other costs**

We strive to keep our basic general costs (including church and churchyard running costs and administration costs) at a steady level although costs are under pressure. Church running costs were particularly high this year due to high gas and electricity costs together with some one-off maintenance costs.

## Trustees Annual Report for 2023

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### *Trustee payments and expenses*

Payments to trustees and persons connected to trustees are set out in notes 6 and 7 to the accounts.

### *Volunteers*

We are in the fortunate position of having a large number of volunteers, who freely give up their time to enable us to do all that we do. The value of this time is immeasurable and we are deeply grateful to them all.

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

It is PCC policy to seek to maintain a balance on the general unrestricted funds which equates to a minimum of approximately three months' worth of unrestricted payments as contingency against unforeseen situations, together with a further £50,000 for fabric repair emergencies, given that we are a Grade 1 listed building.

The closing balances on our general and designated funds at the year end are some £16,000 in excess of the amount set out in our reserves policy above. However, some of these funds have been earmarked for other, specific purposes. Taking these into account, our reserves at the year end are in line with our reserves policy. Having reviewed the overall position, the PCC considers that the funds held at the year end are sufficient to meet its needs.

As well as holding the reserves referred to above, the PCC from time to time receives restricted donations for expenditure on particular purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the donation. Details of our restricted funds are given in Note 17 to the accounts.

### **Management of risks and their mitigation**

The PCC regularly reviews the major risks which might impact on the work of the church and maintains a risk register summarising all potential risks. The PCC considers that the principal risks and uncertainties are:

- The need to fund unexpected costs associated with the church's listed building.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation.
- Insufficient income, particularly as we lose some of our older, generous donors.
- Lack of sufficient space in the churchyard. We are liaising with the Parish Council in relation to this.
- The health and safety within the church building.

These issues are regularly reviewed by the PCC and actions taken to mitigate risks where possible.

### **Structure, governance and management of the charity**

The Parochial Church Council (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.

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

#### *Ex Officio members*

Incumbent:	The Revd David King	
Wardens:	Mrs Karen Deck	(resigned as warden April 2023)
	Mr Mostyn Field	(appointed as warden April 2023)
	Mrs Denise Vickerstaff	

## Trustees Annual Report for 2023

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### *Ex-Officio members (cont'd)*

<i>Deanery Synod</i>	Mrs Rachel Field	(resigned June 2023)
	Mr Andrew Hewitt	(appointed November 2023)
	Mrs Jane Lindsay-Stewart	(resigned April 2023)
	Mrs Denise Vickerstaff	
	Mrs Julia Wilson	(appointed as Deanery Synod rep April 2023)

<i>Elected Members</i>	Miss Caroline Carpenter	(resigned February 2024)
	Mrs Rachel Dinneen	(Secretary – resigned April 2023)
	Mrs Sue Etheridge	
	Mr Mostyn Field	
	Mrs Jacky Hall	
	Mr Oliver Jackson	(appointed April 2023)
	Mr Paul Mitchell	
	Mrs Rosy Telford	
	Mr Jeff Thompson	
	Mrs Julia Wilson	

In addition, Mrs Susie Hewitt took over the post of Secretary to the PCC in April 2023.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent; the churchwardens; members of the Deanery, Diocesan or General Synods) and up to 12 lay members of the church who are elected at the Annual Parochial Church Meeting (APCM). The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The PCC has a Standing Committee as required by law. This committee has the power to transact the business of the PCC between its meetings, subject to any directions given by the full PCC.

Deanery synod meetings are attended, when possible, by our Deanery Synod Representatives and the church community are always welcome to attend and do so on occasions.

We are delighted that Father David was appointed as Honorary Canon of Chichester Cathedral, taking the Stall of the Prebendary of Bury, in September 2023. Members of our congregation enjoyed attending his service of installation at Chichester Cathedral.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd David King, PCC Chairman.

  
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Date: 25 April 2024

## Statement of Financial Activities

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

	Unrestricted		Restricted Funds	Total All Funds 2023	Restated All Funds 2022	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	54,939	52,608	121,220	<b>228,767</b>	104,826	
Charitable activities	4,531	-	-	<b>4,531</b>	5,095	
Other trading activities	15,528	-	106	<b>15,634</b>	15,958	
Investments	2,011	-	-	<b>2,011</b>	1,566	
<b>Total income</b>	<b>77,009</b>	<b>52,608</b>	<b>121,326</b>	<b>250,943</b>	127,445	2
<b>Expenditure on:</b>						
Raising funds	-	-	-	-	299	
Charitable activities	66,012	204,744	170,746	<b>441,502</b>	99,706	
Other trading activities	5,787	-	-	<b>5,787</b>	7,791	
Other expenditure	-	-	-	-	-	
<b>Total expenditure</b>	<b>71,799</b>	<b>204,744</b>	<b>170,746</b>	<b>447,289</b>	107,796	3
Net gains (or losses) on investments	-	<b>9,063</b>	-	<b>9,063</b>	(16,777)	10
<b>Net income or (net expenditure)</b>	<b>5,210</b>	<b>(143,073)</b>	<b>(49,420)</b>	<b>(187,283)</b>	2,872	
<i>Reconciliation of funds:</i>						
<b>Net movement in funds</b>	<b>5,210</b>	<b>(143,073)</b>	<b>(49,420)</b>	<b>(187,283)</b>	2,872	
Total funds brought forward	35,959	185,311	61,792	<b>283,062</b>	280,190	
<b>Total funds carried forward</b>	<b>41,169</b>	<b>42,238</b>	<b>12,372</b>	<b>95,779</b>	283,062	

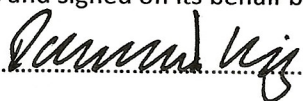
# St Mary's Church, Balcombe registered charity number 1175472

## Balance Sheet

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

	Total Funds 2023	Restated Total Funds 2022	Notes
	£	£	
Tangible assets	1	1	
Investments	102,292	93,229	
<b>Total fixed assets</b>	<b>102,293</b>	93,230	10
Debtors	5,350	7,070	12
Short term deposits	5,025	31,877	
Cash at bank and in hand	52,036	151,553	
<b>Total current assets</b>	<b>62,411</b>	190,500	
Creditors: Amounts falling due within one year	(43,925)	(668)	13
<b>Net current assets or (liabilities)</b>	<b>18,486</b>	189,832	
<b>Total assets less current liabilities</b>	<b>120,779</b>	283,062	
Creditors: Amounts falling due after more than one year	(25,000)	-	14
<b>Total net assets or (liabilities)</b>	<b>95,779</b>	283,062	
<b>The funds of the charity:</b>			
Restricted income funds	12,372	61,792	
Unrestricted funds - General	41,169	35,959	
Unrestricted fund - Designated	42,238	185,311	
<b>Total unrestricted funds</b>	<b>83,407</b>	221,270	
<b>Total charity funds</b>	<b>95,779</b>	283,062	17

This Financial Report for the year ended 31<sup>st</sup> December 2023, including the notes following, was approved by the PCC and signed on its behalf by the Revd David King, PCC Chairman:

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Date: 25 April 2024

# Notes to the Financial Statements

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## 1 Accounting policies

### Basis of preparation

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

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. 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* – These comprise: 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

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

### Donations and legacies

*Collections* are recognised when received.

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

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

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

### Charitable activities

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

### Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a) when received; or b) in the case of concerts, for the year in which the event occurs, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place.

Sales of parish magazines and for parish magazine advertising are recognised when received.

### Investment income

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

### All other income

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

### 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.

## Notes to the Financial Statements

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### Expenditure

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

### Grants

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

### Church activities

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

### Taxation

The Parochial Church Council of Balcombe is a registered charity and has no tax liability for the year.

### Fixed assets

#### *Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.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. For other property acquired prior to 2000 there is insufficient cost information available and therefore the cost of such assets is stated at a nominal £1 in the financial statements

All expenditure on consecrated or beneficed buildings and individual items costing under £1,000 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:

Fixtures and fittings	20%
Audio visual	20%
Office equipment	20%

### Investments

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

### Current Assets

Debtors and creditors receivable or payable within one year are recorded at transaction price, less a provision for any amounts that may prove uncollectable.any losses from impairment.

Short-term deposits include cash held on deposit at the bank that are available within a notice period of less than one year.

Cash at bank represent funds available to the PCC with no notice period.

### Creditors due in over one year

Creditors due in over one year represent amounts owing in relation to an ArchDeacon's loan. No interest is payable and these amounts are recorded at transaction price.

## Notes to the Financial Statements

### 2 Analysis of income

	Unrestricted		Restricted Funds	Total	Restated
	General Fund	Designated Funds		All Funds 2023	All Funds 2022
	£	£	£	£	£
Planned giving, gift-aided (excl. tax refunds)	27,683	-	-	<b>27,683</b>	29,546
Planned giving, non gift-aided	3,060	-	-	<b>3,060</b>	1,634
Loose cash collections and other donations	13,916	-	16,600	<b>30,516</b>	36,555
Gift Aid recoverable	9,848	-	-	<b>9,848</b>	10,171
Legacies	-	-	-	-	-
Grants	432	52,608	104,620	<b>157,660</b>	26,920
<b>Donations and legacies</b>	<b>54,939</b>	<b>52,608</b>	<b>121,220</b>	<b>228,767</b>	104,826
Fees for weddings & funerals	4,531	-	-	<b>4,531</b>	5,095
<b>Charitable activities</b>	<b>4,531</b>	-	-	<b>4,531</b>	5,095
Fund-raising	8,546	-	-	<b>8,546</b>	8,575
Sales of the parish magazine	2,727	-	-	<b>2,727</b>	2,697
Magazine advertisement fees	4,106	-	-	<b>4,106</b>	4,407
Youth group subscriptions	-	-	106	<b>106</b>	86
Other	149	-	-	<b>149</b>	193
<b>Other trading activities</b>	<b>15,528</b>	-	<b>106</b>	<b>15,634</b>	15,958
Bank deposit interest	1,079	-	-	<b>1,079</b>	386
CBF Short Duration Bond Fund dividends	932	-	-	<b>932</b>	1,180
<b>Investments</b>	<b>2,011</b>	-	-	<b>2,011</b>	1,566
<b>Total income on all funds</b>	<b>77,009</b>	<b>52,608</b>	<b>121,326</b>	<b>250,943</b>	127,445

## Notes to the Financial Statements

### 3 Analysis of expenditure

	Unrestricted		Restricted Funds	Total All Funds 2023	Restated All Funds 2022	Notes
	General Fund	Designated Funds				
Stewardship costs	£ -	£ -	£ -	£ -	£ 299	
<b>Cost of raising funds</b>	-	-	-	-	£299	
Charitable grants and donations	2,850	-	3,726	<b>6,576</b>	11,765	4
Diocesan parish share	39,400	-	-	<b>39,400</b>	42,500	
Clergy and other people's expenses	3,598	-	-	<b>3,598</b>	2,674	
Parish administrator	-	3,825	-	<b>3,825</b>	3,950	
Salaries and honoraria incl NI / organists	-	-	-	-	90	
Provision of services	2,543	-	-	<b>2,543</b>	1,193	
Church running costs and maintenance	13,385	-	-	<b>13,385</b>	8,226	
Junior church	-	-	-	-	222	
Repairs and renewals and quinquennial costs	-	200,919	166,714	<b>367,633</b>	23,440	
Upkeep of churchyard	1,820	-	-	<b>1,820</b>	2,932	
Administration, printing and stationery	1,359	-	-	<b>1,359</b>	461	
Youth group activities	-	-	306	<b>306</b>	111	
Governance costs	1,035	-	-	<b>1,035</b>	-	
Depreciation	-	-	-	-	1,143	8
Other charitable costs	22	-	-	<b>22</b>	999	
<b>Cost of charitable activities</b>	<b>66,012</b>	<b>204,744</b>	<b>170,746</b>	<b>441,502</b>	99,706	
Fund-raising events and activities	3,649	-	-	<b>3,649</b>	4,276	
Parish magazine printing	1,993	-	-	<b>1,993</b>	2,234	
Other trading costs	145	-	-	<b>145</b>	1,281	
<b>Cost of other trading activities</b>	<b>5,787</b>	-	-	<b>5,787</b>	7,791	
<b>Total expended on all funds</b>	<b>71,799</b>	<b>204,744</b>	<b>170,746</b>	<b>447,289</b>	107,796	

## Notes to the Financial Statements

### 4 Charitable grants and donations

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023	Restated Total Funds 2022
	£	£	£	£	£
<b>UK:</b>					
<i>Chichester Diocese Family Support Work</i>	600	-	-	<b>600</b>	438
<i>Refugees Welcome Crawley</i>	600	-	-	<b>600</b>	300
<i>Off the Fence Trust</i>	600	-	-	<b>600</b>	300
<i>Befriended</i>	600	-	-	<b>600</b>	300
<i>Sussex Historic Churches Trust</i>	300	-	-	<b>300</b>	300
<i>National Churches Trust</i>	100	-	-	<b>100</b>	-
<i>Mind</i>	-	-	-	-	300
<i>Crawley Open House</i>	-	-	-	-	300
<i>The Samaritans</i>	-	-	-	-	300
<i>Hope Charity Project</i>	-	-	-	-	300
<i>Grants / donations from School Fund</i>	-	-	815	<b>815</b>	583
<i>Grants / donations from BFOU Fund</i>	-	-	2,895	<b>2,895</b>	7,474
<i>Other</i>	50	-	16	<b>66</b>	870
	<b>2,850</b>	-	<b>3,726</b>	<b>6,576</b>	11,765

### 5 Staff costs

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	£	
<b>Remuneration</b>						
<i>Wages and salaries</i>	-	-	-	-	30	
<i>Employer social security costs</i>	-	-	-	-	-	
<i>Employer pension costs</i>	-	-	-	-	-	
	-	-	-	-	30	

### 6 Payments to PCC members

The PCC supported the clergy by paying council tax of £1,351 and water and environmental charges amounting to £404 for the rectory plus other costs, including towards broadband, amounting to £784.

No other payments were made to PCC members except in reimbursement for purchases they personally and properly made on behalf of the PCC.

## Notes to the Financial Statements

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### 7 Transactions with persons related to PCC members

Payments totalling £1,820 (2022 - £2,931) were made to Neil Lindsay-Stewart, the husband of Jane Lindsay-Stewart, for services relating to the maintenance and renovation of the churchyard. Payments of £nil (2022 - £220) were also made to Toby Vickerstaff, a son of Denise Vickerstaff, for maintenance of the rectory garden whilst in interregnum.

### 8 Transactions with related charities

The Friends of St Mary's Balcombe Trust, a separate charity, is a related party to this PCC. The Revd David King and Denise Vickerstaff are trustees of that charity. A grant of £80,000 was received from this charity during the year (2022 - £nil).

The Balcombe Parish Room is also a separately registered charity of which the churchwardens are trustees. Sue Etheridge and Mostyn Field are also on the management committee of this charity. Payments of £285 (2022 - £60) for room hire were made to this charity.

Rosy Telford is a trustee of the Balcombe Gardeners' Association. A receipt of £150 (2022 - £120) was received from the Balcombe Gardeners' Association for the printing of their year book.

