

Trustees Annual Report and Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Pancras Arlington BN26 6SE

Registered charity number 1202417, H M Revenue & Customs Reference no. X83400

For the year ended 31st December 2023

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Website: www.sussexdownlandchurches.org.uk

Incumbent: The Revd Peter Blee
The Parsonage, Berwick, BN26 6SR

Independent examiner: Mr A B Lewis-Grey
Flint House, The Street, Selmeston BN26 6UD

Bankers: HSBC, 94 Terminus Road, Eastbourne BN21 3ND

Arlington Parochial Church Council

Trustees Annual Report for 2023

1 Background

St Pancras church is situated in the rural village of Arlington, East Sussex. It is in the benefice of Berwick and forms part of the Diocese of Chichester within the Church of England. The Parochial Church Council (PCC) is a body corporate established under sections 2 and 3 of the Parochial Church Councils (Powers) Measure 1956. On 21 March 2023 the PCC became registered by the Charity Commission as a registered charity number 1202417 under the name Arlington Parochial Church Council.

2 Our aims and purposes as a charity

The primary objective of the Parochial Church Council of St Pancras, Arlington is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC has the responsibility of co-operating with the Reverend Peter Blee, in promoting in the ecclesiastical parish, the whole mission of the Church: pastoral, evangelistic, social and ecumenical.

The main objectives of the PCC are:

- To encourage worship, prayer and learning about the Gospel
- To develop links with the wider community
- To develop youth worship
- To maintain the church buildings and grounds

The councillors have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the guidance issued by the Charity Commission on Public Benefit in deciding what activities the PCC should undertake.

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. Casual vacancies arising are filled by election by the PCC

3 Membership

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

Ex-Officio members

Incumbent:	The Revd Peter Blee	<i>Chair</i>
Assistant Priest:	The Revd Shirley Pearce	<i>Vice-Chair</i>
Churchwardens:	<i>Position vacant</i>	

Elected members

Mrs Rosalind Daintree	<i>co-opted 22 November 2023</i>
Mrs Elizabeth Golden	
Mr Jonathan Greenway	
Mrs Christine Skinner	<i>Parish Safeguarding Officer</i>
Mr Lawrie Skinner	
Mrs Diana White	<i>Secretary</i>
Mr Andrew Williamson	<i>Deanery Synod Representative</i>

Non members	Mrs Mary Ann Harding	<i>Treasurer appointed 19 September 2023</i>
	Mrs Patsy Webb	<i>Electoral roll officer</i>

Membership of the PCC is determined under the Church Representation Rules and consists of the incumbent, ex-officio, the churchwarden and 6 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible. New councillors receive training from the existing councillors. There is no formal training programme.

4 Committees and Meetings

The full PCC met four times during the year. The Standing Committee did not meet during the year.

5 Church Attendance

There are 30 parishioners on the Church Electoral Roll, of whom 16 are not resident within the parish. The average Sunday attendance was 15.

6 Review of the Year

During springtime many of the congregation were involved in the Bluebell Walk plant stall, and assisting during the village weekend in the café, kitchen, and with the mobility scooters. These duties are essential to our fundraising, and we remain grateful, as ever, to John McCutchan, and to everyone who helps out.

There was one wedding and one funeral service during the year.

Other activities included the blessing of the annual village tractor run, a garden party in aid of Networx, a memorial service in November for Jessie Levett (held in the village hall), and a pop-up museum about St Pancras at the village market, (thanks to Irene and Wendy) and a table at the Christmas Market in December.

Two members of the congregation received Holy Communion outside of Sunday services, one monthly at home, and one quarterly at the care home in which she resides.

We continue without a churchwarden; these duties are shared between the PCC members, and I am grateful to you all for your commitment and care. I am delighted that Mary Ann Harding has become our new treasurer and am grateful to her for her careful management of the finances.

The year ended on a high note, with the required funding for building work almost reached. FOSPA is a fantastic partner; we owe them, collectively and as individuals, a debt of gratitude, with special mention to Irene Flynn for persevering with grant applications.

