

# Trustee's Annual Report and Annual Financial Report

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



## 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

[www.stnicolasitchingfield.org.uk](http://www.stnicolasitchingfield.org.uk)

## Parochial Church Council of St Nicolas, Itchingfield

### Trustees' Annual Report for 2023

St Nicolas' is the parish church for the villages of Barns Green and Itchingfield and is part of the Horsham Deanery and the Diocese of Chichester. It is joined in a benefice with St Peter's Church in Slinfold.

#### **Structure, Governance & Management**

The trustee is the Parochial Church Council (PCC), which is a corporate body established by the Church of England. The PCC is a charity which was previously excepted from registering with the Charity Commission within the meaning of section 30 of the Charities Act 2011 but, given current income levels, formal registration as a charity will be pursued in 2024. The PCC operates under the Parochial Church Council (Powers) Measure 1956 and the Church Representation Rules [Schedule 3 to the Synodical Government Measure 1969 (No. 2)].

Members from January 2023 until the date this report was approved:

##### *Ex Officio Members:*

Rev'd Sandra Hall (Chair) (until January 2024)  
Mr Geoff Chamberlin  
Mrs Margaret Thayre (from May 2023)  
Mr Richard Simmons (until May 2023)  
Mr Martin Hennock  
Mrs Miriam Coghill (from May 2023)

Incumbent  
Churchwarden (Vice Chair until Jan'24)  
Churchwarden (Vice Chair from Jan'24)  
Churchwarden  
Deanery Synod  
Deanery Synod

##### *Elected Members:*

Mrs Chris Hennock  
Mrs Julia Huson  
Mrs Angela Cash (until May 2023)  
Mrs Miriam Coghill  
Mrs Annie Jennings (from May 2023)  
Mrs Pippa McBean  
Mrs Judith Nesbitt (from May 2023)  
Mr Roger Pitts (from May 2023)

Secretary  
Treasurer

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. Parishioners are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

#### **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 rector and churchwardens are members ex-officio, and other members appointed by the PCC at its meeting in May 2023 were Mrs Chris Hennock, Mrs Julia Huson and Mrs Pippa McBean.

**Other Officers** appointed by the PCC:

Sacristan  
Electoral Roll Officer  
Safeguarding Officer  
Fundraising Committee Chair  
Fabric Committee Chair  
  
Churchyard Manager

Mrs Wendy Dorkings  
Mrs Chris Hennock  
Mr Bryan Southon  
Mrs Pippa McBean  
Mr Ray Fisher (until January 2023)  
Mr David Pickard (from June 2023)  
Mrs Pippa McBean

## Additional Management Arrangements (continued)

The **Fabric Committee** meets to consider the repair and maintenance of the church buildings and reports back to the PCC.

Most other church post-holders for the parish are appointed by the PCC.

## Objectives and Activities of the Parochial Church Council

### Main Objectives

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.

It is the duty of the PCC to cooperate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical.

The PCC also has maintenance responsibilities for St Nicolas' Church and associated property. An important part of this is being responsible for taking care of the church's financial affairs.

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*Lovely church and surrounds.  
Your provision of records in  
folders is VERY useful for family  
history. Well Done!*

*S & T, Horsham*

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### Activities Undertaken

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

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*Very peaceful and calming. A nice place  
to contemplate and reflect. Thank you.*

*JF, Liverpool*

*Beautiful church. Thank you for being  
open to enjoy it.*

*NK, Crawley*

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We planned our objectives and activities to fulfil the following aims:

- To encourage as many people as possible to worship at St Nicolas' Church and in other locations around the parish;
  - To encourage as many people as possible to become part of the parish community at St Nicolas'.
- 
- To provide regular services in a familiar format for all members of the public who wish to attend. Visitors from within as well as outside the parish boundary come by personal choice, and we welcome them in a peaceful and friendly atmosphere.
  - To allow opportunities for all to encounter God and to learn more of Him by regular teaching on the word of God both in and out of the church building and to reach out to our local community who may not come to church.
  - To provide a safe place for people to worship, spend reflective time and be at peace by keeping the church building open for services and private prayer and keeping it clean, warm and comfortable.
  - To provide a peaceful, reflective space for parishioners and visitors in the lovely churchyard, which gives a rich and varied habitat for the local flora and fauna and is a picturesque place for people to meet and for walkers on the public footpaths to sit and rest.
  - To bring pastoral care to those in need: the sick; the bereaved; the lost, by visiting their homes or by telephone calls and e-mails.