### 9 Governance costs

The governance costs incurred during the year comprise the fee for the independent examination of the accounts of £930 (2022 - £nil) and room hire costs for trustees' meetings of £105 (2022 - £nil).

### 10 Fixed assets

#### a) Investments

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023
	£	£	£	£
Market value 1 January 2023 (restated)	-	93,229	-	93,229
Disposals at carrying value	-	-	-	-
Purchases at cost	-	-	-	-
Net gains and revaluation	-	9,063	-	9,063
Transfer	35,000	(35,000)	-	-
<b>Market value 31 December 2023</b>	<b>35,000</b>	<b>67,292</b>	-	<b>102,292</b>

The investments held at 31 December 2023 comprised:

- 989 shares in the CBF Church of England Investment Fund with a cost of £35,424 (2022 - £35,424) and a market value of £59,047 (2022 - £52,416); and
- 29,875 shares in the CBF Short Duration Bond Fund with a cost of £50,000 (2022 - £50,000) and a market value of £43,245 (2022 - £40,813).

## Notes to the Financial Statements

### 10 Fixed assets (continued)

#### b) Tangible fixed assets

	Piano and other	Audio visual equipment	Office equipment	Total fixed assets
	£	£	£	£
<b>Cost</b>				
At 1 January (restated) and 31 December 2023	<b>4,463</b>	<b>9,368</b>	<b>6,231</b>	<b>20,062</b>
<b>Charge for impairment</b>				
At 1 January 2023	(4,462)	(9,368)	(6,231)	<b>(20,061)</b>
Charge for the year	-	-	-	-
At 31 December 2023	<b>(4,462)</b>	<b>(9,368)</b>	<b>(6,231)</b>	<b>(20,061)</b>
<b>Net book amounts</b>				
<b>At 31 December 2023</b>	<b>1</b>	-	-	<b>1</b>
<i>At 31 December 2022 - restated</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>1</i>

### 11 Analysis of net assets by fund

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023	Restated Total Funds 2022
	£	£	£	£	£
Tangible fixed assets for church use	1	-	-	<b>1</b>	<i>1</i>
Investments - fixed assets	35,000	67,292	-	<b>102,292</b>	<i>93,229</i>
Current assets (except cash)	4,196	1,154	-	<b>5,350</b>	<i>7,070</i>
Cash at bank and on deposit	4,149	40,540	12,372	<b>57,061</b>	<i>183,430</i>
Current liabilities	(2,177)	(41,748)	-	<b>(43,925)</b>	<i>(668)</i>
Long term liabilities	-	(25,000)	-	<b>(25,000)</b>	<i>-</i>
	<b>41,169</b>	<b>42,238</b>	<b>12,372</b>	<b>95,779</b>	<i>283,062</i>

### 12 Debtors

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023	Restated Total Funds 2022
	£	£	£	£	£
Income tax recoverable	3,547	-	-	<b>3,547</b>	<i>3,518</i>
Prepayments and accrued income	217	-	-	<b>217</b>	<i>-</i>
Other debtors	432	1,154	-	<b>1,586</b>	<i>3,552</i>
	<b>4,196</b>	<b>1,154</b>	-	<b>5,350</b>	<i>7,070</i>

## Notes to the Financial Statements

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

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023	Restated Total Funds 2022
	£	£	£	£	£
Accruals for utilities and other costs	2,177	41,748	-	43,925	668
Other creditors	-	-	-	-	-
	<b>2,177</b>	<b>41,748</b>	-	<b>43,925</b>	<b>668</b>

### 14 Creditors: amounts falling due after more than one year

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
Archdeacon's loan	-	25,000	-	25,000	-
	-	<b>25,000</b>	-	<b>25,000</b>	-

The Archdeacon's loan is interest free and, when received in April 2023, was stated to be repaid in two years. Since the year end, it has been agreed to repay the loan in three annual instalments, starting in April 2024.

### 15 Prior year Statement of Financial Activities comparative figures for this year

	Unrestricted		Restricted Funds	Restated All Funds 2022
	General Fund	Designated Funds		
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	56,221	2,815	45,790	104,826
Charitable activities	5,095	-	-	5,095
Other trading activities	15,872	-	86	15,958
Investments	1,566	-	-	1,566
<b>Total income</b>	<b>78,754</b>	<b>2,815</b>	<b>45,876</b>	<b>127,445</b>
<b>Expenditure on:</b>				
Raising funds	299	-	-	299
Charitable activities	62,532	23,168	14,006	99,706
Other trading activities	7,791	-	-	7,791
<b>Total expenditure</b>	<b>70,622</b>	<b>23,168</b>	<b>14,006</b>	<b>107,796</b>
Net gains (or losses) on investments	-	(16,777)	-	(16,777)
<b>Net income or (net expenditure)</b>	<b>8,132</b>	<b>(37,130)</b>	<b>31,870</b>	<b>2,872</b>
<i>Reconciliation of funds:</i>				
<b>Net movement in funds</b>	<b>8,132</b>	<b>(37,130)</b>	<b>31,870</b>	<b>2,872</b>
Total funds brought forward	27,827	222,441	29,922	280,190
<b>Total funds carried forward</b>	<b>35,959</b>	<b>185,311</b>	<b>61,792</b>	<b>283,062</b>

## Notes to the Financial Statements

### 16 Restatement of prior year figures

The figures from the 2022 account have been restated to reflect the change from Receipts and Payments accounts to Accruals accounts. The effect on the balances as at 31<sup>st</sup> December 2022 is as follows:

	Unrestricted		Restricted Funds	Restated All Funds 2022
	General Fund	Designated Funds		
	£	£	£	£
<b>Bank balances as previously stated</b>	32,845	89,267	61,318	<b>183,430</b>
Inclusion of:				
Tangible assets	1	-	-	<b>1</b>
Investments	-	93,229	-	<b>93,229</b>
Debtors	3,781	2,815	474	<b>7,070</b>
Creditors (under one year)	(668)	-	-	<b>(668)</b>
<b>Total assets as restated</b>	<b>35,959</b>	<b>185,311</b>	<b>61,792</b>	<b>283,062</b>

### 17 Statement of funds

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

The Major Projects / Fabric Fund is restricted to projects relating to, and the maintenance of, the church building.

The Organ Appeal Fund is a historic fund which will be used for major repairs to/replacement of the organ.

The School Fund represents donations to be used to assist Balcombe Church of England Primary School in developing its religious and spiritual environment.

The Youth Group Fund represents funds belonging to the youth group, Locus.

The Mrs Robinson Fund represents funds restricted to help needy children and women in the parish.

The Balcombe Friends of Ukraine Fund was established primarily to help provide practical support for refugees from the Ukraine housed in Balcombe.

**Unrestricted funds** are not subject to any donor restrictions and can be spent as the PCC decides. The Legacies Fund represents legacies received that, in accordance with our legacy policy, are to be spent on development projects in the parish, whether buildings, equipment, mission or staff.

The balances on the funds can be summarised as follows:

## Notes to the Financial Statements

### 17 Statement of funds (continued)

	Restated Balances b/fwd 1 Jan 2023	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2023
	£	£	£	£	£
Major projects / fabric	45,614	121,100	(166,714)	-	-
Organ appeal	5,214	-	-	-	5,214
School and children fund	2,413	-	(815)	-	1,598
Youth group	259	226	(306)	-	179
Mrs Robinson fund	1,745	-	(16)	-	1,729
Balcombe Friends of Ukraine	6,547	-	(2,895)	-	3,652
Other	-	-	-	-	-
<b>Total of all restricted funds</b>	<b>61,792</b>	<b>121,326</b>	<b>(170,746)</b>	<b>-</b>	<b>12,372</b>
General fund	35,959	77,009	(71,799)	-	41,169
Designated fund - legacies	185,311	52,608	(204,744)	9,063	42,238
<b>Total of all unrestricted funds</b>	<b>221,270</b>	<b>129,617</b>	<b>(276,543)</b>	<b>9,063</b>	<b>83,407</b>
<b>Total funds</b>	<b>283,062</b>	<b>250,943</b>	<b>(447,289)</b>	<b>9,063</b>	<b>95,779</b>

# Independent Examiner's Report to the PCC of St Mary's Church, Balcombe for the Year Ended 31<sup>st</sup> December 2023

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This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary, Balcombe, on the annual accounts for the year ended 31<sup>st</sup> December 2023 set out on pages 9 to 20.

**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**

The charity's gross income exceeded £250,000 and I am qualified to carry out the independent examination by being a member of the Association of Charity Independent Examiners, which is one of the listed bodies. 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:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

**Examiner's signature**



**Examiner's name** CAPITALS

J IRVINESMITH

**Date**

25 April 2024

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

FCIE

**Examiner's address**

Unit 2, The Broadbridge Business Centre, Delling Lane, Bosham, PO18 8NF

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# Accounts

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# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## *St Mary's Church, Balcombe*

St Mary's Church, London Road, Balcombe RH17 6PX

Registered Charity no. 1175472

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For the year ended 31<sup>st</sup> December 2022

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Website: [stmarys-balcombe.org](http://stmarys-balcombe.org)

Incumbent: The Revd D King, The Rectory, Haywards Heath Road, Balcombe RH17 6PA

Independent  
examiner: Mr R Land-Smith, Deanlands, Stockcroft Road, Balcombe RH17 6LN

Bankers: Barclays PLC

## **Trustees Annual Report for 2022**

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### **Our aims and purposes as a charity**

The PCC has the responsibility of co-operating with the incumbent, the Revd David King who was appointed in November 2022, in:

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

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

When planning our activities for the year (at which point we were in interregnum), the PCC considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

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

- Enabling as many people as possible to worship at our church, whilst taking account of the then continuing and evolving Covid regulations;
- Enabling as many people as possible to become part of our parish community;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, and learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Providing pastoral care for people living in the parish, including visiting the sick and the bereaved and holding monthly communion services and carol services in the two local care homes;
- Providing, with the support of the Parish Council, a youth group with a Christian ethos;
- Engaging with Balcombe Church of England Primary School on the governing body and supporting, and being involved in, its activities, including weekly assemblies (and the 'Open the Book' initiative), services in church and in any other way required;
- Helping those in need and supporting other charities and missionary organisations, locally and nationally;
- Reaching out to the whole community; and
- Maintaining the fabric of the church building, both as a historic Grade 1 listed building and as a focus of life in the village.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. We are very grateful to Julia Wilson who continued to hold the position of Safeguarding Officer for the church and who works hard to ensure that the Safeguarding Policy is implemented in all church activities.

## Trustees Annual Report for 2022

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

#### *Attendance at worship*

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

As at 31 December 2022, there were 125 parishioners on the Church Electoral Roll, 32 of whom were not resident in the parish. Four new members were added during the year and three were removed either through death or because they moved away from the area.

During the year, the average regular weekly attendance counted during October was 50 (including children). The school harvest festival, which also took place in October, was attended by a total of 150 children and adults. The number attending worship on Easter Day was 107 and the number attending on Christmas Eve and Christmas Day was 321.

Following the retirement of Father Keith Richards in April 2021, St Mary's was in interregnum for much of the year until November 2022 when we welcomed our new Rector, Revd David King, and his wife, Hilary. Residing at the Rectory in Balcombe, this is a half-time appointment, shared with St Richard's in Haywards Heath. We are very grateful to the group of retired clergy who led our Sunday and Festival Eucharist services during the interregnum and who continue to take the Eucharist services on alternate Sundays.

During the year, the church family worked hard to maintain and build on its spiritual and physical presence in the parish, whilst observing the gradually reducing Covid restrictions. Our regular Sunday services include the weekly 8am communion service (BCP) and 10am Eucharist, which is replaced by a family service on the first Sunday of the month. Sunday Club is held on the third Sunday during Family Eucharist.

Special services and festivals that were held and observed during the year included the following:

- A Mothering Sunday Parish Eucharist, with distribution of posies;
- An Ash Wednesday service;
- A full programme of services for Holy Week and Easter, which included Eucharistic services on Palm Sunday with distribution of palm crosses; on Maundy Thursday with an Agape meal; and on Easter Sunday, with distribution of Easter eggs. On Good Friday we held two services: a Children's Easter Garden Service (with hot cross buns) in the morning and a Devotional Service for Congregation and Choir in the afternoon;
- A Pentecost Family Service for the Celebration of The Queen's 70<sup>th</sup> Jubilee. This included the planting of a Rowan tree in the churchyard opposite the East side of the church building (as part of the Queen's Green Canopy initiative), followed by celebratory cake with soft drinks and Pimms;
- A Family Pet Service in July, where all were invited to bring pets and pictures of pets;
- A Requiem Service in thanksgiving for Her Majesty The Queen was held on the Sunday following her death. Over 60 people attended. St Mary's remained open daily until the Queen's Funeral on 19th September for personal prayer and reflection and for the signing of a Book of Condolence;
- A Harvest Family Service, for which the church window sills were beautifully decorated by the school and other Balcombe groups. Non-perishable harvest items brought to the service were offered to local foodbanks;
- An All Souls Remembrance Service, at which the names of those we wished to be remembered were read out and candles were lit;
- The Annual Service of Remembrance in November, which is attended by Balcombe Scout groups and members of the wider community, followed by a meal in the Balcombe Club;

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*"We love the family services - very relaxed and welcoming for all ages..."*

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## Trustees Annual Report for 2022

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- An Advent Carol Service: This candlelit service of readings, carols and anthems for Advent was Father David's first service at St Mary's;
- A Family Christingle Service at which children made their own Christingles, as the meaning of each element was explained. At this service, the Posada was received by a family to welcome Mary and Joseph into their home and was then passed on to other homes in the parish as they made their journey throughout Advent;
- A service of nine lessons and carols, candlelit and followed by mince pies and mulled wine for all; and
- Christmas Services: On Christmas Eve, we held a very well attended family Crib Service, at which the Posada arrived back after its journey round the parish and we welcomed the birth of our Lord Jesus Christ at Midnight Eucharist with carols. On Christmas Day morning we held a Holy Communion (BCP) service and then a joyful Family Eucharist.

All of our services are enriched by the high standard of musical support provided by the choir under the direction of our Music Director and Organist, Max Preston Bell, assisted by Ethan Merrick and Thomas Watkin. We are immensely grateful to them all for their hard work, not just for our regular services but also for festivals, weddings, funerals and memorial services as requested. Our growing choir is testament to the effort that has been put into increasing the musical reach of both the choir and the congregation, and the choir is now expanding further as we encourage families to join for the monthly family services.

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*"The service was so beautiful... God works in amazing ways and he was definitely heard by many on Saturday..."*

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Bellringing is also an important part of our Christian tradition and worship. We are most grateful to our tower captain, John Moore, who leads our bell ringers every Sunday and on other notable occasions, which this year included:

- In June a quarter peal attempt was made to commemorate HM Queen's Platinum Jubilee. All eight bells were rung in the Grandsire Triples method by St Mary's bellringers and those who support Tuesday evening practices;
- In August, St Mary's was honoured to be asked by the CCCBR to host ringers from North America, Australasia, South Africa and Europe as part of week of ringing peals and quarter-peals in various cathedrals and churches in the UK; and
- In September, the bells were muffled from 8<sup>th</sup> September, the date of the death of the Queen until her funeral on 19<sup>th</sup> September. The tenor bell tolled 96 times on 8<sup>th</sup> September, commemorating every year of the Queen's life. Bells were also rung the following day at midday for one hour.

