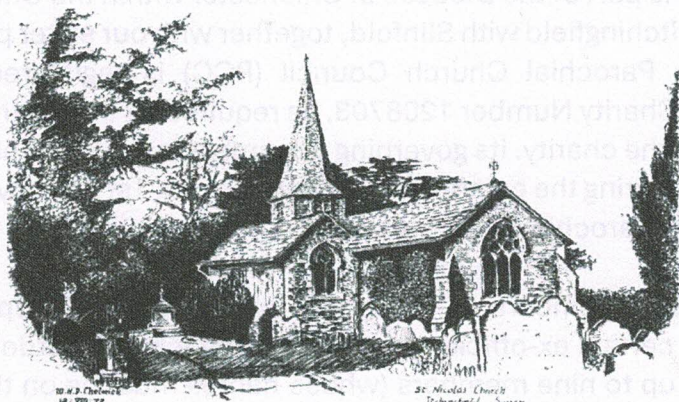


Trustees' Annual Report and Annual Financial Report

For the year ended 31st December 2025



The Parochial Church Council of the Ecclesiastical Parish of St Nicolas Itchingfield

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St Nicolas' Church, Fulfords Hill, Itchingfield, West Sussex, RH13 0NX

Registered Charity no. 1208703

www.stnicolasitchingfield.org.uk

Parochial Church Council of St Nicolas, Itchingfield

Trustees' Annual Report for 2025

Structure, Governance & Management

The Parish of Itchingfield is part of the Diocese of Chichester within the Church of England and is part of the Benefice of Itchingfield with Slinfold, together with our sister parish and church of St Peter's Slinfold. The Parochial Church Council (PCC) is registered with the Charity Commission Registered Charity Number 1208703, as required by the Charities Act 2011. PCC members are Trustees of the charity. Its governing document is the Parochial Church Councils (Powers) Measure 1956. During the calendar year commencing 1st January 2025, the following served as members of the Parochial Church Council.

The appointment of PCC members is governed by the Church Representation Rules. Membership consists of certain ex-officio members (clergy, churchwardens and members of the Deanery Synod) and up to nine members (whose names must be on the church electoral roll) who are elected at Annual Parochial Church Meetings. The PCC may co-opt up to two more members, whose term ends at the end of the next APCM. Parishioners are warmly encouraged to stand for election to the PCC and other elected roles and we try to ensure a balance of skills and experience where possible.

Members from January 2025 until the date this report was approved:

Ex Officio Members:

Rev'd Caroline Armitage
Mrs Margaret Thayre
Mr Geoff Chamberlin
Mr Martin Hennock
Mrs Miriam Coghill
Mrs Carol Howard

Priest in-Charge (from 12th August 2025)
Churchwarden
Churchwarden (from 27th April 2025)
Deanery Synod
Deanery Synod
Deanery Synod (from 27th April 2025)

Elected Members:

Mrs Phillippa McBean
Mrs Chris Hennock
Mrs Julia Huson
Mrs Anne Jennings
Mrs Judith Nesbitt
Mr Roger Pitts
Mr Bryan Southon

Vice Chair
Secretary
Treasurer (until November 2025)

Attending PCC but not a voting member

Mrs Paula Whybrow

Treasurer from November 2025

The PCC met six times during the year with an average attendance of 86%.

This Trustees' Annual Report has been formally approved by the PCC at.

Additional Management Arrangements

Standing Committee: This committee has power to transact business of the PCC between its meetings, subject to any directions given by the PCC. The Priest-in-charge and churchwardens

are members ex-officio, and other members are appointed by the PCC. In the period from January 2025 – May 2025 additional members Mrs Chris Hennock, Mrs Julia Huson and Mrs Phillippa McBean, and Mrs Miriam Coghill.

Once our new Priest in Charge was appointed, she met regularly with the Churchwardens.

Fabric Committee: the Fabric Committee, which reports to the PCC, assists with the management of the fabric of the church and buildings and churchyard and met five times.

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

Electoral Roll: At December 31st 2025, following the compilation of a new Electoral Roll in April 2025, the roll stood at 62 with 22 outside the Parish.

Our Aims Purposes and impact as a charity in 2025

The Parish of Itchingfield covers the villages of Barns Green and Itchingfield and our centre of worship is the ancient parish church of St Nicolas Itchingfield. 2025 has been a year of change and development for us as a church and as charity. The parish started the year in vacancy and awaiting decisions and guidance from the Diocese as to future direction. During the Spring of 2025 it was advised that the Diocese would be reducing ordained support to the benefice to a 0.5 FTE Priest in Charge. Reverend Caroline Armitage was licensed as Priest-in-Charge on 12th August 2025. We are thankful that as a Parish and a Benefice we can now look forward to a period of stability and seeking how to proclaim God's word afresh for this season.