## Objectives and Activities of the Parochial Church Council (continued)

- To help address the needs of the local community by allowing the church building to be a receiving area for the donation of food for local food banks.
- To provide a welcoming venue for our community to celebrate and thank God at milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing, and through funeral services family and friends express their grief and give thanks for the life which is complete in this world and commend the person into God's keeping.
- To provide additional celebration and to acknowledge the sacrifice of others, with dedicated bell ringers being willing to ring on such occasions, using well-maintained bells.
- To provide education, nurturing all ages by maintaining a building of historical interest and by supporting the local primary school and youth organisations.
- To support other charities by allowing occasional church collections to be taken for other good causes; working to assist people in need.

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*Now living in Mexico, I grew up at Westons Farm, was married here. I always come back. Peace perfect peace!*

*AB, Mexico*

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## Electoral Roll

The church electoral roll was renewed in May 2023, with a resultant total of 64 names, 41 of whom live within the Parish.

## Achievements and Performance

### *Proceedings of the Parochial Church Council*

The PCC held six main meetings during 2023, with attendance averaging 87%.

2023 was the first year in which activities were restored to normal following the damaging effects of the Covid-19 pandemic.

Along with its routine yet important administrative tasks, the PCC's focus was on several major matters which concerned the Church buildings and equipment:

- highest priority aspects of work outlined in the architect's November 2021 quinquennial inspection report;
- project for addition of toilet and tea-making facilities;
- investigation of structural defects of the Priest's House;
- possible replacement of the oil-fired heating with an electrical system.

For further details, please see the reports on pages 8 and 9.

In addition, a key matter was preparation for the forthcoming interregnum arising from Rev'd Sandra's retirement in 2024. She informed the PCC of this in mid-2023, the PCC received the news with great sadness but with determination to deal effectively with the interregnum, which commenced on 1st February 2024.



## **Achievements and Performance (continued)**

### ***Services and Attendances during 2023***

#### Regular Services

*Sunday Services* - Holy Communion held in church at 11am on 1st, 3rd & 5th Sundays, and at 8am on 2nd & 4th Sundays. Average attendance at these services (not including Easter & Christmas) was 21.

*Family Worship* - held at 10am on 4th Sundays usually in Barns Green Village Hall, had an average attendance of 18 which included a good proportion of children.

*Evening Services* - held on four Sundays between February & July, with different themes of Love, Lent Reflections, Songs of Praise and Evensong, average attendance being 16.

*Evening Prayer* - on Wednesdays held in the church during summer months and in people's homes during the winter. Attendances were small but very loyal, with meetings going ahead most weeks from April to October.

#### Festivals

*Easter 2023* - Communion was held on Maundy Thursday, and a Vigil on Good Friday. Two main services were held on Easter Day, for which total attendance was 55, including children.

*Christmas 2023* - Communion was celebrated on Christmas Eve morning, at the Midnight Service and at the Christmas Day Family Service. Total attendance was 87, with a good proportion of children on Christmas Day. However the most popular service was the Christmas Eve Crib Service, with a congregation nearing 140; it was lovely to have a full church with so many children there.

*Remembrance Sunday 2023* - the annual service of Remembrance was held in the village hall, with a link to the Cenotaph, to which all villagers were welcomed. Congregation was 125 including children, and the collection was given to the Royal British Legion.

*Harvest Festival 2023* - The collection and gifts of food were donated to Horsham Matters Food Bank.

#### 'Outreach' - Services and other Events in the Community

*Messy Church* - each month in term time we hold Messy Church in the Barns Green School community room, to which children from 0-11 years are welcomed with an accompanying adult. In 2023 we had between 12 and 25 people attending. The children enjoy doing at least five crafts, hearing a Bible story, prayers and a song, all based on a Christian theme and ending with a meal together.

*Home Communion* - was taken to members of the congregation who were unable, for various reasons, to come to take Communion in church.

*Care Home* - each month Rev'd Sandra led a Communion service at Wellcross Grange, a local care home. Four times a year there were additional services where helpers went along to support her by forming a small instrumental group and choir to accompany singing of well-known hymns. Usual attendance was about 20 residents, and it was clear these visits were much appreciated.

*Christmas Lunch* - in December, all those living on their own in Barns Green or in the neighbourhood were invited to a Christmas lunch and entertainment in the school community room. The event concluded with singing of well-known Carols with harp accompaniment.

#### Baptisms, Weddings, Funerals

During 2023 there were five baptisms, one wedding blessing, eight funerals held in church, and one graveside service.