7 Financial Review - Unrestricted fund

Incoming resources

The total receipts on the unrestricted fund were £23,932 and are detailed in Note 2 the Financial Report (2022 £24,973). Donations totalled £9,149 (2022 £10,303). Plant sales and Bluebell Walk income were £14,107, sales of the new book In Love & Faith - Arlington Church & Churchyard were £60. Interest on Funds at the CBF Church of England Deposit Fund was £264.

Outgoing resources

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £12,422 paid to the diocese for our share of the Parish Ministry Costs (2022: £12,422). This amount covers the housing, stipend and pension costs of the clergy, and, also a standard sum for diocesan central costs, clergy training and a contribution to national church funds. During 2023 the Parish contributed 82.5% of the costs the diocese asked us to cover (2022 82.5%). It is the diocese' intention that the Parish Share should rise to cover 100% of costs in the course of the next few years.

Staff costs

The PCC paid £81 for relief clergy during the year (2022: £60).

Trustee payments and expenses

The PCC supported the incumbent by paying costs in respect of the parsonage, administration expenses, and motoring, totalling £2,818 (2022 £3,637). Administration and motoring expenses reimbursed to the Assistant Priest during the period were £368 (2022: £329). A payment of £171 was made to one PCC member during the year for an expense incurred for the PCC. There were no payments to persons related to, or connected with, the other PCC members.

Repairs to the fabric of the church building

Repair costs £580 comprised £216 Jackdaw nest removal in Spire £171 Lock opening on oak cabinet £121 on fire protection and £72 on portable appliance testing.

7 Financial Review - Restricted fund

Friends of St Pancras Arlington (FOSPA) received £17,769 income for the Fabric Fund, which included £1100 in memberships and donations, a very generous £10,000 legacy, a £3,600 grant from the Benefact. They also raised £3,069 from various events held during the year.

FOSPA spent £14,101 during the year, including £3,830 on a Bat Survey for spire repairs, £10,000 National Lottery Community Fund refund.

The net inflow £4,542 was added to the fund balance brought forward £39,853 to leave the balance carried forward at £44,395.

8 Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately six months' worth of unrestricted payments, as the PCC's income is seasonally affected, plus funding required for repairs to the fabric of the church. The PCC is also mindful of the policy of the Diocese that the PCC's share of Parish ministry costs will be rising by getting on for 25% in the course of the next few years.

The PCC decided to designate £36,000 of their unrestricted reserves towards funding the roof repair project. Following the transfer of £36,000 to the Designated Fund, the balance on the Unrestricted Fund carried forward is £10,069.

The restricted cash fund is the Fabric Fund managed by FOSPA £44,395. Substantial further funds will need to be raised if the proposals FOSPA are developing for the church are to be brought to fruition.

9 Risk Assessment

The PCC confirms that the major risks to which the council have been exposed have been identified and reviewed, and systems and procedures put into place to manage these risks. The health and safety of all who visit our Church is paramount. The PCC confirms it has had due regard to the House of Bishop's guidance on safeguarding of children and vulnerable adults as noted in section 5 of the Safeguarding and Clergy Discipline Measure 2016.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd Peter Blee, PCC Chairman

Date


22/4/24

Arlington Parochial Church Council

Summary of Financial Receipts and Payments

For the Year ended 31 December 2023

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

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>	<i>Fund/s</i>	<i>All Funds 2023</i>	<i>All Funds 2022</i>	
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	9,149	-	15,945	25,094	44,599	
Charitable activities	120	-	-	120	581	
Other trading activities	14,398	-	3,069	17,468	17,458	
Investments	264	-	-	264	383	
Other receipts	-	-	-	-	-	
Total received	23,932	-	19,014	42,946	63,021	
Expenditure on:						
Cost of raising funds	-	-	-	-	1,132	
Charitable costs	21,036	-	3,926	24,962	23,753	
Trading costs	-	-	175	175	547	
Other payments	-	-	10,000	10,000	-	
Total paid	21,036	-	14,101	35,137	25,432	
<i>Reconciliation of funds:</i>						
Net income or (net expenditure)	2,896	-	4,913	7,808	37,589	
Transfers between funds			-	-	-	
Net movement in funds	2,896	-	4,913	7,808	37,589	
Bank accounts at 1 January	7,173	36,000	39,853	83,026	45,437	
Bank accounts at 31 December	10,069	36,000	44,766	90,835	83,026	