Worship in our church is also enhanced by beautiful flower arrangements, particularly at major festivals, and we are very grateful to the small group of people who provide these.

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

As well as our regular church services and main festivals, we undertook a range of services and activities both within and outside the church during the year with the aim of welcoming and nurturing as many from our parish as possible and providing the opportunity for all to join us in a variety of settings. These included:

- The celebration of the baptism of nine children;
- A fortnightly session at Buttercup Barn Nursery, at which this very young group of children enjoy a Bible storytelling with prayer, singing and craft;
- Locus Youth Club, which continues to be popular, with 17 young people ranging from 11 to 14 years of age on our books. We meet monthly, under the direction of Rosalind Merrick, and the children participate in a range of activities ranging from craft making, to drama workshops and sports activities;
- A well attended Christmas Play and Praise session for pre-school children and their carers;
- The Avon House Bible Group, which is run weekly during term times. Happily, meetings have been able to continue running inside, with the necessary observance of Covid testing;
- Services of communion for the residents of the Avon House and Russettings care homes in the village and to those at home who were not able to attend church services;

## Trustees Annual Report for 2022

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- A Lent study group, which was held in the Parish Room, following the Diocesan Lent Study Course led by different members from St Mary's and attended by members of St Mary's and Worth Abbey congregations. Numbers attending ranged between 12 and 15;
- The annual World Day of Prayer gathering held in March, which focused on the UK this year. Balcombe residents who were members of other churches also attended;
- A Bible house group and a prayer group that meet on alternate weeks;
- Annual care homes carol services. Members of the choir and congregation joined the residents of Avon House and Russetings for short services of carols, with reading and reflection, followed by refreshments. Residents and staff were also invited to suggest favourite carols. Although participants were required to have Covid tests beforehand, the opportunity to sing inside and mix with residents was much appreciated; and
- Involvement with Balcombe CofE primary School – see below.

### **Balcombe CofE Primary School**

As well as having three foundation governors on the school's board of governors, St Mary's was involved in the following school related activities during the year:

- Assemblies and 'Open the book': These are held every Tuesday at the school. Assemblies were taken by church members during the interregnum until the arrival of Father David. 'Open the Book', a scheme created by The Bible Society and much enjoyed by pupils, was able to return to 'live' presentations of Bible stories and reflection by a group of volunteers, involving participation from pupils. New members of this group would be very welcome;
  - A monthly prayer group for the school: Arranged by Charles and Julia Wilson, on average five people attend this group;
  - School services at harvest, Christmas, Easter and in the Summer (the leavers' service) in St Mary's, which were attended by pupils, staff and some family members;
  - Bibles for all school leavers were presented by St Mary's at the end of the school year; and
- Pancake making at the school on Shrove Tuesday. This was a great success and £150 was donated to Christian Aid from the money this event raised.

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*"Our[school] families love having the opportunity to celebrate and worship together and learn more about the Christian faith in such a historical and spiritual setting."*

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### **Outreach**

Our activities included:

- The distribution of over 800 Easter and Christmas cards from St Mary's to homes throughout the parish.
- Attendance at the Village Fete in July, at which the St Mary's stall ran a successful Noah's Ark Treasure Hunt activity and displayed plans for the new restoration works planned for the church building;
- At the Balcombe Christmas Market in the lead up to Christmas, St Mary's choir joined the procession of Mary and Joseph to the village centre and, with Max Preston Bell, led carol singing during the afternoon;
- The Kings Men Concert in July. Despite it being on a Monday evening the church was filled with church and non-church members from within and out of the parish for this entertaining and joyful concert by Choral Scholars of King's College (postponed from 2020) performing a repertoire from the Middle Ages to arrangements of current chart hits. £1,650 was raised through ticket sales and donations;
- Welcoming members from the wider community into our choir. Our choir is open to all and new singers are always very welcome to join us for practices on Fridays, 6.30-8pm, and to sing at both our regular services and at special services such as at Easter, Advent and Christmas; and
- Welcoming members of the wider community to join in with bellringing at St Mary's: Practices are held every Tuesday from 7.45pm to 9 pm and new ringers are always welcome to join.

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*"The concert in St Mary's was particularly special. It was something about the audience being completely happy to be there, hearing such fine music"*

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## Trustees Annual Report for 2022

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### **Pastoral care**

As well as the care home and home visits referred to above, the pastoral care team continued to be active within the village and valued being kept informed by our church family and friends in the village about people who may be in need of any help or hospital visits. We also provide a contact number for people to use in order to reach us.

### **Provision of the church building for use by the community**

During the year, there were nine baptisms and four weddings, together with two wedding blessings. A total of four funerals and a memorial service were also held in the church and there were nine interments during the year. Our church continues to be appreciated by our parishioners, and many others, as a space where life events are celebrated with joy and thanksgiving.

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*"St Mary's church plays an important role in the Scout Group's year with beavers, Cubs and Scouts visiting on many occasions"*

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It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. To this end the church continued to be kept open on Sundays and Thursdays between 10am and 3pm for personal prayer and reflection.

Our Book of Remembrance and the opportunity to light candles in remembrance of loved ones continued to provide focus of reflection valued by members of our Balcombe community.

St Mary's remained open daily from the date to the Queen's death until her funeral for personal prayer and reflection and to sign a Book of Condolence

### **Maintenance of our historic church building**

2022 has been a very busy year in terms of the fabric of the church building and the churchyard. The stone steps from the car park to the churchyard have been repaired and made safe, with new oak railings installed. New lighting has been installed on the exterior paths to the church to enhance visibility. In addition, the fencing around the east and west sides of the churchyard has been completely replaced with new oak posts and chestnut rails, with the north fencing repaired as a temporary measure until the possible expansion of the churchyard has been addressed. The west side of the churchyard landscaping was modified to start a hedge on the lower incline below the new fencing.

In terms of the church building, the final permissions and faculties were obtained for a major renovation project which includes exterior repairs comprising the roof, valley gutters, wall pointing and entry stones, along with interior repairs to the North Aisle/Vestry arch, Chancel and Chancel arch, the Lady Chapel ceiling and the South Aisle ceiling/wall. Following a competitive procurement process, a contractor was selected and work starts in January 2023 for approximately six months. In addition, in support of the project work, a study was undertaken of the original plaster composition and paint colours throughout the church and an asbestos review was undertaken, resulting in some remedial management actions being taken. Additionally, an external ecology study identified that the church bell tower is home to long-eared fox bats, and the roof is home to common pipistrelles and soprano pipistrelles bats. The ecology contractor will work with the buildings contractor to ensure that the bats are protected during the course of the external work.

The annual church and churchyard clean in November was supported by members of the wider community, both children and adults, and was an opportunity for social interaction, with the added attraction of free refreshments and cakes to keep up strength and spirits.

We are very grateful to Alex Henderson who has taken on the role of Health and Safety Officer and has been working hard ensure that all people using and visiting the church and churchyard are kept safe at all times.

### **Helping those in need**

Activities during the year included:

- **Ukrainian Refugees:** In March, St Mary's registered with the Sanctuary Foundation (a national initiative to inspire individuals, churches, community groups and businesses to welcome Ukrainian refugees). From April onwards, we welcomed Ukrainian families as they arrived in the village to stay with host families, providing gift packs and

## Trustees Annual Report for 2022

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contributing towards the support offered by the village, including by administering the Balcombe Friends of Ukraine Fund which has collected donations totalling £14,022 of which £7,474 was spent during the year in providing support towards essentials for the Ukrainian guests. Ukrainians attending the service of Nine Lessons and Carols at Christmas were grateful to hear one of their carols sung by the choir with the congregation in Ukrainian;

- Gifts from the Harvest Festival to local foodbanks;
- Assisting with the collection of donations of clothing and other provisions for Refugees Welcome Crawley;
- Providing grants totalling £582 to support Balcombe CofE Primary School in developing its religious and spiritual environment and in funding bibles for all school leavers; and
- Grants of £190 from the Mrs Robinson Fund to help towards school uniform costs.

As well as the support referred to above, further donations totalling nearly £3,000 were made to a number of mission and charitable societies, including Chichester Diocesan Family Support Work, Off The Fence Trust, Crawley Refugees Welcome, Mind, Crawley Open House, the Hope Charity Project, Befriended, Sussex Historic Churches and the Samaritans. In addition to this, collections were also raised for the following charities:

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*"[Your donation] will help us to transform the hope and happiness of thousands of children who face abuse, exploitation and neglect..."*

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• The Royal British Legion	£409
• Christian Aid	£150
• The Children's Society	£256

Other monies, collected as agent, were passed on to Chichester Diocese (in respect of their share of fees for wedding and funerals) and the relevant funeral directors or charities in relation to collections at funerals. There were no balances held at the year end.

### Financial Review

The total income on general unrestricted funds was £77,685 (2021 - £70,654) and is detailed in the accounts.

Donation (including collection) income and fundraising income saw particular increases, reflecting the fact that Covid restrictions had been lifted. Our grateful thanks go to all those who help with our fundraising, especially Ali Cunningham, and also to Paula Bennett who organises the 100 Club for us and keeps us informed every month of lucky winners from St Mary's, the wider community and even former residents of the village.

Fee income also increased in the year, with a larger number of weddings taking place in the church.

The parish magazine continues to be an important source of income and we are grateful to Julie Rezac and Alison Musker for dealing with the advertising and to the whole of the magazine distribution team.

Income on our restricted funds totalled £47,902 (2021 - £12,306), most of which related to the Fabric Fund and the Balcombe Friends of Ukraine (BFOU) Fund. The Fabric Fund income included £20,000 of grants towards our renovation project, a £2,368 grant from RePower Balcombe for the installation of more energy efficient lighting and £10,000 of donations (including gift aid). The BFOU income mainly comprised donations but also included a £1,000 grant from Balcombe Parish Council.

£100,000 was also realised from the sale of investments held within the designated Legacies Fund. These proceeds are to be used on the church renovation project.

Total costs on our general unrestricted funds were £70,071 (2021 - £68,868) and are detailed in the accounts, resulting in a surplus for the year on the unrestricted funds of £7,614 (2021 - £1,786).

Movements on restricted funds are set out in note 15 of the accounts.

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

The largest expenditure of the PCC was the sum of £42,500 (2021 - £46,800) paid to the Diocese for our share of the Diocese Parish Ministry Costs. Approximately 57% of this amount relates directly to the clergy costs of this parish such as housing, stipend and pension, the remainder going towards the shared costs of the Christian family including a standard sum for Diocesan central costs, clergy training and a contribution to national church funds, as well as assistance towards the upkeep of churches less able to manage than ourselves.

## Trustees Annual Report for 2022

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As noted in last year's report, whilst we have always striven to meet our allocated parish share in full, given the ongoing uncertainties and the fact that we were in interregnum, we reduced our commitment for 2022 to 86% of our full share. Looking forward, now that we share our rector with another benefice, we hope to meet our 50% share of the allocated parish share in full.

### **Staff and contract costs**

Due to ongoing difficulties in recruiting a youth group leader, our youth group continues to be run by volunteers. We also no longer have an employed parish administrator. Our only employment costs for the year were therefore a payment for an organist. Details of employment costs are provided in note 9 to the accounts.

The services of a gardener to maintain the churchyard, a parish administrator (through our Legacies Fund) and some organists are also paid for although we benefitted from our volunteer music director donating his services for free during the year.

### **Other costs**

We strive to keep our basic general costs (including church and churchyard running costs and administration costs) at a steady level although costs are under pressure, particularly in relation to gas and electricity for which our contracts expired during the year.

We also carried out some repairs and renewals during the year, including to the churchyard fence and steps. We are in the fortunate position of having our Fabric Fund to help cover such expenditure. We have also embarked upon an extensive renovation project, a large part of which is being funded through our Legacies Fund.

### **Trustee payments and expenses**

Payments to trustees and persons connected to trustees are set out in notes 10 and 11 to the accounts.

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

It is PCC policy to seek to maintain a balance on the general unrestricted funds which equates to a minimum of approximately three months' worth of unrestricted payments as contingency against unforeseen situations, together with a further £50,000 for fabric repair emergencies, given that we are a Grade 1 listed building.

The closing balances on our general, designated and Fabric funds at the year end come to a total of over £250,000, well in excess of the amount set out in our reserves policy above. However, as noted above, we have embarked upon a substantial church renovation project. Further, some of the funds in our designated Legacies Fund and our Fabric Fund have been given or earmarked for other, specific purposes. Having reviewed the overall position, the PCC considers that the funds held at the year end, together with anticipated further funding, are sufficient to meet its needs.

As well as holding the reserves referred to above, the PCC from time to time receives restricted donations for expenditure on particular purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the donation. Details of our restricted funds are given in Note 15 to the accounts.

## **Structure, governance and management of the charity**

The Parochial Church Council (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.

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

### *Ex Officio members*

Incumbent:	The Revd David King	(appointed November 2022)
Wardens:	Mrs Karen Deck	
	Mrs Denise Vickerstaff	
<i>Deanery Synod</i>	Mrs Rachel Field	
	Mrs Jane Lindsay-Stewart	
	Mrs Denise Vickerstaff	

## Trustees Annual Report for 2022

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<i>Elected Members</i>	Miss Caroline Carpenter	
	Mrs Rachel Dinneen	Secretary
	Mrs Sue Etheridge	
	Mr Mostyn Field	(Vice-Chairman from April 2021 to November 2022)
	Mrs Jacky Hall	
	Mr Paul Mitchell	
	Mrs Rosy Telford	
	Mr Jeff Thompson	
	Mrs Julia Wilson	(appointed April 2022)
	Mr Charles Wilson	(resigned April 2022)

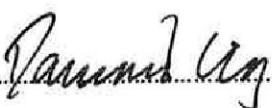
Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent; the churchwardens; members of the Deanery, Diocesan or General Synods) and up to 12 lay members of the church who are elected at the Annual Parochial Church Meeting (APCM). The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The PCC has a Standing Committee as required by law. This committee has the power to transact the business of the PCC between its meetings, subject to any directions given by the full PCC.

Deanery synod meetings are attended, when possible, by our Deanery Synod Representatives (one of whom is Chair) and the church community are always welcome to attend and do so on occasions.

In January 2022 at Chichester Cathedral, Jane Lindsay-Stewart was commissioned as Authorised Lay Minister in Chaplaincy for St Mary's by Bishop Ruth.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd David King, PCC Chairman.