## **Achievements and Performance (continued)**

### ***Other Church activities***

#### Concerts

Two concerts were held in the church during 2023:

*Harp Recital* - given by Margaret Watson. The programme included a wide variety of music adapted for solo harp, ranging through classics, jazz, songs from musicals and modern pieces. Between items Margaret gave some fascinating insights into features of the instrument. The concert was open to all, with a retiring collection for St Nicolas' Church.

*Carol Concert* - led by Barns Green "Local Vocals and Yocals", this popular event was also open to all and gives many people a lively and cheerful warm-up before Christmas, with part of the collection at the event kindly being donated to St Nicolas'.

#### Church Groups

*Choir and Music* - The choir continues with enthusiasm; enjoying the pleasure of working as a team and grateful to now have twelve choristers on the books.

Three of the choir are willing to rotate playing the organ for which we are very grateful, except it means that one of the choristers is missing each week! Our thanks go to John Wickenden for supporting us when needed.

The music group with keyboard, clarinet, cello, harp and cajon drum accompanies the Family Worship services and a few others. If there are any other instrumentalists or choristers who would like to join us, please let us know...we are very short of tenors and basses!

*Bellringing* - the bells were rung before the great majority of mid-morning Sunday services, and practices were held on most Friday evenings. Through the distinctive and usually joyful sound of the bells, St Nicolas' ringers help to maintain this singular English tradition.

At the request of national authorities, the bells were also rung at the same times as bells at churches up and down the land to mark the Coronation of King Charles.

*Church Flowers* - There are 15 people in our team of Church Flower Arrangers. The aim is to have fresh flowers in the Church throughout the year apart from Lent and Advent.

At Christmas, Easter and the Harvest Festival, the Font and the Windowsills are decorated with the appropriate arrangements, with plenty of candles at Christmas.

*Church cleaners* - we would particularly wish to mention that unseen band of heroes who carry out the vital job of keeping the church dusted and polished, making it a place which is obviously cherished and is welcoming to visitors.

*Church maintenance* - thanks to Bob Dorkings and David Pickard for all their good work on the huge task of looking after the church building, especially when this has meant turning out at short notice for urgent matters.

*Local fundraising* - thanks to Mags Fisher and her team, who with the 'Table Top Shop' have over the years raised a remarkable amount of money for the church through their spirited enterprises.

## **Achievements and Performance (continued)**

### **Ministry**

Our gratitude is due to:

*Assistants at Services* - our sidesmen and women, readers, intercession leaders, Communion servers, together with sacristan Wendy Dorkings and verger Pip McBean.

*Lay Reader* - Martin Hennock who is a licensed Lay Reader takes some of our Family Services, Wednesday Evening Prayer and Bible Study Group. He divides his ministry time between St Nicolas' and St Mark's in Horsham.

*Honorary Associate Priest* - Rev'd Rosemary Cattell, who retired in 2021 after six years' service to this church but who has returned to help, mostly when Rev'd Sandra away and at festival and other special services.

*Rector Sandra Hall* - who served us so well in so many ways and always with a cheerful countenance. Thank you, Sandra, for all your hard work and your deeply appreciated love, guidance and care over the whole time since having become our Rector in November 2016.

### **Safeguarding**

2023 has been a quiet year with no safeguarding issues and one DBS certification required. The posters promoting 'A Safer Church' and 'Safe Places' have been renewed with contact details displayed on notice boards. The Church Safeguarding Folder has been checked and updated where required.

### **Deanery Synod**

The church can have up to 3 members of the PCC sitting on the Deanery Synod. At present there are two members. This provides the PCC with an important link between the parish and the wider structures of the Chichester diocese. St Nicolas' representative is also the lay chair of the Deanery Synod.

The Deanery synod had its triennial re-election in 2023. The Old synod had its final meeting in June and the new Synod meet for the first time in October.

The final meeting was at Shipley and included an update on the work with refugees housed by the Home Office at Cisswood House. English language tuition is being provided along with some social activities. A number of refugees are attending churches in the Deanery. There was also an update from the General Synod meeting earlier in the year.

The new Synod met and elected officers. The plans for 2024 include 2 meetings and will include a talk from Bishop Ruth in March and a debate in October on the role of the Deanery Synod.

There's a vacancy for a Deanery Synod secretary and the treasurer is planning to retire after this Synod so a new treasurer will be needed in a year or so.

The Deanery is supporting the Benefice during the interregnum making available clergy, with the Rural Dean also supporting the Benefice as required.