Arlington Parochial Church Council

Statement of Assets and Liabilities

as at 31 December 2023

Our financial position at the year-end was

	<i>Unrestricted</i>		<i>Restrict</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designate</i>	<i>d</i>	<i>All</i>	<i>All</i>	
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>Funds</i>	<i>Funds</i>	
	£	£	£	£	£	
Assets:						
Bank current account	10,069	6,437	1,245	17,751	13,874	
CBF Church of England Deposit Fund	-	29,563	-	29,563	29,299	
Friends of St Pancras account	-	-	43,521	43,521	39,853	
PCC-owned bank balance	10,069	36,000	44,766	90,835	83,026	
Total bank and deposit accounts	10,069	36,000	44,766	90,835	83,026	
Gift Aid recoverable				-	2,316	
Total assets	10,069	36,000	44,766	90,835	85,343	
Liabilities:						
Wedding/Funeral etc fees due to diocese	-	-	-	-	-	
Electricity - December 2023 charge	58	-	-	58	209	
National Lottery grant repaid 17/03/23	-	-	-	-	10,000	
Total liabilities	58	-	-	58	10,209	
Net Funds	10,012	36,000	44,766	90,777	75,133	

This Financial Report for the year ended 31st December 2023, including the notes following, was approved by the PCC and signed on its behalf by The Revd Peter Blee, PCC Chairman:



Date

22/4/24

Arlington Parochial Church Council

Notes to the Financial Report

For the Year ended 31 December 2023

- 1 As the income of the PCC for the year did not exceed £250,00 the financial statements of the PCC have been prepared using the Receipts and Payments basis, in accordance with the Charities Act 2011 and current Church Accounting Regulations. The functional and presentation currency is £ sterling, rounded to the nearest £1
- 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.

Analysis of total received

	Unrestricted		Restricted	Total All Funds 2023	Total All Funds 2022	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Planned giving (excl. tax refunds)	4,086	-	-	4,086	5,589	
Planned giving (no tax refunds)	-	-	-	-	-	
Planned Giving to FOSPA - memberships	-	-	-	-	140	
FOSPA annual memberships	-	-	530	530	590	
Loose cash collections	1,069	-	-	1,069	934	
Other donations	2,535	-	370	2,905	1,732	
Other donations to FOSPA	-	-	570	570	4,310	
Legacy	-	-	-	-	10,000	
Grant	-	-	13,600	13,600	10,500	
Gift Aid recovered	1,460	-	874	2,334	1,548	
Other receipts	-	-	-	-	9,256	
Donations and legacies	9,149	-	15,945	25,094	44,599	
Fees for weddings & funerals	120	-	-	120	581	
Charitable activities	120	-	-	120	581	
Plant sales/Bluebell Walk/Village weekend	14,107	-	-	14,107	12,680	
Book sales - Arlington memorials book	60	-	-	60	420	
Ladies Day & G&T evening	-	-	-	-	635	
Tractor Run	-	-	-	-	797	
Memorial dinner	-	-	-	-	1,720	
Giving tree	-	-	-	-	455	
Sharpening fees	-	-	-	-	150	
Events	-	-	3,069	3,069	-	
Christmas Market	232	-	-	232	600	
Other trading activities	14,398	-	3,069	17,468	17,458	
Bank & CBF deposit interest	264	-	-	264	-	
Investments	264	-	-	264	383	
Other receipts	-	-	-	-	-	
Total received on all funds	23,932	-	19,014	42,946	63,021	