  
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Date: 20 March 2023

## Summary of Financial Receipts and Payments

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

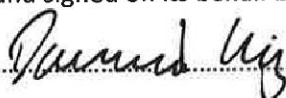
	<i>Unrestricted</i>		<i>Restricted</i> Funds	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	General Fund	Designated Funds		All Funds 2022	All Funds 2021	
	£	£	£	£	£	
<b>Receipts from:</b>						
Donations and legacies	55,152	-	47,816	<b>102,968</b>	64,154	
Charitable activities	5,095	-	-	<b>5,095</b>	4,351	
Other trading activities	15,872	-	86	<b>15,958</b>	12,847	
Investments	1,566	-	-	<b>1,566</b>	1,608	
	<b>77,685</b>	-	<b>47,902</b>	<b>125,587</b>	82,960	3
<b>Investment sales:</b>						
Receipts from sale of investments	-	100,000	-	<b>100,000</b>		
<b>Total receipts</b>	<b>77,685</b>	<b>100,000</b>	<b>47,902</b>	<b>225,587</b>	82,960	3
<b>Expenditure on:</b>						
Cost of raising funds	299	-	-	<b>299</b>	-	
Charitable costs	61,980	23,168	16,377	<b>101,525</b>	78,096	
Trading costs	7,792	-	-	<b>7,792</b>	4,426	
Investments	-	-	-	-	-	
<b>Total paid</b>	<b>70,071</b>	<b>23,168</b>	<b>16,377</b>	<b>109,616</b>	82,522	6
<b>Net income / (net expenditure)</b>	<b>7,614</b>	<b>76,832</b>	<b>31,525</b>	<b>115,971</b>	<b>438</b>	
Transfers between funds		-		-	-	
<b>Net movement in funds</b>	<b>7,614</b>	<b>76,832</b>	<b>31,525</b>	<b>115,971</b>	438	
Bank accounts at 1 January	25,231	12,435	29,793	<b>67,459</b>	67,021	
<b>Bank accounts at 31 December</b>	<b>32,845</b>	<b>89,267</b>	<b>61,318</b>	<b>183,430</b>	67,459	A&L

## Statement of Assets and Liabilities

Our assets and liabilities at the year-end were as follows:

	Unrestricted		Restricted Funds	Total	Total	Notes
	General Fund	Designated Funds		All Funds 2022	All Funds 2021	
	£	£	£	£	£	
<b>Assets:</b>						
Cash	-	-	25	25	1	
Bank current accounts	32,845	18,412	-	51,257	35,696	
Bank deposit accounts	-	70,855	61,293	132,148	31,762	
<b>Total bank and deposit accounts</b>	<b>32,845</b>	<b>89,267</b>	<b>61,318</b>	<b>183,430</b>	67,459	
989 CBF Investment Fund shares (at cost)	-	35,424	-	35,424	100,000	13
29875 CBF Fixed interest Securities Fund shares	-	50,000	-	50,000	50,000	13
<b>Investment assets at cost</b>	<b>-</b>	<b>85,424</b>	<b>-</b>	<b>85,424</b>	150,000	
<b>Total bank deposits and investments (at cost)</b>	<b>32,845</b>	<b>174,691</b>	<b>61,318</b>	<b>268,854</b>	217,459	
Gift Aid recoverable	3,518	-	-	3,518	5,210	14
Other debtors	262	2,815	474	3,551	-	
<b>Debtors</b>	<b>3,780</b>	<b>2,815</b>	<b>474</b>	<b>7,069</b>	5,210	
Piano	4,462	-	-	4,462	4,462	
Sound system	9,366	-	-	9,366	9,366	
Photocopier	6,231	-	-	6,231	6,231	
<b>Tangible fixed assets at cost</b>	<b>20,059</b>	<b>-</b>	<b>-</b>	<b>20,059</b>	20,059	
<b>Total assets</b>	<b>56,684</b>	<b>177,506</b>	<b>61,792</b>	<b>295,982</b>	242,728	
<b>Liabilities:</b>						
Utilities used since last billed	129	-	-	129	535	
Hall fees due	-	-	-	-	30	
Other invoices unpaid at year end	539	-	-	539	3,064	
<b>Total liabilities</b>	<b>668</b>	<b>-</b>	<b>-</b>	<b>668</b>	3,629	

This Financial Report for the year ended 31<sup>st</sup> December 2022, including the notes following, was approved by the PCC and signed on its behalf by the Revd David King, PCC Chairman:

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Date: 20 March 2023

## Notes to the Financial Report

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

2 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

3 Total receipts can be analysed as follows:

	Unrestricted		Restricted Funds	Total All Funds 2022	Total All Funds 2021	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Tax efficient planned giving (excl. tax refunds)	29,546	-	-	29,546	30,513	
Other planned giving	1,634	-	-	1,634	-	
Loose cash collections and other donations	14,608	-	21,948	36,556	24,358	
Gift Aid recovered	9,364	-	2,500	11,864	9,015	
Legacies	-	-	-	-	-	4
Grants	-	-	23,368	23,368	268	5
<b>Donations and legacies</b>	<b>55,152</b>	<b>-</b>	<b>47,816</b>	<b>102,968</b>	<b>64,154</b>	
Fees for weddings & funerals	5,095	-	-	5,095	4,351	
<b>Charitable activities</b>	<b>5,095</b>	<b>-</b>	<b>-</b>	<b>5,095</b>	<b>4,351</b>	
Fund-raising	8,575	-	-	8,575	5,670	
Sales of the parish magazine	2,697	-	-	2,697	2,854	
Magazine advertisement fees	4,407	-	-	4,407	4,165	
Youth group subscriptions	-	-	86	86	38	
Other	193	-	-	193	120	
<b>Other trading activities</b>	<b>15,872</b>	<b>-</b>	<b>86</b>	<b>15,958</b>	<b>12,847</b>	
Bank deposit interest	386	-	-	386	278	
CBF Fixed Interest Securities dividends	1,180	-	-	1,180	1,330	
<b>Investments</b>	<b>1,566</b>	<b>-</b>	<b>-</b>	<b>1,566</b>	<b>1,608</b>	
<b>Gross income</b>	<b>77,685</b>	<b>-</b>	<b>47,902</b>	<b>125,587</b>	<b>82,960</b>	
<b>Receipts from sale of investments</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	
<b>Total receipts on all funds</b>	<b>77,685</b>	<b>100,000</b>	<b>47,902</b>	<b>225,587</b>	<b>82,960</b>	

4 No legacies were received in either 2021 or 2022.

5 The grants received in 2022 include grants totalling £20,000 towards the church renovation project, a grant of £2,368 from RePower Balcombe for the installation of more energy efficient lighting and £1,000 from Balcombe Parish Council towards the Balcombe Friends of Ukraine Fund.

## Notes to the Financial Report

6 Total payments can be analysed as follows:

	Unrestricted		Restricted	Total	Total	Notes
	General	Designated		All Funds	All Funds	
	Fund	Funds	Funds	2022	2021	
	£	£	£	£	£	
Stewardship costs	299	-	-	299	-	
<b>Cost of raising funds</b>	<b>299</b>	<b>-</b>	<b>-</b>	<b>299</b>	<b>-</b>	
Charitable grants and donations	3,092	-	8,674	11,765	6,479	7
Parish share to Chichester Diocese	42,500	-	-	42,500	46,800	8
Clergy expenses (including rectory)	2,250	3,950	-	6,200	2,955	
Salaries and honoraria incl NI	30	-	-	30	4,725	9
Organists	60	-	-	60	165	
Provision of services	1,485	-	-	1,485	1,482	
Junior church	222	-	-	222	164	
Church running costs and maintenance	5,769	-	-	5,769	5,406	
Insurance	3,185	-	-	3,185	3,099	
Repairs and renewals and Quinquennial costs	-	19,218	6,562	25,780	3,166	
Upkeep of churchyard	2,931	-	-	2,931	3,271	
Administration, printing and stationery	456	-	-	456	316	
Youth group activities	-	-	141	141	68	
Other charitable costs	-	-	1,000	1,000	-	
<b>Charitable costs</b>	<b>61,980</b>	<b>23,168</b>	<b>16,377</b>	<b>101,525</b>	<b>78,096</b>	
Fund-raising events and activities	4,277	-	-	4,277	2,283	
Parish magazine printing	2,234	-	-	2,234	1,637	
Other trading costs	1,281	-	-	1,281	506	
<b>Trading costs</b>	<b>7,792</b>	<b>-</b>	<b>-</b>	<b>7,792</b>	<b>4,426</b>	
<b>Investments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total paid on all funds</b>	<b>70,071</b>	<b>23,168</b>	<b>16,377</b>	<b>109,616</b>	<b>82,522</b>	

7 Details of charitable grants and donations are given in the Trustees Report.

8 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs.

9 Payments to PCC employees were as follows:

	2022	2021
	£	£
Wages, salaries and honoraria	30	4,725
Employer National Insurance	-	-
Employer pension contributions	-	-
	<b>30</b>	<b>4,725</b>

# St Mary's Church, Balcombe registered charity number 1175472

## Notes to the Financial Report

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### 10 Payments to PCC members

The Revd Canon Keith Richards, as a trustee, received a refund of expenses amounting to £nil (2021 - £316), representing travel and related costs.

Jane Lindsay-Stewart, a member of the PCC, was paid £nil (2021 - £4,725) for the provision of administration and business services.

No other payments were made to PCC members except in reimbursement for purchases they personally and properly made on behalf of the PCC.

### 11 Transactions with persons related to PCC members

Payments totalling £2,931 (2021 - £1,921) were made to Neil Lindsay-Stewart, the husband of Jane Lindsay-Stewart, for services relating to the maintenance and renovation of the churchyard. Payments of £220 (2021 - £280) were also made to Toby Vickerstaff, a son of Denise Vickerstaff, for maintenance of the rectory garden whilst in interregnum.

### 12 Transactions with related charities

The Friends of St Mary's Balcombe Trust, a separate charity, is a related party to this PCC. The Revd David King, Denise Vickerstaff, Charles Wilson and Jeff Thompson are trustees of that charity. The Balcombe Parish Room is also a separately registered charity of which the churchwardens are trustees. Sue Etheridge and Mostyn Field are also on the management committee of this charity. Rosy Telford is a trustee of the Balcombe Gardeners' Association.

The only payments to these connected parties during the year were payments totalling £60 (2021 - £nil) to Balcombe Parish Room for room hire for the youth group meetings. The only receipt during the year from connected parties was £120 (2021 - £120) from the Balcombe Gardeners' Association for the printing of their year book.

### 13 Investments

Of the 2,971 shares in the CBF Church of England Investment Fund held at the beginning of the year with an original cost of £100,000, 1,982 shares were sold during the year realising proceeds of £100,000 and a profit of £35,424. The remaining 989 shares have a cost of £35,424 and had a bid market value of £52,416 at 31 December 2022 (2021 - 2,971 shares with a bid market value of £162,806)

The 29,875 shares in the CBF Church of England Fixed Interest Securities Fund cost £50,000 and had a bid market value of £40,813 at 31 December 2022 (2021 - £47,201).

- 14 Gift Aid is recoverable on donations received up to year end, the last submitted claim having covered donations to 31 December 2021.

### 15 Statement of funds

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

The Major Projects / Fabric Fund is restricted to projects relating to, and the maintenance of, the church building.

The Organ Appeal Fund is a historic fund which will be used for major repairs to/replacement of the organ.

The School Fund represents donations to be used to assist Balcombe Church of England Primary School in developing its religious and spiritual environment.

The Youth Group Fund represents funds belonging to the youth group, Locus.

The Mrs Robinson Fund represents funds restricted to help needy children and women in the parish.

The Balcombe Friends of Ukraine Fund was established during the year, primarily to help provide practical support for refugees from the Ukraine housed in Balcombe.

## Notes to the Financial Report

### 15 Statement of funds (continued)

*Unrestricted funds* are not subject to any donor restrictions and can be spent as the PCC decides. The Legacies Fund represents legacies received that, in accordance with our legacy policy, are to be spent on development projects in the parish, whether buildings, equipment, mission or staff.

Receipts and payments by fund, together with opening and closing cash and investment balances (at cost) can be summarised as follows:

	Cash and investment balances			Transfers and other gains and losses	Cash and investment balances
	1 Jan 2022	Receipts	Payments		31 Dec 2022
	£	£	£	£	£
Major projects/fabric	19,334	32,368	(6,562)	-	45,140
Organ appeal	5,214	-	-	-	5,214
School and children fund	2,995	-	(583)	-	2,412
Youth group	315	86	(142)	-	259
Mrs Robinson fund	1,935	-	(190)	-	1,745
Balcombe Friends of Ukraine	-	14,022	(7,474)	-	6,548
Other	-	1,426	(1,426)	-	-
<b>Total of all restricted funds</b>	<b>29,793</b>	<b>47,902</b>	<b>(16,377)</b>	<b>-</b>	<b>61,318</b>
Designated fund - Legacies	162,435	-	(23,168)	35,424	174,691
General fund	25,231	77,685	(70,071)	-	32,845
<b>Total of all unrestricted funds</b>	<b>187,666</b>	<b>77,685</b>	<b>(93,239)</b>	<b>35,424</b>	<b>207,536</b>
<b>Total cash and investment balances</b>	<b>£217,459</b>	<b>£125,587</b>	<b>£(109,616)</b>	<b>£35,424</b>	<b>£268,854</b>

# Independent Examiner's Report to the PCC of St Mary's Church, Balcombe for the Year Ended 31<sup>st</sup> December 2022

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary, Balcombe, on the annual report for the year ended 31<sup>st</sup> December 2022 set out on pages 9 to 14.

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent examiner's statement**

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


**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

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

**Examiner's signature**

.....  .....

**Examiner's name** CAPITALS

Richard Land-Smith .....

**Date**

..... 26/3/2023 .....

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

..... MAAT .....

**Examiner's address**

Deanlands, Stockcroft Road, Balcombe, RH17 6LN .....

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# Accounts

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# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## *St Mary's Church, Balcombe*

St Mary's Church, London Road, Balcombe RH17 6PX

Registered Charity no. 1175472

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For the year ended 31<sup>st</sup> December 2021

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Website: [stmarys-balcombe.org](http://stmarys-balcombe.org)

Incumbent: In interregnum (The Rectory, Haywards Heath Road, Balcombe RH17 6PA)

Independent  
examiner: Mr R Land-Smith, Deanlands, Stockcroft Road, Balcombe RH17 6LN

Bankers: Barclays PLC

## **Trustees Annual Report for 2021**

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### **Our aims and purposes as a charity**

The PCC has the responsibility of co-operating with the incumbent, who was the Revd Canon Keith Richards until he retired in May 2021, in:

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

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

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

For 2021 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church, whilst taking account of Covid restrictions;
- Enabling as many people as possible to become part of our parish community;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, and learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Providing pastoral care for people living in the parish, including visiting the sick and the bereaved and holding monthly communion services and carol services in the two local care homes;
- Providing, with the support of the Parish Council, a youth group with a Christian ethos;
- Supporting, and becoming involved in, the activities of Balcombe Church of England Primary School, including the 'Open the Book' initiative;
- Supporting other charities and missionary organisations, locally and nationally;
- Reaching out to the whole community; and
- Maintaining the fabric of the church building, both as a historic building and as a focus of life in the village.

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

## Trustees Annual Report for 2021

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

#### *Attendance at worship*

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

As at 31 December 2021, there were 124 parishioners on the Church Electoral Roll, 29 of whom were not resident in the parish. No new members were added during the year and four were removed either through death or because they moved away from the area.