### **Goods & Ornaments**

Updates to the sound system are now complete helping our hard of hearing people to be part of the services and other outreach events. We also updated the system to operate microphones that have no interference and are now on the correct channels. We also have a new CD player attached to the organ for weddings and funerals.

There have been no other significant changes to the goods and ornaments of the church during the year.

## **Carbon Footprint**

A target has been set by General Synod for all parts of the Church of England, including parishes, to reach net zero emissions by 2030. This is something to which the PCC will have to pay close attention in the coming years, utilising the guidance provided by the C of E Environment Working Group and the Diocese.

## **Churchyard**

The Churchyard has been going slightly into decline due to lack of time and money spent via contractors and volunteer time in the last couple of years.

This year we went to tender and have a new contractor who is slowly, under more guidance, bringing the Churchyard back to what it should be. We have re-written the guidance for the wildflowers and wildlife as the growing seasons change due to the weather and the climate, which has changed the timing of when we do things.

We have an enormous number of wildflowers, some very special species, some just regular native wildflowers, but definitely not weeds as some people believe. Whilst we do have areas that just look like long grass at certain times of the year, it is needed to protect the eco-system that we have to support butterflies and insects.

This year we have already started to make some of the paths wider and take down some of the ant hills which have multiplied in the last few years and spread the inhabited soil throughout the churchyard, which will improve various areas.

We have plenty of Churchyard visitors, both four and two legged. The deer are often seen munching away and have settled down in a corner with their young. The bird noise early evening as the sun sets is a must - just sit and listen to see how many different types you can hear. Many people visit our Churchyard for all sorts of reasons, some to attend graves, some to have time to reflect on the wondrous creation given to us by God, some to just quietly pray and have their own time – do come and enjoy then pop into the Church, which is normally open dawn to dusk, and leave a comment in our visitors' book.

## **Priest's House**

Whilst the Priest's House is not included within the architect's quinquennial inspection, substantial defects of the structure have become apparent. The western end of the south wall is bowed; this is thought to be largely due to the huge weight of the Horsham Stone roof bearing down on it for many years, the building having originally been constructed about 500 years ago.

Further to last year's report where we said, "Informal consultations with an experienced engineer have already begun", we have had various helpful meetings and have finally moved forward with Hockley & Dawson, who are preparing a detailed scheme for pricing by three contractors. This will allow us to maintain the safety of the building to enable any visitors (weddings, funerals or baptisms) or members of the congregation to use our camping toilet in the makeshift Priest House toilet area, with the other end of the Priest House being used to run our Table Top Shop where we're continuing to raise funds for new toilet and tea making facilities as detailed within the Church Building section below.

Churches receive neither government funding nor repair grants from the Church of England, and restoration work on the Priest's House is considered lower priority than that on the church itself. Moreover work on ancient buildings must be carried out sympathetically by competent contractors using appropriate materials, so is likely to be costly. The PCC is faced with serious difficulties in preserving this rare historic little gem, but we shall do what we can with grants and fundraising, and would also hope that the local community and Parish Council may help us to keep this important, locally loved, 500-year-old, historical landmark building from falling into disrepair.



## **Church Building**

Members of the Fabric Committee have continued to ensure that the maintenance plan is being followed and kept up to date. The high priority roof and gutter issues identified in the November 2021 quinquennial inspection report have now been completed by a specialist roofing contractor. Other outstanding priority works identified within the 2021 inspection report are currently being addressed.

### ***Toilet & Tea Making Facilities***

Historic England finally provided a formal Pre-Application Advice response in January 2023 supporting Option 3 (locating the new facilities in an extension on the northern side of the church, accessed via a door towards the rear of the nave). The Diocesan Advisory Committee ("DAC") were updated regarding this significant progress on this long running project by the architect. Following receipt of the formal support from Historic England the architect prepared the necessary Pre-Application Advice documentation and these were submitted to the JCNAS, the Church Buildings Council and the local planning authority in March 2023. We received responses from the last of the designated consultees on 31st August 2023. The heating system for the church does have implications for this project and hence progress on this project has currently been delayed until the alternative heating solutions have been fully concluded.

### ***Church Heating***

The current church heating system is an oil fired hot water system and in response to the wishes of the DAC for us to move away from the use of fossil fuels in the future a Heating Sub-Committee was formed to investigate the possible alternatives. It was decided to arrange visits to churches in the area that were using various electric heating systems. A total of four separate visits were made by members of the sub-committee between August and November 2023 to both inspect and to experience the various electric heating systems being used. During these visits it became clear that the existing single phase 100 amp electricity supply to the church would limit the type of heating system that could be considered. The local electricity network provider (SSEN) was approached in December 2023 to ascertain if it was possible to increase the load capacity of the existing supply to the church. We are currently awaiting the final proposals from SSEN together with a budget estimate of the potential costs.