The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. As part of the Diocese of Chichester, we do this within the context of the Diocesan mission and values to "Know, Love, Follow Jesus", and have continued throughout the period of vacancy as a congregation, and now with the involvement and guidance of our new Priest to work to fulfil this, our calling as Christians. When planning our activities we have been mindful of our charitable objects and considered the Charity Commission guidance on public benefit and in particular the specific guidance on 'charities for the advancement of religion'.

The Five Marks of Mission are an important statement by the Anglican church which express its commitment to and understanding of the mission of church. They provide a framework through which we express the activities we undertake which enable us to fulfil our calling.

To proclaim the Good News of the Kingdom

- This year we celebrated 900 years of Christian worship in the Parish and the church with a number of special events including a special service led by the Bishop of Horsham, Ruth Bushyager, and a celebration Evensong at which Archdeacon Angela of Horsham preached.
- During 2025 we worked to encourage as many people as possible to worship at St Nicolas' Church and in other locations around the parish. We provide a mix of styles of service including Book of Common Prayer and Common Worship, supported by our choir and music group, whose contributions enhance our worship. Recognising that our historic church is away from our main centre of

population once a month we hold a Community Worship service, with music group, in Barns Green Village Hall.

- We are also thankful that through the dedicated service of our bell ringers our bells ring out regularly on Sundays calling us to worship and reminding the neighbourhood of God's presence.
- We give thanks that throughout the period of vacancy we have kept a regular and well attended service pattern, thanks to the help and support we received during the vacancy by visiting clergy. We particularly thank Rev'd Jack Mulder, Rev'd Sally Mitchell, Rev'd Beverley Miles, Rev'd Brian New, Rev'd David Beal, the Ven Lionel Whatley and Father Matthew Austen, and also the support of Lay Readers Martin Hennock and Carol Howard (from June 2025). We are also hugely grateful for the continued dedication of our Honorary Associate Priest, Rev'd Rosemary Cattell, who retired in 2021 after six years' service to the Benefice, and who has continued to give fantastic support by leading regular Sunday services and most of the funerals during 2025. That support has enabled us to continue to flourish in our worship.

To teach, baptise and nurture new believers

- We continue to invest in our thriving Messy Church held monthly in Barns Green after school. This is much valued by both the parents and carers and children who attend.
- We are delighted to offer baptism to those who seek it and three children were baptised at St Nicolas during 2025.

To respond to human need by loving service

- We seek to serve our community by accompanying them through life's changes and to provide a welcoming venue for our community to celebrate, thank God, and seek His comfort at milestones on the journey through life. We were able to celebrate three marriages, and support the bereaved through the provision of six funerals
- Home Communion, Christmas services, and other pastoral support is provided to our local care home Wellcross Grange and the adjacent Brain Injuries centre at Kerwin Court.
- Once again, we provided a well-attended and much appreciated Christmas lunch in the Barns Green School Community Room for those who find themselves alone over the Christmas season, particularly the older members of our community

To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation

- Recognising Jesus' call in Matthew 25 v 35-40 we look to support local charities who assist the vulnerable. During 2025 collections were made at Remembrance Sunday and we donated to £495 to the British Legion and
- The church actively supports the local foodbank and donations were made by members of the congregation weekly throughout the year.

To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

- The Church achieved its Eco Church Bronze Award in February 2025, which reflects its commitment to creation care.
- We celebrate God's creation through maintaining our lovely churchyard as a rich and varied habitat for the local flora and fauna. We seek to provide and a beautiful place for people to meet sit and rest, to reflect, encounter our creator God. It also provides a much-valued space to remember loved ones who are buried there.
- We recognise our responsibility to maintain our historic church, and the unusual historic Priest's House in our churchyard. Particular work has been carried out to preserve the structure of the Priest's House during 2025 which has been a significant financial investment. The dedicated service of cleaners, those who provide flowers, and those with particular responsibility for the fabric of the church has kept it as a beautiful and holy place for services. The church is open daily between 9am and dusk for quiet reflection for anyone who wishes.
- Our Fabric Committee has undertaken work examining heating options for the church, which will be further considered during 2026.

We move forward into 2026 confident in our trust in our Lord Jesus Christ as the creator and sustainer of His Church, and with hope as we seek to proclaim afresh the Word to this generation.