During the year, we have prayerfully and carefully followed church and government advice in relation to the Covid-19 pandemic. The average regular weekly attendance counted during October was 55 (including children). The school harvest festival, which also took place in October, was attended by a total of 119 children and adults. The number attending worship on Easter Day was 164 and the number attending on Christmas Eve and Christmas Day was 160.

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*"What a lovely  
[Mothering  
Sunday]  
service."*

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During the year, there were four baptisms and four weddings, together with a wedding blessing and a renewal of vows. The General Registry Office changed the legal procedure for weddings in May last year and we have adopted the new format and complied with all regulations. A total of five funerals were also held in the church and a further three services were taken at local crematoria. In addition to the above, there were five interments during the year. Our church continues to be appreciated by our parishioners, and many others, as a space where life events are celebrated with joy and thanksgiving.

#### *Review of the year*

The year started in lock-down, with Father Keith continuing to lead our weekly services of Holy Eucharist online. These proved to be successful and were also viewed beyond the parish, receiving positive comments on YouTube. We communicated by email with our wider church family totalling some 180 people, particularly during lockdown, to provide them with regular updates and a link to the weekly services, which were also uploaded to both St Mary's and the village Facebook pages. Father Keith's weekly sermons and reflections were also transcribed and delivered in person to those of us who weren't able to access the internet.

As Covid restrictions continued, church governance was maintained through PCC subcommittee meetings online and also in person (when allowed). These sub-groups report directly to the PCC and are set up as follows:

- Mission and Renewal;
- Buildings, Maintenance and Finance; and
- Social and Fundraising.

From 7th March we were permitted to resume holding Sunday services at 8am and 10 am in our beloved church, albeit in a modified form, reduced in length and observing strict social distancing with rigorous adherence to national guidelines to prevent the spread of Covid.

Sadly, we said goodbye to Father Keith after Easter and wished him well as he moved away to Norfolk at the end of April to enjoy his retirement. We were grateful for his caring ministry over the two years he was with us, and particularly during bleak periods of lockdown. His recorded services his weekly reflections in the company of his dog, Ted, maintained continuity and gave us encouragement. His wealth of knowledge and experience as well as his unscripted sermons were an inspiration.

Since entering into interregnum in May, and despite continued, but gradually less demanding, Covid restrictions, our church family has been striving to maintain and build up the work and activities of St Mary's and its spiritual and physical presence in the wider community.

## Trustees Annual Report for 2021

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We have been very blessed with the assistance of a wonderful group of retired clergy who have joined us every Sunday to lead our Communion Services (BCP) at 8am and Parish Eucharist Services at 10am. Family Services (non Eucharistic) are held on the first Sunday each month, led by a member of our church family, and which included a new style Forest Church service held outside during fine weather in June, enjoyed by all ages of our church family.

Special services and Festivals were also observed during the year, with congregations continuing to wear masks and observing social distancing:

- Mothering Sunday on 14<sup>th</sup> March.
- A full programme of services for Holy Week and Easter. Services included: a Eucharist service on Maundy Thursday; a children's Easter Garden Service (with hot cross buns) at 10am and Reflections of the Cross, with readings and music at 2pm on Good Friday; and services of celebration on Easter Day, with lighting of the new fire of Easter and giving of Easter eggs.
- A celebration of Pentecost, held on 23<sup>rd</sup> May
- Our annual Pet Service, held outside on 4<sup>th</sup> July. Always fun!
- Harvest Festival took place on 3<sup>rd</sup> October. As well as being a service of thanksgiving, our donations of food were distributed to Crawley Easter Team and local food banks. This year village clubs and societies were invited to enter a competition for "The Best-dressed Church Windowsill". This was a great success. Much effort went into decorating each windowsill and the result was beautiful, with every window worthy of a prize.
- Our All Souls' Service was held on the evening of 7<sup>th</sup> November and candles were lit in memory of our loved ones. The church was kept open throughout the day for people to come and reflect and to light a candle.
- We were able to hold Remembrance Sunday this year back in St Mary's, and not outside as in 2020. We welcomed back Revd. Desmond Burton to lead the service, which is attended by the local Royal British Legion, the Balcombe Scouts groups and members of the wider community.
- All Advent and Christmas services were well attended, with congregations remaining masked and following national guidelines. The beginning of Advent was marked with a Family Christingle Service and a Candlelit Service of readings and carols for Advent. Christmas celebrations began with a Candlelit Service of Nine Lessons and Carols on 19<sup>th</sup> December. Our Crib Service and Midnight Eucharist on Christmas Eve was followed by Eucharist services at 8am and 10am on Christmas morning and the Feast of St Stephen which fell on the following day.

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*"The church looked wonderful as did the window displays. Such a great effort for the harvest celebration."*

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The church was also open for the period of mourning following the death of the Duke of Edinburgh for anyone wishing to pay their respects and for reflection and prayers.

We are very grateful to Max Preston-Bell for acting as Director of Music; his commitment has enabled the music to flourish during the year as restrictions are being gradually lifted. During the past year the choir has also gradually increased in number. We are very fortunate indeed to have a very able young student playing the organ and assisting at various services.

We are also very grateful to the bellringing Captain, John Moore, who leads our bell ringers every Sunday and at weddings and other notable occasions. In March, a year after lockdown, the tenor bell at St Mary's, together with many other bells countrywide, was tolled to remember those who had died due to the pandemic. On 10th April, the day following the death of the Duke of Edinburgh, the tenor bell was tolled, half muffled, 99 times, the age of Prince Philip on his death. We are very grateful to the team and those from other churches who help us.

For our younger members, Sunday Club is held once a month during the 10am Eucharist and Play and Praise, a service for pre-school children, was held twice last year.

## Trustees Annual Report for 2021

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Locus Youth Club (for the 11 – 15yrs age group) organised by Rosalind Merrick, meets once a month for a wide range of different activities, and continues to thrive. There has been a big influx of numbers since the New Year, with numbers varying from 6-17. Various activities during the year have included a trip to Ardingly Reservoir for paddle boarding, forest activities, a light party and crafts.

We have been able to continue our Bible House Groups during this difficult time, mainly online, but also in person when that has been possible. These take place on Monday evenings during term time.

Throughout the year we maintained an Avon House Rest Home group on a Monday morning in term time. Copies of the study were sent during lockdown, when visiting was not permitted. Later we were initially able to meet outside and then inside, with necessary safeguards in place. It is greatly encouraging that most of the residents attend most weeks. Thanks to the internet, we were able to hold our annual Lent course, as well as an Alpha course, online.

Mothers' Union held several events during the year, including a Christmas afternoon tea. Sadly, the local branch has now closed, but we will still continue to fundraise for the local MU and its work.

Since the beginning of the interregnum, communication with the wider community has been maintained in a number of ways, including through the village Facebook and website and via our pages in the Balcombe Village Magazine. A number of members of the church community have written the regular 'Words from the Rectory' letter in order to maintain continuity and assurance of the role of St Mary's within the community.

The church continues to be kept open on Sundays and Thursdays between 10am and 3pm for personal prayer and reflection.

The pastoral care team is still active within the village, and values being kept informed by our church family and friends in the village about people who are or may be in need of help in any way. We also provide a contact number for people to use in order to reach us.

As in the previous year, we sent out 800 cards at Easter and at Christmas (this year with a handwritten message) to households within the village and the parish of Balcombe.

As last year, members of the choir led the carol singing at the village Christmas market event in December and members of the Pathfinders after school club dressed as Nativity characters and lead the choir in a procession to the manger. In line with national guidelines for care homes a small number of choir members (Covid tested) were permitted to resume their annual short carol service at the care homes; at Avon House a larger group sang for residents from outside also. This had not been possible in 2020.

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*"St Mary's Church plays a crucial role in supporting and guiding us as a Church of England primary school."*

Our links with Balcombe School continue to strengthen. A Governing body sub-group was set up during the year. This group, which included governors, staff, parents and members of the church community, looked at spiritual development in the school. This group progressed the adopting of a covenant between the school and church (there is a copy on the wall near the font). The monthly prayer group for the school continues – attended by a group of church members and parents. All members of the school, restrictions permitting, attend a service in the church at harvest, Christmas and Easter, and have a leaving service at the end of the school year. Some members of St Mary's also run a well-attended after-school club, Pathfinders at which activities are based on a different Bible story or faith theme each week.

The "Open the Book" team continued to work together to produce wonderful and inventive adaptations of Bible stories to be presented to the children online. The pupils greatly enjoy watching them but also look forward to a time when they can return to taking an active part in these presentations. The technicality of putting together these online presentations is a time-consuming activity which has been mastered single-handedly by Charles Wilson. Assemblies are also led twice a month by Denise Vickerstaff and Charles Wilson. From May these were able to be given in person.

We made donations out of our School and Mrs Robinson funds totalling £2,955 to the school to help fund iPads to enable children to access online teaching during the Covid-19 restrictions. Our School Fund also funded the provision of bibles for all school leaving and a further grant of £546 was made to aid spiritual development in the school.

## Trustees Annual Report for 2021

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After being asked by Buttercup Barn Nursery to provide a bi-weekly bible story from September 2021 we are pleased to know that the children really enjoy these sessions.

We held our APCM on 25th April. During 2021 Alison Carrington took over administrative and finance duties from Rosy Telford and Jane Lindsay-Stewart. We would like to offer our thanks to both Rosy and Jane for their years of support, which have been vital to the running of St Mary's and we are very pleased that they continue to be involved in different ways with various aspects of church life.

Jeff Thompson heads up the Buildings, Maintenance and Finance (BMF) Sub Committee and has been involved in several meetings to progress building works with the architect, quantity surveyor and building surveyor. We are very grateful to have received some significant and generous donations to help with this work. We have continued to have all annual safety checks, i.e. Chubb, PAT testing and the lightning conductor.

Discussions continue with regard to the new burial ground for St Mary's.

Deanery synod meetings are attended, when possible, by our Deanery Synod Representatives (one of which is Chair) and the church community are always welcome to attend and do so on occasions.

We held our annual Church Beach Day at Ferring in August. Thank you to Rosemary Corder for hosting this event at her beach hut. This was great fun, enjoyed by a group of all age ranges.

The Balcombe Fete made a welcome and popular return to the recreation ground in September, helped by the glorious weather it was well attended and St Mary's Church held a stall - 'turning wine to water' – which was a great success, even though the 'wine' ran out too quickly! Many thanks to Mostyn and Rachel for organizing this.

Understandably, fundraising has been challenging again this year. We continue to hold the monthly 100 Club which provides a vital contribution to funds. The problems of holding public performances has affected all branches of the arts during the last years. However, with restrictions on numbers and social distancing, we managed to hold a wonderful concert in early December with Coro Nuovo giving a sterling performance of Christmas music. Out of necessity, this performance did not have an interval, but concert goers were given a small 'party pack' of mince pies on leaving the church. We are happy to report that more fundraising events are being planned, hopefully with fewer restrictions, for the year ahead.

We continue to receive several family history enquiries and the burials and monumental inscriptions database created for us by a member of the Balcombe History Society is invaluable in enabling us to provide detailed information when responding to these requests.

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*"[Your donation] will make such a difference to the work that we are doing to support elderly and lonely people in our community."*

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As well as the support to the school referred to above, further donations totalling £2,760 were made to a number of mission and charitable societies, including Chichester Diocesan Family Support Work, Off The Fence Trust, Crawley Refugees Welcome, Befriended and BeWith. In addition to this, collections were also raised for the following charities:

- The Royal British Legion                    £355
- Crawley open House                         £60
- The Childrens' Society                       £87

Other monies, collected as agent, were passed on to Chichester Diocese (in respect of their share of fees for wedding and funerals) and the relevant funeral directors or charities in relation to collections at funerals. There were no balances held at the year end.

## Trustees Annual Report for 2021

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### Financial Review

The total income on general unrestricted funds was £70,654 (2020 - £78,980) and is detailed in the accounts.

The main fall was in donation and legacy income which was nearly £8,000 lower than in 2020, due to the fact that we received a number of large one-off donations in that year. Our fee income increased, with the return of some weddings in the church, although fundraising was low due to the restrictions in place during much of the year.

Income on our restricted funds totalled £12,306 (2020 - £2,180) and included £10,000 of donations towards the fabric of the church and churchyard together with a donation of £2,000 to our School Fund.

Total costs in our general unrestricted funds were £68,868 (2020 - £60,234) and are detailed in the accounts, resulting in a surplus for the year before transfers on the unrestricted funds of £1,786 (2020 - £18,596).

Movements on restricted funds are set out in note 15 of the accounts.

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

The largest expenditure of the PCC was the sum of £46,800 (2020 - 37,326) paid to the diocese for our share of the Diocese Parish Ministry Costs. Approximately 53% of this amount relates directly to the clergy costs of this parish such as housing, stipend and pension, the remainder going towards the shared costs of the Christian family including a standard sum for diocesan central costs, clergy training and a contribution to national church funds, as well as assistance towards the upkeep of churches less able to manage than ourselves.

As noted in last year's report, whilst we have always striven to meet our allocated parish share in full, we reluctantly reduced our commitment for 2021 to 80% of our full share. However, we reviewed our financial position as the year progressed and are pleased that we managed to make additional payments so as to meet our full share. In relation to 2022, given the ongoing uncertainties and the fact that we are in interregnum, we again pledged a reduced amount (some 86% of our full share), albeit with an ongoing commitment to review the position throughout the coming year and make additional payments if we are able to do so.

### *Staff and contract costs*

It has proved difficult to recruit a youth group leader so our youth group has continued to be run by volunteers. Our only employee during the year was therefore a parish administrator. Details of employment costs are provided in note 9 to the accounts.

The services of a gardener, to maintain the churchyard, and some organists are also paid for although we benefitted from our volunteer music director donating his services for free during the year.

### *Other costs*

We strive to keep our basic general costs (including church and churchyard running costs and administration costs) at a steady level although the 2021 figures include some costly boiler repairs and tree maintenance costs. We are however in the fortunate position of having our fabric fund to help cover necessary expenditure on repairs to the church and our legacy funds to cover additional discretionary expenditure such as on the churchyard and to finance our parish administrator.

### *Trustee payments and expenses*

The PCC supported the clergy by paying council tax of £666 and water and environmental charges amounting to £253 for the rectory plus other annual costs towards broadband amounting to £374 (some of which cover the period when the rectory was empty).

Payments to trustees and persons connected to trustees are set out in notes 10 and 11 to the accounts.

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

It is PCC policy to seek to maintain a balance on the general unrestricted funds which equates to a minimum of approximately three months' worth of unrestricted payments as contingency against unforeseen situations, together with a further £50,000 for fabric repair emergencies, given that we are a Grade 1 listed building.

The closing balance on our general funds of £25,231 is a little in excess of three months' worth of our general running costs, largely due the large one-off donations received during 2020. However, our cost base is vulnerable to quite considerable increases - not simply because of the overall economic climate but because we currently benefit from

## Trustees Annual Report for 2021

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much volunteer time, which we would ordinarily pay for, and our parish administrator costs are currently being funded out of legacy funds. Going forward, we still need to concentrate on increasing our regular giving income to meet the overall level of our annual general costs.