## **Other Property Matters**

### ***Church Lane***

Discussions are still ongoing with the Diocesan Property Department regarding the ownership of Church Lane. We sought an update on the issue from the Asset & Glebe Officer in late August 2023 and are still awaiting a response.

### ***New Car Park***

The possibility of establishing a new car park in the Glebe Field to the south of the churchyard was investigated with the Diocese. However, it seems that there is considerable local opposition to a new car park in this location.

## Financial Review

A detailed breakdown of the income and expenditure for 2023 can be found in the Statement of Receipts and Payments.

### Income

- Although there has been some variability on individual lines, total General Fund income has remained at the same level as prior year. Whilst donations overall were up by £1,123, this was offset by a £881 reduction in statutory fee income, as a result of there being no weddings in 2023, and a £231 reduction in fundraising income.
- Grant income increased by £2,386 in total. £500 of this increase was seen in the Churchyard Fund where we continue to benefit from a grant from Itchingfield Parish Council towards the upkeep of the churchyard, for which we were very grateful to see the amount of the grant increasing from £1,500 to £2,000 as costs continue to rise. We also saw increased grants through the Fabric Fund from the Listed Places of Worship Scheme, where we are able to claim back VAT incurred on the building repair work.
- In June 2023, the PCC received a further legacy of £46,394 from the estate of a parishioner. Whilst this was left for the general benefit of St Nicolas' Church, the PCC has designated these funds to be used for significant development projects in the parish, as specified by our legacy policy.
- From a fundraising perspective, income of £3,818 has been raised through the Table Top Shop, which will be used towards the forthcoming project to provide toilet and tea making facilities at the church. In addition, an amount of £567 (net of expenses) was raised from the Harp Recital in October, and £63 received through EasyFundraising. Whilst we continued to support Run Barns Green in September, no amounts were received in respect of this event in 2023 (compared to £570 received in the prior year from the 2021 and 2022 events).
- Interest received increased significantly in 2023 by £7,133 due to rising interest rates and a higher balance being held on deposit. In accordance with our reserves policy, income from investments (including deposit funds) are allocated to the Fabric Fund.

### Expenditure

- The largest expenditure of the PCC is the parish share of £29,548 paid to the Diocese. This amount covers the housing, stipend and pension costs of the clergy, an allocation for diocesan central costs, clergy training and a contribution to national church funds. The amount paid by Itchingfield PCC in 2023 increased by £1,548, representing 75% of the amount required to cover our full ministry costs. The PCC remains very focused on continuing to increase our level of contribution each year.
- Church running expenses decreased by £1,041 overall, with £1,193 less being spent on heating oil than prior year due to the timing of deliveries. We also benefitted from a £450 compensation payment from Southern Water for the loss of supply in May, which has resulted in a negative water expense for the year. Offsetting this, with high rates of inflation and increased energy costs, we've seen a £139 increase in the cost of insurance and a £455 increase in electricity costs.
- In August 2023, we switched our churchyard maintenance contract to a new provider. As a result of the new provider being VAT registered, this will result in an increased cost of approximately £500 per year. However, with only 5 months of the new contract in 2023, and no incremental work required to the churchyard this year, the overall churchyard maintenance costs have remained at the same level as last year.
- Significant repairs to the church roof, wall and guttering have been required in 2023, in response to the high priority issues identified in the quinquennial report, with a total cost to the Fabric Fund of £26,209.
- Whilst there was expected variation in expense types due to the normal maintenance cycles, building and maintenance costs overall remained at a similar level. In 2023 we incurred a one-off expense of £1,154 for the installation of new audio equipment throughout the church, but this was comparable to the cost of the quinquennial inspection incurred in 2022. Accordingly, the £2,062 surplus remaining from the £4,000 building and maintenance budget for the year, which is transferred to the Fabric Fund in accordance with our reserves policy, was at a similar level to the prior year.

## Financial Review (continued)

### Result

- Payments from the General Fund for 2023 exceeded receipts with a deficit of £3,601 being recorded for the year.
- Whilst it's less than ideal to be recording a deficit, this was in accordance with the expectation set at the beginning of the year, with the actual result being better than originally budgeted due to higher than expected donation income, fewer oil deliveries, the compensation payment from Southern Water and the increased grant from Itchingfield Parish Council which meant less of the churchyard maintenance costs had to be met by the General Fund.