 REV CAROLINE ARMITAGE
 26th April 2026

Financial Review

During 2025 the style of accounting was simplified to streamline our administration and aid comprehension for PCC members. This being so the comparative figures for the years 2024 and 2025 may appear to have discrepancies in the detail. However, the overall totals are correct, and have been verified, and we look forward to 2026 being more manageable from an accounting perspective.

The final result for the year showed a net reduction in assets of £14,102. The final result being Assets of £261736. However, it should be noted that £72212 of this is held in restricted funds which can only be used for the reason given at the point of donation. This is a very healthy asset value and St Nicolas has much to be grateful for.

Income was £3,759 down compared to 2024, standing at £61,113 and attention will be paid to this during 2026. Against this, costs were significantly higher at £75,215 compared with £49,676 during 2024. This is almost entirely owing to the major expenses of repairs and renewals of the church and historic listed Priest's House. These repairs amounted to £26,398. It is important to continue to maintain the viability of both buildings and for enabling this we are most grateful to everyone who has donated in any way to the Church of St Nicolas'.

I would also like to take the opportunity to show appreciation to Julia Huson for her twelve years working as our Treasurer. To work full time, have children and also act as Treasurer is no mean feat and we are most grateful for everything she has given.

Paula Whybrow, Treasurer

FINANCIAL REPORT

ASSETS AND LAIBILITIES

	Unrestricted		Restricted	Total	Total
	General	Designated	Fund/s	All Funds	All Funds
	Fund	Funds		2025	2024
Assets:	£	£	£	£	£
Bank Accounts					
Current account	-8851.64	6,920	4,645	2,714	34,640
Bank Deposit	17,802	-	-	17,802	-
CCLA 826	11,809	£ 159,624	67,567	239,000	239,000
CCLA 827	2,220	-	-	2,220	2,312
	-	-	-	-	-
	£22,979	£166,544	£72,212	£261,736	£275,952
Current Asset Investment					
Debtors	-	-	-	-	2,073
Total assets	£22,979	£166,544	£72,212	£261,736	£278,025
Chancel Trust Investment Income	54			54	
Liabilities:	£	£	£	£	£
Unpaid Diocesan fees for weddings/funerals	-	-	-	-	251
Accountant's fees	-	-	-	-	-
Charity payments due	-	-	-	-	-
Total liabilities	-	-	-	-	£251

NOTES TO THE FINANCIAL REPORT

1.	The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, 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. Analysis of total received:	Unrestricted			Total	Total	
	General	Designated	Restricted	All Funds	All Funds	
	Fund	Funds	Fund/s	2025	2024	
	£	£	£	£	£	
Planned giving (excl. tax refunds)	15068	165	250	15483	15762	
Planned giving (no tax refunds)	0	0	0	0	0	
Loose cash collections	5322	0	0	5322	5839	
One off Gift Aided giving	630	0	0	630	4315	
Gift Aid recovered	4741	0	0	4741	6856	
Messy Church	129	0	0	129	103	
General donations	8811	0	550	9361	4792	
Legacies	0	0	0	0	0	
Grants	0	1536	2300	3836	3755	
Miscellaneous income	250	0	0	250	0	
Donations and legacies	34951	1701	3100	39752	41422	
Fees for weddings & funerals	8168	0	0	8168	1820	
Table top fund	0	0	825	825	6160	
Fund Raising	1235	0	0	1235	354	
Trading activities	9403	0	825	10228	8404	
Bank & CBF deposit interest	427	6920	3820	11167	12900	
Revaluation gain/loss on CCLA	0	-88	0	-88	0	
Investments	427	6832	3820	11080	12900	
Churchyard maintenance recovery					2146	
Total received on all funds	44781	8533	7745	61059	64872	

4. Analysis of total paid:	Unrestricted			Total	Total
	General	Designated	Restricted	All Funds	All Funds
	Fund	Funds	Fund/s	2025	2024
	£	£	£	£	£
Charitable grants and donations	622	0	0	622	752
Parish share to Chichester Diocese	31500	0	0	31500	30540
Ministry Expenses	4211	0	0	4211	-37
Church expenses inc utilities	2828	0	0	2828	9984
Messy Church/Childrens work	412	0	0	412	147
Village Hall hire	511	0	0	511	
Administration	1172	0	0	1172	624
Repairs and renewals	3962	11878	10724	26563	5221
Accounting and Examiner's fees	0	0	0	0	0
Insurance	1778	0	0	1778	2146
Churchyard maintenance	0	0	3778	3778	238
Fund raising costs	649	0	0	649	0
Charitable costs	47645	11878	14502	74024	49615
Bank Fees	60	0	0	60	61
Other trading costs	0	0	0	0	0
Diocesan fees	1010	0	0	1010	0
Trading costs	1070	0	0	1070	61
Transitional accounting adjustment	0	0	0	0	0
Total paid on all funds	48715	11878	14502	75094	49676
5.	Charitable donations totalling £621.98 were made to the following organisations:				
	Royal British Legion £320.00				
	Horsham Matters £175.00				
	Christmas lunch £126.98				
6.	The Parish share of £31500 paid to the Chichester Diocese is for the payment of Clergy and other central costs.				