As to fabric repair emergencies, we do have a restricted fabric fund, which has a year end balance of £19,334. Whilst some of this has been given for specific projects, some is available for other fabric related costs. The balance required to maintain the proposed level of our fabric repair emergency fund equates to some £40,000 and would currently be funded from our legacy funds (see below).

We are fortunate to have considerable designated funds, representing monies received from some substantial legacies, £150,000 of which we invested, with the balance held in a deposit account. Our legacy policy is to use legacy gifts to help fund significant development projects in the parish, whether buildings, equipment, mission or staff. As well as the funding of the parish administrator and the maintenance of a suitable fabric emergency repair fund (see above), it is envisaged that a substantial portion of the legacy funds will be used on planned renovation work to the church.

As well as holding the above general and designated reserves, the PCC from time to time receives restricted donations for expenditure on particular purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the donation. Details of our restricted funds are given in Note 15 to the accounts.

### Structure, governance and management of the charity

The Parochial Church Council (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.

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

#### *Ex Officio members*

Incumbent: The Revd. Canon Keith Richards (retired May 2021)  
Reader: Mrs Rosemary Corder (resigned from PCC in April 2021 and resigned as Reader in September 2021)

Wardens: Mrs Karen Deck  
Mrs Denise Vickerstaff

*Deanery Synod* Mrs Rachel Field  
Mrs Jane Lindsay-Stewart  
Mrs Denise Vickerstaff

*Elected Members* Mrs Paula Bennett (resigned – April 2021)  
Miss Caroline Carpenter  
Mrs Rachel Dinneen Secretary  
Mrs Sue Etheridge  
Mr Mostyn Field (elected Vice-Chairman in April 2021)  
Mrs Jacky Hall  
Mrs Julie Mitchell (resigned – April 2021)  
Mr Paul Mitchell  
Mrs Lorna Robinson (resigned – April 2021)  
Mrs Rosy Telford  
Mr Jeff Thompson (appointed April 2021)  
Mr Charles Wilson

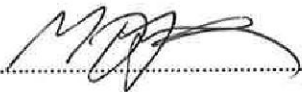
## **Trustees Annual Report for 2021**

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Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent and the lay reader licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and up to 12 members of the church who are elected at the Annual Parochial Church Meeting (APCM). The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The PCC has a Standing Committee as required by law. This committee has the power to transact the business of the PCC between its meetings, subject to any directions given by the full PCC.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by Mostyn Field, PCC Vice-Chairman.

  
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Date.....2/4/2022.....

## Summary of Financial Receipts and Payments

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

	<i>Unrestricted</i>		<i>Restricted Funds</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>		<i>All Funds 2021</i>	<i>All Funds 2020</i>	
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	51,886	-	12,268	<b>64,154</b>	61,504	
Charitable activities	4,351	-	-	<b>4,351</b>	2,943	
Other trading activities	12,809	-	38	<b>12,847</b>	14,560	
Investments	1,608	-	-	<b>1,608</b>	2,153	
<b>Total received</b>	<b>70,654</b>	<b>-</b>	<b>12,306</b>	<b>82,960</b>	81,160	3
<b>Expenditure on:</b>						
Cost of raising funds	-	-	-	-	110	
Charitable costs	64,442	6,701	6,953	<b>78,096</b>	65,291	
Trading costs	4,426	-	-	<b>4,426</b>	4,914	
Investments	-	-	-	-	-	
<b>Total paid</b>	<b>68,868</b>	<b>6,701</b>	<b>6,953</b>	<b>82,522</b>	70,315	6
<b>Net income / (net expenditure)</b>	<b>1,786</b>	<b>(6,701)</b>	<b>5,353</b>	<b>438</b>	<b>10,845</b>	
Transfers between funds	-	-	-	-	-	
<b>Net movement in funds</b>	<b>1,786</b>	<b>(6,701)</b>	<b>5,353</b>	<b>438</b>	10,845	
Bank accounts at 1 January	23,445	19,136	24,440	<b>67,021</b>	56,176	
<b>Bank accounts at 31 December</b>	<b>25,231</b>	<b>12,435</b>	<b>29,793</b>	<b>67,459</b>	67,021	A&L

## Statement of Assets and Liabilities

Our assets and liabilities at the year-end were as follows:

	Unrestricted		Restricted Funds	Total All Funds 2021	Total All Funds 2020	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
<b>Assets:</b>						
Cash	-	1	-	1	31	
Bank current accounts	25,231	10,465	-	35,696	35,506	
Bank deposit accounts	-	1,969	29,793	31,762	31,484	
<b>Total bank and deposit accounts</b>	<b>25,231</b>	<b>12,435</b>	<b>29,793</b>	<b>67,459</b>	<b>67,021</b>	
2971 CBF Investment Fund shares	-	100,000	-	100,000	100,000	13
29875 CBF Fixed interest Securities Fund shares	-	50,000	-	50,000	50,000	13
<b>Investment assets at cost</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	
<b>Total bank deposits and investments (at cost)</b>	<b>25,231</b>	<b>162,435</b>	<b>29,793</b>	<b>217,459</b>	<b>217,021</b>	
Gift Aid recoverable	2,710	-	2,500	5,210	2,449	14
Other debtors	-	-	-	-	-	
<b>Debtors</b>	<b>2,710</b>	<b>-</b>	<b>2,500</b>	<b>5,210</b>	<b>2,449</b>	
Piano	4,462	-	-	4,462	4,462	
Sound system	9,366	-	-	9,366	9,366	
Photocopier	6,231	-	-	6,231	6,231	
<b>Tangible fixed assets at cost</b>	<b>20,059</b>	<b>-</b>	<b>-</b>	<b>20,059</b>	<b>20,059</b>	
<b>Total assets</b>	<b>48,000</b>	<b>162,435</b>	<b>32,293</b>	<b>242,728</b>	<b>239,529</b>	
<b>Liabilities:</b>						
Utilities used since last billed	535	-	-	535	406	
Hall fees due	-	-	30	30	-	
Other invoices unpaid at year end	724	-	2,340	3,064	-	
Balcombe Primary School for ipads	-	-	-	-	2,955	
<b>Total liabilities</b>	<b>1,259</b>	<b>-</b>	<b>2,370</b>	<b>3,629</b>	<b>3,361</b>	

This Financial Report for the year ended 31<sup>st</sup> December 2021, including the notes following, was approved by the PCC and signed on its behalf by Mostyn Field, PCC Vice-Chairman:



Date 2/4/2022

# St Mary's Church, Balcombe registered charity number 1175472

## Notes to the Financial Report

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

2 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

3 Total receipts can be analysed as follows:

	Unrestricted		Restricted Funds	Total All Funds 2021	Total All Funds 2020	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Tax efficient planned giving (excl. tax refunds)	30,513	-	-	30,513	30,534	
Other planned giving	-	-	-	-	190	
Loose cash collections and other donations	12,358	-	12,000	24,358	22,906	
Gift Aid recovered	9,015	-	-	9,015	7,774	
Legacies	-	-	-	-	100	4
Grants	-	-	268	268	-	5
<b>Donations and legacies</b>	<b>51,886</b>	<b>-</b>	<b>12,268</b>	<b>64,154</b>	<b>61,504</b>	
Fees for weddings & funerals	4,351	-	-	4,351	2,943	
<b>Charitable activities</b>	<b>4,351</b>	<b>-</b>	<b>-</b>	<b>4,351</b>	<b>2,943</b>	
Fund-raising	5,670	-	-	5,670	6,910	
Sales of the parish magazine	2,854	-	-	2,854	2,822	
Magazine advertisement fees	4,165	-	-	4,165	4,425	
Youth group subscriptions	-	-	38	38	124	
Other	120	-	-	120	279	
<b>Other trading activities</b>	<b>12,809</b>	<b>-</b>	<b>38</b>	<b>12,847</b>	<b>14,560</b>	
Bank deposit interest	278	-	-	278	495	
CBF Fixed Interest Securities dividends	1,330	-	-	1,330	1,658	
<b>Investment income</b>	<b>1,608</b>	<b>-</b>	<b>-</b>	<b>1,608</b>	<b>2,153</b>	
<b>Total received on all funds</b>	<b>70,654</b>	<b>-</b>	<b>12,306</b>	<b>82,960</b>	<b>81,160</b>	

4 The 2020 legacy income represents a bequest from the estate of the late Mrs Gwen Hobbs.

5 The grants received in 2021 represent amounts received from the Listed Places of Worship Scheme towards VAT incurred on works to the fabric.

## Notes to the Financial Report

6 Total payments can be analysed as follows:

	Unrestricted		Restricted Funds	Total	Total	Notes
	General Fund	Designated Funds		All Funds 2021	All Funds 2020	
	£	£	£	£	£	
Stewardship costs	-	-	-	-	110	
<b>Cost of raising funds</b>	-	-	-	-	110	
Charitable grants and donations	2,760	-	3,719	<b>6,479</b>	2,803	7
Parish share to Chichester Diocese	46,800	-	-	<b>46,800</b>	37,326	8
Salaries and honoraria incl NI	-	4,725	-	<b>4,725</b>	5,400	9
Clergy expenses (including rectory)	2,755	200	-	<b>2,955</b>	2,992	
Organists	165	-	-	<b>165</b>	132	
Provision of services	1,056	426	-	<b>1,482</b>	1,837	
Junior church	164	-	-	<b>164</b>	-	
Church running costs and maintenance	5,406	-	-	<b>5,406</b>	4,542	
Insurance	3,099	-	-	<b>3,099</b>	3,092	
Repairs and renewals and Quinquennial costs	-	-	3,166	<b>3,166</b>	3,336	
Upkeep of churchyard	1,921	1,350	-	<b>3,271</b>	2,651	
Administration, printing and stationery	316	-	-	<b>316</b>	693	
Youth group activities	-	-	68	<b>68</b>	247	
Other charitable costs	-	-	-	-	240	
<b>Charitable costs</b>	<b>64,442</b>	<b>6,701</b>	<b>6,953</b>	<b>78,096</b>	65,291	
Fund-raising events and activities	2,283	-	-	<b>2,283</b>	3,043	
Parish magazine printing	1,637	-	-	<b>1,637</b>	1,336	
Other trading costs	506	-	-	<b>506</b>	535	
<b>Trading costs</b>	<b>4,426</b>	-	-	<b>4,426</b>	4,914	
<b>Investments</b>	-	-	-	-	-	
<b>Total paid on all funds</b>	<b>68,868</b>	<b>6,701</b>	<b>6,953</b>	<b>82,522</b>	70,315	

7 Details of charitable grants and donations are given in the Trustees Report.

8 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs.

9 Payments to PCC employees were as follows:

	2021	2020
	£	£
Wages, salaries and honoraria	4,725	5,400
Employer National Insurance	-	-
Employer pension contributions	-	-
	<b>4,725</b>	<b>5,400</b>

# St Mary's Church, Balcombe registered charity number 1175472

## Notes to the Financial Report

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### 10 Payments to PCC members

The Revd Canon Keith Richards, as a trustee, received a refund of expenses amounting to £316 (2020 - £nil), representing travel and related costs.

Jane Lindsay-Stewart, a member of the PCC, was paid £4,725 (2020 - £5,400) for the provision of administration and business services.

No other payments were made to PCC members except in reimbursement for purchases they personally and properly made on behalf of the PCC.

### 11 Transactions with persons related to PCC members

Payments totalling £1,921 (2020 - £2,651) were made to Neil Lindsay-Stewart, the husband of Jane Lindsay-Stewart, for services relating to the maintenance and renovation of the churchyard. Payments of £280 were also made to Toby Vickerstaff, a son of Denise Vickerstaff, for maintenance of the rectory garden whilst in interregnum.

### 12 Transactions with related charities

The Friends of St Mary's Balcombe Trust, a separate charity, is a related party to this PCC. Denise Vickerstaff, Charles Wilson and Jeff Thompson are trustees of that charity. The Balcombe Parish Room is also a separately registered charity of which the churchwardens are trustees. Sue Etheridge and Mostyn Field are also on the management committee of this charity. Rosy Telford is a trustee of the Balcombe Gardeners' Association.

The only payments to these connected parties during the year were payments totalling £nil (2020 - £70) to Balcombe Parish Room for room hire for the youth group meetings. The only receipt during the year from connected parties was £120 (2020 - £120) from the Balcombe Gardeners' Association for the printing of their year book.

### 13 Investments

The 2,971 shares in the CBF Church of England Investment Fund cost £100,000 and had a bid market value of £162,806 at 31 December 2021 (2020 - £138,511) and the 29,875 shares in the CBF Church of England Fixed Interest Securities Fund cost £50,000 and had a bid market value of £47,201 at 31 December 2021 (2020 - £50,535).

14 Gift Aid is recoverable on donations received up to year end, the last submitted claim having covered donations to 31 December 2020.

### 15 Statement of funds

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

The Major Projects Fund is restricted to projects relating to, and the maintenance of, the church building.

The Organ Appeal Fund is a historic fund which will be used for major repairs to/replacement of the organ.

The balance brought forward on the School Fund included £2,000 to help fund some iPads for Balcombe Primary School (which was expensed during the year). The balance represents donations to be used to assist Balcombe Church of England Primary School in developing its religious and spiritual environment.

The Youth Group Fund represents funds belonging to the youth group, Locus.

The Mrs Robinson Fund represents funds restricted to help needy children and women in the parish.

**Unrestricted funds** are not subject to any donor restrictions and can be spent as the PCC decides. The Legacies Fund represents legacies received that, in accordance with our legacy policy, are to be spent on development projects in the parish.

The summary of receipts and payments by fund appears on the next page.

## Notes to the Financial Report

### 15 Statement of funds (continued)

Receipts and payments by fund, together with opening and closing cash and investment balances (at cost) can be summarised as follows:

	Cash and investment balances 1 Jan 2021	Receipts	Payments	Transfers	Cash and investment balances 31 Dec 2021
	£	£	£	£	£
Major projects/fabric	12,232	10,268	(3,166)	-	19,334
Organ appeal	5,214	-	-	-	5,214
School and children fund	3,759	2,000	(2,764)	-	2,995
Youth group	345	38	(68)	-	315
Mrs Robinson fund	2,890	-	(955)	-	1,935
<b>Total of all restricted funds</b>	<b>24,440</b>	<b>12,306</b>	<b>(6,953)</b>	<b>-</b>	<b>29,793</b>
<b>Designated fund - Legacies</b>	<b>169,136</b>		<b>(6,701)</b>	<b>-</b>	<b>162,435</b>
General fund	23,445	70,654	(68,868)	-	25,231
<b>Total of all unrestricted funds</b>	<b>192,581</b>	<b>70,654</b>	<b>(75,569)</b>	<b>-</b>	<b>187,666</b>
<b>Total cash and investment balances</b>	<b>£217,021</b>	<b>£82,960</b>	<b>£(82,522)</b>	<b>-</b>	<b>£217,459</b>

# Independent Examiner's Report to the PCC of St Mary's Church, Balcombe for the Year Ended 31<sup>st</sup> December 2021

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary, Balcombe, on the annual report for the year ended 31<sup>st</sup> December 2021 set out on pages 9 to 14.