### Reserves Policy

- It's the policy of the PCC not to hold any money in reserve in the General Unrestricted Fund while the PCC are unable to pay their full parish share. 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 further repairs arising from the quinquennial inspection, the replacement of the church heating system and the project to provide toilet and tea making facilities at the church). Any current year surplus over budget will be considered by the PCC towards year end, and is likely to be used to enhance the parish share payment to the Diocese the following year, with the exception of legacies and significant gifts received for general purposes, which will be tracked separately and the most appropriate use of the gift determined.
- 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. Income generated from investments will be allocated to the Fabric Fund.
- Other funds (designated by the PCC or restricted) may be set up for a specific purpose (for example to improve facilities at the church). Fundraising may be required, and so until a target figure is achieved and work commences, funds will be kept in reserve and invested.
- Reserves are 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.
- It is the policy of the PCC that any money not spent by year end in the Building and Maintenance budget of the General Fund be designated to the Fabric Fund.

This Trustees' Annual Report was approved by the PCC and signed on its behalf by Margaret Thayre, Vice Chair

Date



18/3/24

**ST NICOLAS' CHURCH, ITCHINGFIELD**  
**RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2023**

<b>Receipts</b>	<i>Unrestricted</i>	<i>Unrestricted</i>	<i>Restricted</i>	<i>Restricted</i>	<b>2023</b>	<b>2022</b>
	<b>General Funds</b>	<b>Designated Funds</b>	<b>Churchyard Funds</b>	<b>Fabric Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	£	£	£	£	£	£
<b>Donations &amp; Legacies</b>						
Planned Giving	16,655	120	500		17,275	16,036
Other Tax Efficient Giving	555			10	565	749
Collections at Services	6,000				6,000	6,323
Contactless Donations	289				289	786
Wall Safe	177				177	257
Other Donations	5,170			372	5,542	4,178
Gift Aid Recovered	6,124				6,124	5,909
Legacies Received		46,394			46,394	100,000
Grants	102		2,000	2,384	4,486	2,100
	<b>35,072</b>	<b>46,514</b>	<b>2,500</b>	<b>2,766</b>	<b>86,852</b>	<b>136,338</b>
<b>Charitable Activities</b>						
Fees paid to PCC	2,542				2,542	3,423
Messy Church	145				145	146
Fundraising	63				63	620
	<b>2,750</b>				<b>2,750</b>	<b>4,189</b>
<b>Other Trading Activities</b>						
Table Top Shop				3,818	3,818	5,905
Other Fundraising Events	647				647	401
	<b>647</b>			<b>3,818</b>	<b>4,465</b>	<b>6,306</b>
<b>Investment Income</b>						
CBF Deposit Fund Interest				8,078	8,078	945
CBF Investment Fund Dividends				69	69	68
Current Account Interest	58				58	35
	<b>58</b>			<b>8,147</b>	<b>8,205</b>	<b>1,048</b>
<b>Total</b>	<b>38,527</b>	<b>46,514</b>	<b>2,500</b>	<b>14,731</b>	<b>102,272</b>	<b>147,881</b>
Building & Maintenance transfer from General Fund (Note 5)				2,062	2,062	1,918
<b>Total Receipts</b>	<b>38,527</b>	<b>46,514</b>	<b>2,500</b>	<b>16,793</b>	<b>104,334</b>	<b>149,799</b>