Arlington Parochial Church Council

Notes to the Financial Report

For the Year ended 31 December 2023

3 Analysis of total paid

	Unrestricted		Restricted	Total All Funds 2023	Total All Funds 2022	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Fund raising appeal expenses	-	-	-	-	1,132	
	-	-	-	-	-	
Cost of raising funds	-	-	-	-	1,132	
Charitable grants and donations	55	-	-	55	-	
Parish share to Chichester Diocese	12,422	-	-	12,422	12,422	
Salaries and honoraria incl NI	-	-	-	-	-	
Clergy and other people's expenses	3,853	-	-	3,853	4,026	
Insurance	2,229	-	-	2,229	2,026	
Water, Gas, Electricity, and Oil	790	-	-	790	786	
Other regular church running costs	1129.60	-	96	1,226	458	
Accounting and Examiner's fees	-	-	-	-	-	
Church maintenance	387	-	3,830	4,217	3,935	
Pipe organ maintenance	170	-	-	170	100	
Charitable costs	21,036	-	3,926	24,962	23,753	
Event expenses	-	-	175	175	162	
Cost of books sold	-	-	-	-	385	
Trading costs	-	-	175	175	547	
Repayment of National Lottery grant	-	-	10,000	10,000	-	
Total paid on all funds	21,036	-	14,101	35,137	25,432	

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

5 Gift aid claims To be claimed on donations up to 31 December 2023.

6 Payments to PCC members:

The PCC supported the incumbent by paying costs in respect of the parsonage, administration expenses, and motoring, totalling £3,126 (2022 £3,637). Administration and motoring expenses reimbursed to the Assistant Priest during the period were £646 (2022: £329). A payment of £81 was made to one PCC member during the year for an expense incurred for the PCC. There were no payments to persons related to, or connected with, the other PCC members.

Statement of funds:

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

The restricted funds comprise the Fabric Fund £44,395.

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

The summary of all funds appears on the next page

Arlington Parochial Church Council

Notes to the Financial Report

For the Year ended 31 December 2023

8 Statement of funds, continued:

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2023	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2023
	£	£	£	£	£
Fabric Fund - detailed below	39,853	18,644	(14,101)	-	44,395
Flower Fund	-	370	-	-	370
Total of all restricted funds	39,853	19,014	(14,101)	-	44,766
General fund	7,173	23,932	(21,036)	-	10,069
Designated roof fund	36,000	-	-	-	36,000
Total of all unrestricted funds	43,173	23,932	(21,036)	-	46,069
Total funds	£83,026	£42,946	£(35,137)	-	£90,835

Restricted Fund

Friends of St Pancras Arlington (FOSPA) raise funds for Arlington PCC and are part of it. The funds raised and expenses incurred are included in the restricted Fabric Fund. The net funds raised during the year for the benefit of the PCC were:

	Funds raised 2023	<i>Funds raised 2022</i>
Income	£	£
Membership income annual	530	730
Donations	570	4,310
Legacy for church path	-	10,000
National Lottery Community Fund grant	-	10,000
Garfield Weston grant	10,000	-
Benefact Trust grant	3,600	-
Events	3,069	3,752
Insurance refund re storm damage	-	9,256
Gift aid tax recovery	874	-
Income raised	18,644	38,048
Expenses		
Fundraising consultant	-	(1,025)
Event expenses	(175)	(162)
Storm damage repairs	-	(2,920)
Conservation expenditure	(3,830)	(121)
Bank & Sum UP charges	(82)	(106)
Domain name	(14)	0
FOSPA Brochure	-	(107)
National Lottery grant refund	(10,000)	0
Expenditure incurred	(14,101)	(4,441)
Net Income for year	4,542	33,607

Fabric Fund at 01/01/2023	39,853	<i>6,246</i>
Fabric Fund at 31/12/2023	44,395	39,853

After the year end the £10,000 grant from the National Lottery Community Fund had to be repaid to them as the necessary permissions to carry out the proposed electrical upgrade had not been obtained within the 12 month grant utilisation time limit.

Independent Examiner's Report to Arlington Parochial Church Council for the Year Ended 31st December 2023

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Pancras, Arlington, on the annual report for the year ended 31st December 2023 set out on pages 2 to 10.