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent examiner's statement**

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

**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

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

**Examiner's signature**

.....

**Examiner's name** CAPITALS

Richard Land-Smith  
.....

**Date**

.....  
5/4/2022

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

.....  
KAAJ

**Examiner's address**

Deanlands, Stockcroft Road, Balcombe, RH17 6LN  
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# Accounts

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# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## *St Mary's Church, Balcombe*

St Mary's Church, London Road, Balcombe RH17 6PX

Registered Charity no. 1175472

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For the year ended 31<sup>st</sup> December 2020

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Website: [stmarys-balcombe.org](http://stmarys-balcombe.org)

Incumbent: The Revd Canon Keith Richards, The Rectory, Haywards Heath Road, Balcombe RH17 6PA

Independent  
examiner: Mr R Land-Smith, Deanlands, Stockcroft Road, Balcombe RH17 6LN

Bankers: Barclays PLC

## **Trustees Annual Report for 2020**

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### **Our aims and purposes as a charity**

The PCC has the responsibility of co-operating with the incumbent, the Revd Canon Keith Richards, in:

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

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

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

For 2020 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church;
- Enabling as many people as possible to become part of our parish community;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, and learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Providing pastoral care for people living in the parish, including visiting the sick and the bereaved and holding monthly communion services and carol services in the two local care homes;
- Providing, with the support of the Parish Council, a youth group with a Christian ethos;
- Supporting, and becoming involved in, the activities of Balcombe Church of England Primary School, including the 'Open the Book' initiative;
- Supporting other charities and missionary organisations, locally and nationally;
- Reaching out to the whole community; and
- Maintaining the fabric of the church building, both as a historic building and as a focus of life in the village.

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

## Trustees Annual Report for 2020

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

#### *Attendance at worship*

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

As at 31 December 2020, there were 128 parishioners on the Church Electoral Roll, 22 of whom were not resident in the parish. No new members were added during the year and one was removed through death.

Since March 2020 we have prayerfully and carefully followed church and government advice in relation to the covid-19 pandemic. The average regular weekly attendance counted during October was 55 (including children). Our online streamed service was also downloaded by an average of 30 people weekly. Unfortunately, many of our usual services, including the school harvest festival and Christmas services, our Easter services and our Christmas Eve and Christmas Day services, were cancelled due to Covid-19 although we did hold our Advent and Christmas carol services. We also have been recording and making available online a weekly service since the beginning of the first lockdown.

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*"What an excellent display of faith and ingenuity in difficult times, thank you to everyone involved [in the Advent carol service]."*

---

Again, due to Covid-19, there were no baptisms or weddings during the year although a total of eight funerals and memorial services were held in the church, a further two services were taken at local crematoria and there were five interments.

#### *Review of the year*

The year started with an Epiphany event kindly hosted by the Rector for the PCC, PCC Group members, duty holders and members of the Choir. It was good to get the Church family together at the beginning of the New Year, especially as life was going to dramatically change for us all in the months to come. Three new PCC sub-groups were formed early in 2020 in order to facilitate greater involvement from the congregation and community, and benefit from their skills in various areas of Church life. The sub-groups report directly to the PCC and are as follows: Mission and Renewal, Social and Fundraising and Buildings, Maintenance and Finance. The PCC met in January and early February via these sub-groups and details of their deliberations were received by the full PCC and discussed as necessary. At the end of January, the PCC, and those from PCC sub-committees, met with John Kemp, Diocesan Parish Advisor, regarding stewardship. We had an informative meeting with helpful advice regarding fundraising and parish giving options. As a result, we now have now set up a way of giving financially via a QR code, and we are currently considering the best device to enable contactless giving in the church building and at community events.

We have continued to keep active with Church governance but have had to adapt with the onset of Covid-19 restrictions and national lockdowns. We have regularly conversed via sub-groups - in person, on-line or in discussions on email - depending on the decisions to be made, consulting the full PCC when appropriate. We held our APCM on 6th September. We have continued to have all annual safety checks, a visit from the Church Architect and any maintenance necessary for the upkeep of the Church building.

Church services continue either physically in the Church or online. During times when we could hold public worship, before March 2020 and later with restrictions in place, we had two services each Sunday in the church (including a Family service on the first Sunday of the month), an Evensong once a month, Sunday Club (formerly Sunday School, which runs twice a month) and Play and Praise which is normally held four times a year, including the annual October Teddy Bears' Tea Party. We have three weekly bible house groups that generally meet Monday mornings and evenings during term time and a Wednesday morning bible group that meets monthly. Some of these groups (all of which are ecumenical) have continued since March with online sessions, or printed material for those in the local care home.

## Trustees Annual Report for 2020

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During national lockdown, or at times when we felt that public worship should cease, we recorded one Eucharist service per week. This has been added onto our YouTube account and Facebook page - links are on our website, weekly newsletter and in the parish magazine. We also send out a weekly email to approximately 170 members of the wider church family which includes a link to a weekly service, offers of help or prayer requests and various information, such as requests for financial giving on behalf of the charities normally supported by St Mary's with food donations.

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*"..thank you for sending me the links to ...the online St Mary's Church Services, which are very much appreciated at this difficult time."*

---

From March through to July, our Rector also wrote a weekly Pastoral letter and recorded a Friday Reflection. The letter and Friday Reflection were posted on our village Facebook (which has approximately 2500 members) and received many positive comments. We transcribed reflections for those without internet connection and have recently commenced this again as some of our congregation have been unable to take part in public worship since March. We also called and played reflections over the phone.

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*"...thank you for this morning's remembrance service and for all of the work that went into it. It was so good to have a service, even if not in the Church."*

---

We held a Remembrance Sunday service on the Village Green outside the school. This was supported by the local British Legion and attended by the local community. We recorded the service and it was uploaded to the church and village Facebook pages.

We had several weddings and baptisms in the schedule for 2020 and these have mostly been re-booked for dates during the next two years. During the year, we continued to have funerals in the church and at the local crematorium, graveside burials and interments of ashes.

For most of the year we have managed to have the Church open on Sundays and Thursdays between 10am and 3pm for personal prayer and reflection. This has been greatly appreciated by the congregation and local community, particularly when we have not been open for public worship.

We sent out 800 cards at Easter and at Christmas to households within the village and parish of Balcombe.

The emphasis upon family and children's ministry continues. Sunday Club and Play and Praise take place in the church when possible. The youth group, Locus, continues to have a thriving group of young people (aged between 11 and 15) who meet twice a month (when possible) in person or online, to take part in a variety of activities. We are very thankful to Ros Merrick for running the Club, to Denise Vickerstaff for her support and to the Parish Council for providing volunteers to help run the sessions.

During the first lockdown, we recorded regular Bible story readings with an activity for the children who would usually attend Sunday Club and Play and Praise. We continue to send out activities once a month when Sunday Club is unable to meet. There are also two WhatsApp groups – one for Play and Praise parents and carers, and one for Locus youth group.

---

*"We've just watched your wonderful [Children's] Easter Day service. Thank you..."*

---

We have also maintained strong links with Balcombe Primary School despite Covid restrictions. The church conducts an assembly or bible story teaching each week during term time. The Rector will hold, or record, an assembly and a team present a dramatized Bible story, using the 'Open the Book' scheme run by the Bible Society. These have been recorded since March and have proved very popular with the children. We have been unable to hold School services in the church for the children this year but the Rector focuses his assemblies on the Christian Festivals at the appropriate time of year. We present every Year 6 leaver with a Bible when they leave Balcombe School.

A prayer group for those connected to the school also started in September, with a meeting every month since in the church or virtually. There are 8 members, some being from other local churches. This support is very much appreciated by the local school.

## Trustees Annual Report for 2020

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*"Your support for our pupils will make a huge difference to many families, not just during the current difficult times, but in the future too."*

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A grant of nearly £3,000 was committed to Balcombe School for the purchase of laptops for children without on-line access at home. This is to be funded partly from the School Fund and partly from the Mrs Robinson fund. Regarding the latter, a request was made to the Charity Commission to slightly widen the purpose of this restricted fund to enable us to make such donations and this was granted in December 2020.

We held a successful pancake event on Shrove Tuesday. The children were able to visit the Parish Room on their way home from school to enjoy a pancake and think about the reason we make pancakes just before the start of Lent. We also held an Ash Wednesday service and four Lent group meetings (which continued via email when we were unable to meet in person). Approximately 10 people attended four Lent Lunches during which we had a short poignant reflection alongside the viewing of paintings from The Passion, a short Eucharist service and a simple Lenten lunch which raised funds for the Chestnut Tree Children's Hospice.

Deanery Synod meetings continue to be attended when possible, the most recent via Zoom. We also had several members of the congregation attend the Deanery Synod Day at the beginning of February.

The annual World Day of Prayer Ecumenical service was hosted by St Mary's early in March and was well attended. Refreshments were provided by Church members and enjoyed after the service.

The Pastoral Care Team is responsible for hospital and home visits and home communions. At the beginning of the year this team also visited the two care homes in the village where monthly communion services were held. Since March, as mentioned, weekly letters have been sent to the residents with bible readings and a short study. A Carol service was recorded at Christmas and sent out to both care homes for the benefit of both residents and staff.

Our church choir continues to thrive despite difficult circumstances with wonderful socially distanced performances at Harvest, All Souls' Eucharist, an outdoor Christmas village event, Advent Carols and our Carol Service just before Christmas. We are very grateful to Max Preston-Bell for acting as our Music Director and to the members of the St Mary's choir.

The refurbished bells have continued to ring when possible with our Captain's family regularly ringing four of the bells prior to services, and at times of celebration.

Fundraising has been challenging this year, but we continue to have the '100' Club making an important contribution to Church funds. The monthly parish magazine, as well as containing information about our church services and activities, has information from the local Catholic Parish of Worth Abbey. It is the only printed source of information and publicity for village societies and events. Under challenging circumstances, the magazine team have continued to produce this valued contribution and we are very grateful to all those involved.

Sadly, due to the onset of the pandemic, we had to cancel a concert which was arranged for 17th March. We were looking forward to hearing the 'The Kingsmen' singers from Cambridge University, and very much hope to be able to re-book them in the future. All other events planned by the Event and Fundraising Committee have had to be postponed. However, the Church has applied for and been granted an alcohol licence with West Sussex Council. We hope that this will help us raise greater funds through the sale of alcohol at future fundraising events.

As usual, we split our Harvest donations between two local charities. We donated the goods from the congregation to Family Support Work, and the offerings from the school were given to the village collection and sent on to the Easter Team in Crawley.

Mothers' Union Takeaway Harvest Teas proved extremely popular with all 44 teas being reserved several days before the event. The total raised was £285. The money was split between local MU projects, including Away From it All which provides free holidays for families who would not otherwise be able to have one, and the Eastbourne Family Contact Centre which enables separated families to meet in a neutral venue.

## Trustees Annual Report for 2020

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We continue to receive several family history enquiries and the burials and monumental inscriptions database created for us by a member of the Balcombe History Society is invaluable in enabling us to provide detailed information when responding to these requests.

The work being undertaken to renovate the churchyard has nearly been completed, we are just awaiting boundary confirmation from the Council. The Rector, Churchwardens, Administrator and some members of the congregation have met several times during the year with a Balcombe Parish Councillor to consider the options with regard to the expansion of the graveyard burial ground. At present we have space for interments, but the number of burial plots left remains low.

This has been a challenging year but one full of growth through the necessity to adapt and change to suit a different way of life, and still continue to provide outreach to those in the Church family and community. We are very grateful to all those who are part of the regular congregation and many others for their support and help.

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*"[Our] work would not be possible without the support of people like you."*

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As well as the support to the school referred to above, further donations totalling £2,803 were made to a number of mission and charitable societies, including Chichester Diocesan Family Support Work, the Children's Society and Médecins Sans Frontières. We also raised £167 for the Chestnut Tree Hospice from our Lenten Lunches, although these sadly too had to be curtailed due to Covid-19.

Other monies, collected as agent, were passed on to Chichester Diocese (in respect of their share of fees for wedding and funerals) and the relevant funeral directors or charities in relation to collections at funerals. There were no balances held at the year end.

### Financial Review

The total income on general unrestricted funds was £78,980 (2019 - £70,500) and is detailed in the Financial Report. Unexpectedly, general donations and legacy income was some £13,000 higher than in 2019. Our original reforecast of income at the time of the first lockdown anticipated a considerable fall in collection income in particular. However, we re-opened the church as soon as possible and our collection income did not fall by the amount feared. Further, we had some new donors via the Parish Giving Scheme and we were extremely fortunate to receive a number of large one-off donations to see us through the current crisis. Our fee income, on the other hand, saw a substantial fall due to a smaller number of funerals being held and no weddings. Fundraising was also inevitably hit.

Income on our restricted funds mostly comprised a donation of £2,000 to our School Fund to help finance our commitment to provide Balcombe Primary School with ten ipads. This amount has been spent since the year end.

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

The largest expenditure of the PCC was the sum of £37,326 paid to the diocese for our share of the Diocese Parish Ministry Costs. Approximately 52% of this amount relates directly to the clergy costs of this parish such as housing, stipend and pension, the remainder going towards the shared costs of the Christian family including a standard sum for diocesan central costs, clergy training and a contribution to national church funds, as well as assistance towards the upkeep of churches less able to manage than ourselves.

We have always striven to meet our allocated parish share in full. However, given that our forecast for 2020 was for a substantial deficit, even before the onset of Covid-19, we reluctantly reduced our commitment to 80%. As noted above, we have now been blessed with some large donations together with lower than anticipated costs in 2020. Whilst things currently remain uncertain, we will review our financial position and our parish share commitment later in the year.

## Trustees Annual Report for 2020

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### **Staff and contract costs**

Our youth worker left during 2019 and has yet to be replaced, the youth group being run by volunteers in the meantime. Our only employee was therefore our parish administrator. Details of employment costs are provided in note 9 to the accounts.

The services of a gardener, to maintain the churchyard, and some organists are also paid for although we benefitted from our volunteer music director donating his services for free during the year.

### **Other costs**

We are generally managing to keep our basic general costs (including church and churchyard running costs and administration costs) at a steady level. We are in the fortunate position of having our fabric fund to cover necessary expenditure on repairs to the church and our legacy funds to cover additional discretionary expenditure such as on the churchyard and to finance our parish administrator.

### **Trustee payments and expenses**

The PCC supported the clergy by paying council tax of £2,080 and water and environmental charges amounting to £380 for the rectory plus other annual costs towards broadband amounting to £436.

Payments to trustees and persons connected to trustees are set out in notes 10 and 11 to the accounts.

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

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance of £23,445 is in excess of this level due the large one-off donations received during the year and our lower than anticipated costs. This will stand us in good stead in the uncertain times in which we still find ourselves, particularly given the ongoing restrictions as a result of the Covid-19 pandemic and the inevitable impact on church collections and fundraising. Going forward, we still need to concentrate on increasing our regular giving income to meet the level of our annual general costs.

We also have considerable funds received from legacies, £150,000 of which has been invested and the remainder placed in a deposit account while plans are established for these funds. Our legacy policy is to use legacy gifts to help fund significant development projects in the parish, whether buildings, equipment, mission or staff.