**ST NICOLAS' CHURCH, ITCHINGFIELD**  
**RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2023**

<b>Payments</b>	<i>Unrestricted</i>	<i>Unrestricted</i>	<i>Restricted</i>	<i>Restricted</i>	<b>2023</b>	<b>2022</b>
	<b>General Funds</b>	<b>Designated Funds</b>	<b>Churchyard Funds</b>	<b>Fabric Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	£	£	£	£	£	£
<b>Church Activities</b>						
Missionary & Charitable Giving (Note 1)	722				722	544
Parish Share to Diocese	29,548				29,548	28,000
Ministry Expenses (Note 2)	2,026				2,026	2,196
Messy Church	214				214	106
<b>Other Church Expenses</b>						
Church Running Expenses (Note 3)	4,335		2,500		6,835	7,876
Cost of Services (Note 4)	692				692	540
Building and Maintenance (Note 5)	1,938				1,938	2,082
Major Building Repairs (Note 6)				26,209	26,209	0
Registration Fees and Subscriptions	450				450	436
Bank Charges	60				60	82
<b>Expenditure on Charitable Activities</b>	<b>39,985</b>	<b>0</b>	<b>2,500</b>	<b>26,209</b>	<b>68,694</b>	<b>41,862</b>
<b>Expenditure on Raising Funds</b>	<b>81</b>				<b>81</b>	<b>87</b>
<b>Expenditure on Trading Activities</b>						
Hire of Village Hall	0				0	0
<b>Total</b>	<b>40,066</b>	<b>0</b>	<b>2,500</b>	<b>26,209</b>	<b>68,775</b>	<b>41,949</b>
Building & Maintenance transfer to Fabric Fund (Note 5)	2,062				2,062	1,918
<b>Total Payments</b>	<b>42,128</b>	<b>0</b>	<b>2,500</b>	<b>26,209</b>	<b>70,837</b>	<b>43,867</b>



**ST NICOLAS' CHURCH, ITCHINGFIELD**  
**RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2023**

<b>Notes to Payments</b>	<i>Unrestricted</i>	<i>Unrestricted</i>	<i>Restricted</i>	<i>Restricted</i>	<b>2023</b>	<b>2022</b>
	<b>General</b>	<b>Designated</b>	<b>Churchyard</b>	<b>Fabric</b>	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>1. Missionary &amp; Charitable Giving</b>						
- Royal British Legion	395				395	315
- Horsham Matters Foodbank	180				180	0
- Turning Tides	0				0	16
- Elderly Residents Christmas Lunch	147				147	213
	<b>722</b>				<b>722</b>	<b>544</b>
<b>2. Ministry Expenses</b>						
(Half share with Slinfold Parish)						
- General Expenses	642				642	873
- Council Tax	1,318				1,318	1,256
- Associate Priest Expenses	66				66	67
- Visiting Ministers Fees and Sundries	0				0	0
	<b>2,026</b>				<b>2,026</b>	<b>2,196</b>
<b>3. Church Running Expenses</b>						
- Insurance	1,707				1,707	1,568
- Electricity	712				712	257
- Water	(373)				(373)	57
- Heating Oil	1,109				1,109	2,302
- Maintenance of Churchyard	1,180		2,500		3,680	3,692
- Tree Surgery	0				0	0
	<b>4,335</b>		<b>2,500</b>		<b>6,835</b>	<b>7,876</b>
<b>4. Cost of Services</b>						
- Hire of Village Hall	301				301	253
- Organists Fees	50				50	50
- Consumables	243				243	208
- Stationery and Printing	36				36	0
- Refreshments	62				62	29
	<b>692</b>				<b>692</b>	<b>540</b>

**ST NICOLAS' CHURCH, ITCHINGFIELD**  
**RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2023**

Notes to Payments	<i>Unrestricted</i>	<i>Unrestricted</i>	<i>Restricted</i>	<i>Restricted</i>	2023 Total Funds £	2022 Total Funds £
	General	Designated	Churchyard	Fabric		
	Funds	Funds	Funds	Funds		
	£	£	£	£		
<b>5. Building &amp; Maintenance</b>						
- Organ and PA System	1,345				1,345	0
- Heating & Boiler	0				0	130
- Tower & Roof	0				0	192
- Electrical Equipment	0				0	180
- Lightning Conductor	231				231	222
- Fire Equipment	362				362	174
- Architect/Engineer Fees	0				0	1,184
- Other	0				0	0
<b>Sub-total</b>	<b>1,938</b>				<b>1,938</b>	<b>2,082</b>
Balance Transfer to Fabric Fund	2,062				2,062	1,918
<b>Budget</b>	<b>4,000</b>				<b>4,000</b>	<b>4,000</b>

The PCC resolved that any unspent amount in the Building & Maintenance budget remaining at year end, be transferred to the Fabric Fund towards future repair costs.