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

A B Lewis-Grey

Date

1A.04.24

Relevant professional qualification(s) or body

Barrister

Examiner's address

Flint House, The Street, Selmeston, BN26 6UD

St Pancras, Arlington

Priest's annual report

2023 began with icy conditions on the roads and very low temperatures, resulting in reduced services in January and February, no services been held on the first and third Sundays of those months.

During springtime many of the congregation were involved in the Bluebell Walk plant stall, and assisting during the village weekend in the café, kitchen, and with the mobility scooters. These duties are essential to our fundraising, and we remain grateful, as ever, to John McCutchan, and to everyone who helps out.

There was one wedding and one funeral service during the year.

Other activities included the blessing of the annual village tractor run, a garden party in aid of Networx, a memorial service in November for Jessie Levett (held in the village hall), and a pop-up museum about St Pancras at the village market, (thanks to Irene and Wendy) and a table at the Christmas Market in December.

Two members of the congregation received Holy Communion outside of Sunday services, one monthly at home, and one quarterly at the care home in which she resides.

We continue without a churchwarden; these duties are shared between the PCC members, and I am grateful to you all for your commitment and care.

I am delighted that Mary Ann Harding has become our new treasurer and am grateful to her for her careful management of the finances.

The year ended on a high note, with the required funding for building work almost reached. FoSPA is a fantastic partner; we owe them, collectively and as individuals, a debt of gratitude, with special mention to Irene Flynn for persevering with grant applications.

Rev Shirley Pearce
19th April 2024

Deanery Synod report for APCM, April 2024.

The meeting in June held in Firle church was one of the more interesting synods.

We heard from Anna Glenton, who is a prison Chaplain at Lewes prison. She spoke passionately about her role and the role that churches could play in welcoming ex-prisoners to worship in their churches. It was a well-informed interesting talk .

Also, we heard from Andrew Jackson who is Chaplain at the University of Sussex, and from Derreck lee-Philpott who as well as being an associate vicar at Seaford is Chaplain to the East Sussex Fire Services, where he was a senior fire service officer before ordination. Both spoke eloquently about their work and the needs of the people that they worked with.

The September Synod held in Seaford was geared towards the finances of the Diocese and Archdeacon Martin spoke on the financial state of the parish share, and of the struggles some had to pay their way due to the cost of living and the recovery from the pandemic. The future seemed uncertain as to whether they could sustain the same levels of parish ministry.

Donald Irvine thanked the treasures and the congregations for their hard work and generosity, urging them to prioritise the Parish share in their Budgets.

Gabrielle Higgins said that the parish share was to go up by 3.4% and the clergy income was to be increased by 5%.

The October Synod was held at Trinity ,Southover, and concentrated on education stating that 1in 4 schools in England were C of E schools. There were 154 C of E schools in this Diocese with 38K children with parents and carers creating a huge mission field. There is a 5-page booklet “growing Partnerships, schools and parish churches“, which offers resources on how the churches can support their local school.

The first Synod of 2024 was held in February at St Leonards Denton. Unfortunately, due to road closures we couldn't attend but joined by Zoom.

The deanery treasurer stated that the PMC for 2024 was £1,281,432. Offers received from treasurers so far amounted to £941,407 with one parish outstanding. There was an important note about the fact that if you weren't a registered charity you must register on the Trust Registration Scheme or accounts may be blocked or fined up to £5000.

Michael Millar spoke on reader training with 6 readers starting so far, but Diocesan financial restraints have resulted in a pause on reader training for the next 2 years. It costs less than £4k to train a reader. This was deemed a helpful saving. The Synod did not agree, and Michael Miller was asked to take the sadness of the synod to the bishop.

Michele Boys

Janet Matthews

Andy Williamson.

Electoral Roll Report

The Electoral Roll Report is up until April 2024.:

There are 30 members on the 2024 Roll. Resident: 14, Non Resident: 16

We have had no new members.

Mrs Patsy Webb
16th April 2024