As well as holding the above general and designated reserves, from time to time the PCC receives restricted donations for expenditure on particular purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the donation. Details of our restricted funds are given in Note 15 to the accounts.

### **Structure, governance and management of the charity**

The Parochial Church Council (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.

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

#### *Ex Officio members*

Incumbent:	The Revd. Canon Keith Richards	
Reader:	Mrs Rosemary Corder	
Wardens:	Mrs Karen Deck	(appointed as warden - September 2020)
	Mrs Jacky Hall	(resigned as warden - September 2020)
	Mrs Denise Vickerstaff	(re-appointed as warden – September 2020)
<i>Deanery Synod</i>	Mrs Rachel Field	(appointed – September 2020)
	Mrs Jane Lindsay-Stewart	(appointed – September 2020)
	Mrs Denise Vickerstaff	(appointed – September 2020)

## Trustees Annual Report for 2020

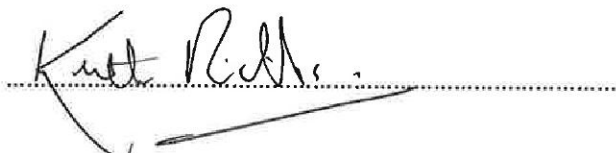
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<i>Elected Members</i>	Mrs Paula Bennett	
	Miss Caroline Carpenter	
	Mrs Rachel Dinneen	Secretary
	Mrs Sue Etheridge	
	Mr Mostyn Field	
	Mrs Jacky Hall	
	Mrs Julie Mitchell	
	Mr Paul Mitchell	
	Mrs Lorna Robinson	
	Mrs Jenny Smith	(resigned – September 2020)
	Mrs Rosy Telford	(resigned as Treasurer – October 2020)
	Mr Charles Wilson	

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent and the lay reader licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and up to 12 members of the church who are elected at the Annual Parochial Church Meeting (APCM). The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The PCC has a Standing Committee as required by law. This committee has the power to transact the business of the PCC between its meetings, subject to any directions given by the full PCC.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd. Canon Keith Richards, PCC Chairman



Date.....26 March 2021.....

## Summary of Financial Receipts and Payments

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

	<i>Unrestricted</i>		<i>Restricted</i> Funds	<i>Total</i>	<i>Total</i>	Notes
	General Fund	Designated Funds		All Funds 2020	All Funds 2019	
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	59,496	-	2,008	<b>61,504</b>	51,256	
Charitable activities	2,943	-	-	<b>2,943</b>	4,969	
Other trading activities	14,388	-	172	<b>14,560</b>	16,884	
Investments	2,153	-	-	<b>2,153</b>	2,578	
<b>Total received</b>	<b>78,980</b>	-	<b>2,180</b>	<b>81,160</b>	75,687	3
<b>Expenditure on:</b>				-	-	
Cost of raising funds	110	-	-	<b>110</b>	171	
Charitable costs	55,210	6,252	3,829	<b>65,291</b>	77,804	
Trading costs	4,914	-	-	<b>4,914</b>	6,939	
Investments	-	-	-	-	-	
<b>Total paid</b>	<b>60,234</b>	<b>6,252</b>	<b>3,829</b>	<b>70,315</b>	84,914	6
<b>Net income / (net expenditure)</b>	<b>18,746</b>	<b>(6,252)</b>	<b>(1,649)</b>	<b>10,845</b>	<b>(9,227)</b>	
Transfers between funds	(150)	-	150	-	-	
<b>Net movement in funds</b>	<b>18,596</b>	<b>(6,252)</b>	<b>(1,499)</b>	<b>10,845</b>	<b>(9,227)</b>	
Bank accounts at 1 January	4,849	25,388	25,939	<b>56,176</b>	65,403	
<b>Bank accounts at 31 December</b>	<b>23,445</b>	<b>19,136</b>	<b>24,440</b>	<b>67,021</b>	56,176	A&L

## Statement of Assets and Liabilities

Our assets and liabilities at the year-end were as follows:

	Unrestricted		Restricted Funds	Total All Funds 2020	Total All Funds 2019	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
<b>Assets:</b>						
Cash	-	-	31	31	-	
Bank current accounts	23,445	12,061	-	35,506	11,906	
Bank deposit accounts	-	7,075	24,409	31,484	44,270	
<b>Total bank and deposit accounts</b>	<b>23,445</b>	<b>19,136</b>	<b>24,440</b>	<b>67,021</b>	<b>56,176</b>	
2971 CBF Investment Fund shares	-	100,000	-	100,000	100,000	13
29875 CBF Fixed interest Securities Fund shares	-	50,000	-	50,000	50,000	13
<b>Investment assets at cost</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	
<b>Total bank deposits and investments (at cost)</b>	<b>23,445</b>	<b>169,136</b>	<b>24,440</b>	<b>217,021</b>	<b>206,176</b>	
Gift Aid recoverable	2,449	-	-	2,449	1,602	14
Other debtors	-	-	-	-	-	
<b>Debtors</b>	<b>2,449</b>	<b>-</b>	<b>-</b>	<b>2,449</b>	<b>1,602</b>	
Piano	4,462	-	-	4,462	4,462	
Sound system	9,366	-	-	9,366	9,366	
Photocopier	6,231	-	-	6,231	6,231	
<b>Tangible fixed assets at cost</b>	<b>20,059</b>	<b>-</b>	<b>-</b>	<b>20,059</b>	<b>20,059</b>	
<b>Total assets</b>	<b>45,953</b>	<b>169,136</b>	<b>24,440</b>	<b>239,529</b>	<b>227,837</b>	
<b>Liabilities:</b>						
Grant for youth worker received in advance	-	-	-	-	122	
Utilities used since last billed	406	-	-	406	664	
Hall fees due	-	-	-	-	50	
Balcombe Primary School for ipads	-	-	2,955	2,955	-	
<b>Total liabilities</b>	<b>406</b>	<b>-</b>	<b>2,955</b>	<b>3,361</b>	<b>836</b>	

This Financial Report for the year ended 31<sup>st</sup> December 2020, including the notes following, was approved by the PCC and signed on its behalf by The Revd. Canon Keith Richards, PCC Chairman:

  
 Keith Richards

Date 26 March 2021

## Notes to the Financial Report

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

2 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

3 Total receipts can be analysed as follows:

	Unrestricted		Restricted Funds	Total All Funds 2020	Total All Funds 2019	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Tax efficient planned giving (excl. tax refunds)	30,534	-	-	30,534	27,963	
Other planned giving	190	-	-	190	841	
Loose cash collections and other donations	20,898	-	2,008	22,906	11,891	
Gift Aid recovered	7,774	-	-	7,774	9,035	
Legacies	100	-	-	100	-	4
Grants	-	-	-	-	1,526	5
<b>Donations and legacies</b>	<b>59,496</b>	<b>-</b>	<b>2,008</b>	<b>61,504</b>	<b>51,256</b>	
Fees for weddings & funerals	2,943	-	-	2,943	4,969	
<b>Charitable activities</b>	<b>2,943</b>	<b>-</b>	<b>-</b>	<b>2,943</b>	<b>4,969</b>	
Fund-raising	6,910	-	-	6,910	8,436	
Sales of the parish magazine	2,822	-	-	2,822	2,587	
Magazine advertisement fees	4,425	-	-	4,425	5,430	
Youth group subscriptions	-	-	124	124	161	
Other	231	-	48	279	270	
<b>Other trading activities</b>	<b>14,388</b>	<b>-</b>	<b>172</b>	<b>14,560</b>	<b>16,884</b>	
Bank deposit interest	495	-	-	495	606	
CBF Fixed Interest Securities dividends	1,658	-	-	1,658	1,972	
<b>Investments</b>	<b>2,153</b>	<b>-</b>	<b>-</b>	<b>2,153</b>	<b>2,578</b>	
<b>Total received on all funds</b>	<b>78,980</b>	<b>-</b>	<b>2,180</b>	<b>81,160</b>	<b>75,687</b>	

4 The 2020 legacy income represents a bequest from the estate of the late Mrs Gwen Hobbs.

5 The grants received in 2019 represent amounts received from the Listed Places of Worship Scheme towards VAT incurred on works to the fabric and from Balcombe Parish Council towards the costs of the youth worker.

## Notes to the Financial Report

6 Total payments can be analysed as follows:

	Unrestricted		Restricted	Total	Total	Notes
	General	Designated		All Funds	All Funds	
	Fund	Funds	Funds	2020	2019	
	£	£	£	£	£	
Stewardship costs	110	-	-	110	171	
<b>Cost of raising funds</b>	<b>110</b>	-	-	<b>110</b>	<b>171</b>	
Charitable grants and donations	2,557	-	246	2,803	3,243	7
Parish share to Chichester Diocese	37,326	-	-	37,326	45,016	8
Salaries and honoraria incl NI	-	5,400	-	5,400	5,998	9
Clergy expenses (including rectory)	2,992	-	-	2,992	3,041	
Organists	132	-	-	132	201	
Provision of services	1,837	-	-	1,837	3,012	
Junior church	-	-	-	-	-	
Church running costs and maintenance	4,542	-	-	4,542	4,901	
Insurance	3,092	-	-	3,092	3,092	
Repairs and renewals and Quinquennial costs	-	-	3,336	3,336	2,791	
Upkeep of churchyard	2,039	612	-	2,651	4,712	
Administration, printing and stationery	693	-	-	693	1,477	
Youth group activities	-	-	247	247	320	
Other charitable costs	-	240	-	240	-	
<b>Charitable costs</b>	<b>55,210</b>	<b>6,252</b>	<b>3,829</b>	<b>65,291</b>	<b>77,804</b>	
Fund-raising events and activities	3,043	-	-	3,043	4,288	
Parish magazine printing	1,336	-	-	1,336	1,360	
Other trading costs	535	-	-	535	1,291	
<b>Trading costs</b>	<b>4,914</b>	-	-	<b>4,914</b>	<b>6,939</b>	
<b>Investments</b>	-	-	-	-	-	
<b>Total paid on all funds</b>	<b>60,234</b>	<b>6,252</b>	<b>3,829</b>	<b>70,315</b>	<b>84,914</b>	

7 Details of charitable grants and donations are given in the Trustees Report.

8 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs.

9 Payments to PCC employees were as follows:

	2020	2019
	£	£
Wages, salaries and honoraria	5,400	5,998
Employer National Insurance	-	-
Employer pension contributions	-	-
	<b>5,400</b>	<b>5,998</b>

## Notes to the Financial Report

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### 10 Payments to PCC members

The Revd Canon Keith Richards, as a trustee, received a refund of expenses amounting to £nil (2019 - £491), broken down between travel of £nil (2019 - £265) and IT costs of £Nil (2019 - £226).

Jane Lindsay-Stewart, a member of the PCC, was paid £5,400 (2019 - £5,400) for the provision of administration and business services.

No other payments were made to PCC members except in reimbursement for purchases they personally and properly made on behalf of the PCC.

### 11 Transactions with persons related to PCC members

Payments totalling £2,651 (2019 - £4,613) were made to Neil Lindsay-Stewart, the husband of Jane Lindsay-Stewart, for services relating to the maintenance and renovation of the churchyard.

### 12 Transactions with related charities

The Friends of St Mary's Balcombe Trust, a separate charity, is a related party to this PCC. Keith Richards, Denise Vickerstaff, Charles Wilson and Rosemary Corder are trustees of that charity. The Balcombe Parish Room is also a separately registered charity of which the churchwardens are trustees. Sue Etheridge is also on the management committee of this charity. Rosy Telford is a trustee of the Balcombe Gardeners' Association.

The only payments to these connected parties during the year were payments totalling £70 (2019 - £200) to Balcombe Parish Room for room hire for the youth group meetings. The only receipt during the year from connected parties was £120 (2019 - £120) from the Balcombe Gardeners' Association for the printing of their year book.

### 13 Investments

The 2,971 shares in the CBF Church of England Investment Fund cost £100,000 and had a bid market value of £138,511 at 31 December 2020 (2019 - £125,655) and the 29,875 shares in the CBF Church of England Fixed Interest Securities Fund cost £50,000 and had a bid market value of £50,535 at 31 December 2020 (2019 - £48,838).

### 14 Gift Aid is recoverable on donations received up to year end, the last submitted claim having covered donations to 31 December 2019.

### 15 Statement of funds

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

The Major Projects Fund is restricted to projects relating to, and maintenance of, the church building.

The Organ Appeal Fund is a historic fund which will be used for major repairs to/replacement of the organ.

The balance brought forward on the School Fund represents donations to be used to assist Balcombe Church of England Primary School in developing its religious and spiritual environment. A further £2,000 was received during the year to help fund some ipads for Balcombe Primary School and this amount has been expensed since the year end.

The Youth Group Fund represents funds belonging to the youth group, Locus.

The Mrs Robinson Fund represents funds restricted to help needy children and women in the parish. A sum of £1,000 has been committed from this fund to help fund some ipads for Balcombe primary School. This amount has been expensed since the year end.

**Unrestricted funds** are not subject to any donor restrictions and can be spent as the PCC decides. The Legacies Fund represents legacies received that, in accordance with our legacy policy, are to be spent on development projects in the parish.

The summary of receipts and payments by fund appears on the next page.

## Notes to the Financial Report

### 15 Statement of funds (continued)

Receipts and payments by fund, together with opening and closing cash and investment balances (at cost) can be summarised as follows:

	Cash and investment balances				Cash and investment balances
	1 Jan 2020	Receipts	Payments	Transfers	31 Dec 2020
	£	£	£	£	£
Major projects/fabric	15,568	-	(3,336)	-	12,232
Organ appeal	5,214	-	-	-	5,214
School and children fund	2,005	2,000	(246)	-	3,759
Youth group	262	180	(247)	150	345
Mrs Robinson fund	2,890	-	-	-	2,890
<b>Total of all restricted funds</b>	<b>25,939</b>	<b>2,180</b>	<b>(3,829)</b>	<b>150</b>	<b>24,440</b>
<b>Designated fund - Legacies</b>	<b>175,388</b>		<b>(6,252)</b>		<b>169,136</b>
General fund	4,849	78,980	(60,234)	(150)	23,445
<b>Total of all unrestricted funds</b>	<b>180,237</b>	<b>78,980</b>	<b>(66,486)</b>	<b>(150)</b>	<b>192,581</b>
<b>Total cash and investment balances</b>	<b>£206,176</b>	<b>£81,160</b>	<b>£(70,315)</b>	<b>-</b>	<b>£217,021</b>

# Independent Examiner's Report to the PCC of St Mary's Church, Balcombe for the Year Ended 31<sup>st</sup> December 2020

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary, Balcombe, on the annual report for the year ended 31<sup>st</sup> December 2020 set out on pages 7 to 12.

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent examiner's statement**

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

**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

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

Examiner's signature



Examiner's name CAPITALS

R. LAND SMITH

Date

7/4/2021

Relevant professional qualification(s) or body if any

CAAT

Examiner's address

DEANLANDS, STOCKCROFT ROAD, BALCOMBE, RH12 6LN