**6. Major Building Repairs**

- Architect and other professional fees				3,825	3,825	0
- Repair work				22,384	22,384	0
				<b>26,209</b>	<b>26,209</b>	<b>0</b>

**ST NICOLAS' CHURCH, ITCHINGFIELD**  
**STATEMENT OF ASSETS AND LIABILITIES AT 31<sup>ST</sup> DECEMBER 2023**

	<i>Unrestricted</i> General Funds £	<i>Unrestricted</i> Designated Funds £	<i>Restricted</i> Churchyard Funds £	<i>Restricted</i> Fabric Funds £	2023 Total Funds £	2022 Total Funds £
<b>Assets:</b>						
<b>B/fwd at 1<sup>st</sup> January 2023</b>	30,695	115,000	0	81,318	227,013	121,357
Receipts	38,527	46,514	2,500	16,793	104,334	149,799
Payments	42,128	0	2,500	26,209	70,837	43,867
<b>Excess of receipts over payments</b>	<b>(3,601)</b>	<b>46,514</b>	<b>0</b>	<b>(9,416)</b>	<b>33,497</b>	<b>105,932</b>
Increase in market value of investments				194	194	(276)
<b>Balance as at 31<sup>st</sup> December 2023</b>	<b>27,094</b>	<b>161,514</b>	<b>0</b>	<b>72,096</b>	<b>260,704</b>	<b>227,013</b>
<u>Represented by:</u>						
Investments				2,260	2,260	2,066
Deposits	20,000	159,000	0	66,000	245,000	199,000
Current Account	7,094	2,514	0	3,836	13,444	25,947
<b>PCC Owned Assets</b>	<b>27,094</b>	<b>161,514</b>	<b>0</b>	<b>72,096</b>	<b>260,704</b>	<b>227,013</b>
Diocesan assigned fees received	236				236	396
<b>Total Assets</b>	<b>27,330</b>	<b>161,514</b>	<b>0</b>	<b>72,096</b>	<b>260,940</b>	<b>227,409</b>
<b>Debtors</b>						
Gift Aid recoverable	2,224				2,224	2,198
Listed Places of Worship VAT grant				1,347	1,347	
Table Top Shop					0	700
Contactless Donations	84				84	
<b>Total</b>	<b>2,308</b>			<b>1,347</b>	<b>3,655</b>	<b>2,898</b>
<b>Total Assets</b>	<b>29,638</b>	<b>161,514</b>	<b>0</b>	<b>73,443</b>	<b>264,595</b>	<b>230,307</b>
<b>Liabilities:</b>						
<b>Creditors</b>						
Chichester Diocese (fees)	236				236	396
Ministry expenses	86				86	69
Utilities	166				166	49
<b>Total Liabilities</b>	<b>488</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>488</b>	<b>514</b>

Approved by the Parochial Church Council and signed on its behalf by:

Margaret Thayre.....  ..... Vice Chair

Date 18/3/24

Julia Huson.....  ..... Treasurer

**ST NICOLAS' CHURCH, ITCHINGFIELD**  
**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. Gift Aid is recoverable on donations received up to year end, since the last claim was submitted on 24<sup>th</sup> May 2023 covering donations to 5<sup>th</sup> April 2023.
3. No payments were made to PCC members in the year other than for reimbursement of expenses incurred on behalf of the PCC.
4. Shown below are church funds that are not maintained by the PCC. These statements have been provided by Mr G Chamberlin (Bell Ringers) and Mrs S Morfey (Flowers).

<b>Other Church Funds</b>	<b>Bell Ringers</b>	<b>Flowers</b>
<b>Balances as at 1/1/23</b>	<b>588</b>	<b>742</b>
<b>Receipts</b>		
Tower Subs	45	
Cash Box		
Wedding & Memorial Fees		
Easter Lilies		267
Trust Fund		104
Bank Interest	5	1
<b>Total Receipts</b>	<b>50</b>	<b>372</b>
<b>Payments</b>		
Ringing World		
Sound Bow	8	
Equipment	30	
Christmas	24	
Flowers		320
Sundries	11	19
<b>Total Payments</b>	<b>73</b>	<b>339</b>
Excess of receipts over payments	(23)	33
<b>Balances as at 31/12/23</b>	<b>565</b>	<b>775</b>

5. Fund Types:

**Restricted Funds** represents money given by donors for a specific purpose, and can only be used for that purpose. Restricted funds are not invested permanently but are to be spent within reasonable timescales.

**Unrestricted (General) Funds** are not subject to any donor restrictions and can be spent as the PCC decides. Funds that are set aside for a particular purpose by the PCC are **Designated Funds**, with the designation having an administrative purpose only which does not restrict the PCC's discretion to apply the funds.

## ST NICOLAS' CHURCH, ITCHINGFIELD INDEPENDENT EXAMINER'S REPORT

Report to the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Nicolas' Church Itchingfield on the annual report for the year ended 31<sup>st</sup> December 2023, as set out on pages 12 to 17.

### 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.



Mr Patrick Casey FCA

Date 10/4/2024

61 Hampstead Road  
Dorking  
Surrey  
RH4 3AH