- 7 The Rectory is held in the books of Chichester Diocese and is for the use of the incumbent.
- 8 The Restricted Funds are the Fabric fund and the Churchyard fund
- 9 The designated funds are set aside from the main Parish funds. and can be transferred into the general fund for future use.
- 10 a) There were no employee or employer payments paid during the year.
b) No payments were made to PCC members in the year other than for reimbursement of expenses incurred on behalf of the PCC.
- 11 No transactions were made with persons related to PCC members.
- 12 Gift Aid is reclaimable on planned and one off giving where requested to do so by the donor and also a proportion is reclaimable on general cash income from collections etc. Gift aid included since the last claim was submitted on 29th April 2024 covering donations to 5th April 2025.

Receipts and Payments Summary						
	Unrestricted			Total	Total	Notes
	General	Designated	Restricted	All Funds	All Funds	
	Fund	Funds	Fund/s	2025	2024	
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	34951	1701	2850	39502	41422	
Charitable activities	9403	0	0	9403	0	
Other trading activities	0	0	825	825	8334	
Investments	427	6920	3820	11167	12970	
Revaluation gain/loss on CCLA	-5	-88	0	-92	52	
Other receipts	0	0	250	250	2146	
Total received	44777	8533	7745	61055	64924	
Expenditure on:						
Ministry and church expenses	42472	0	0	42472	42071	
Renewal Costs	3962	11878	14502	30341	7367	
Charitable costs	622	0	0	622	0	
Trading costs	1659	0	0	1659	238	
Transitional accounting adjustment	177	0	0	177	0	
Total paid	48892	11878	14502	75271	49676	
Reconciliation of funds:						
Net income or (net expenditure)	-4115	-3345	-6757	-14216	15248	
Transfers between funds	0	8495	-8495	0	0	
Net movement in funds	-4115	5150	-15252	-14216	15248	
Bank accounts at 1 January	27094	161394	87464	275952	260704	
Bank accounts at 31 December	22979	166544	72212	261736	275952	

Reserves Policy

- Sufficient funds will be maintained in the current account to meet known liabilities, which includes all known expenses for the next 2–3-month period, together with provision for costs in respect of forthcoming projects (which includes repairs arising from the quinquennial inspection, and other active fabric projects).
- The PCC have currently chosen to allocate as Designated Funds certain unrestricted sums received from legacies and amounts allocated to maintenance but unspent in previous years to a fabric Fund to be retained to meet potential future capital costs of maintaining and developing our historic buildings, and unrestricted funds received from certain legacies to be used for significant development projects in the Parish. Such Designated Funds are now to be reviewed annually as to whether any change is needed.
- The Churchyard Fund is a restricted fund which can only be spent on the upkeep of the churchyard, including routine maintenance and any tree surgery required. It is the policy of the PCC not to hold any money in reserve in the Churchyard Fund. Any amount remaining in this fund at the end of the year is due to timing only and will be utilised at the beginning of the following year.
- The Fabric Fund is a restricted fund which can only be spent on the fabric of the church. Consequently, the Fabric Fund will build up in reserve to pay for future improvements and repairs.
- Surplus cash over and above that required for day to day operations is currently invested through CCLA Investment Management Ltd in the CBF Church of England funds, either in the Deposit Fund (which provides interest, and is available for immediate withdrawal without penalty), or in the Investment Fund (which is equity based, and provides share income as well as long term growth). The Treasurer, in conjunction with the PCC, will determine the split between funds on an ongoing basis.

Independent Examiner's Report to the PCC of St Nicolas Church, Itchingfield for the Year Ended 31st December 2025

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Nicolas Church, on the annual financial report for the year ended 31st December 2025.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's statement

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention

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

Examiner's signature



Joanne Rutherford

Date 23/4/26

Examiner's address; 67 Cobden Road, Brighton, BN2 9TJ

Relevant professional qualification(s); Fellow of the Institute of Chartered Accountants of England and Wales