

Trustees Annual Report and Financial Statements

The Parochial Church Council of St Mary the Virgin, Hartfield

For the year ended 31 December 2023

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St. Mary the Virgin, Hartfield

Incumbent: Rev'd Julie Sear

Independent examiner: Mrs Sophia Kavanagh, Beulah, Chuck Hatch, Hartfield, East Sussex, TN7 4EX

Bankers: HSBC, 105 Mount Pleasant, Tunbridge Wells, Kent, TN1 1QP



Parochial Church Council of St. Mary the Virgin, Hartfield Trustees Annual Report for 2023

Structure, governance and management

The parish is a charity, but is exempted from registering with the Charity Commission within the meaning of the Charities Act 2011.

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

Ex Officio members

Incumbent: The Rev'd Julie Sear (Rural Dean and member of Diocesan Synod)

Wardens: Mrs Linda Graham

Mrs Loes Tam

Elected Members

Mr Ian Burns (Secretary)

Ms Elaine Frost

Ms Joanne Griffin

Mrs Andrea McGlew

Mr Rob McGlew

Mr Matthew Marriott

Deanery Synod

Mrs Kathy Green

Mr Timothy Jackson (Treasurer and Diocesan Synod member)

Mrs Gill Philcox

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 8 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.

Objectives and Activities

- In early 2013, the PCC adopted a formal Vision statement. The statement adopted was
“Our Vision is to build a dynamic, vibrant church sharing Christ's love with people of all ages in our 21st Century rural community.”

This Vision has been regularly communicated to the congregation and to the wider community in Hartfield and continues to be central to the activities of the congregation.

- In September 2021 the Church held a Vision Away Morning in order to formulate a Mission Action Plan, focusing on four aspects of our church life:
 1. Upwards: Growing as Christian Disciples whatever our age.
 2. Inwards: Growing deeper in our prayer and worshipping
 3. Outwards: Increasing our opportunities to know and serve our school and community
 4. Onwards: Taking practical steps to ensure we have a church for the future

Some details of the Mission Action Plan were revised and updated in 2023 to take account of changes in circumstances, but in broad terms it has remained as originally envisaged.

2023 MAP Achievements and performance

Activities at St Mary's during 2023 were focused on achieving the four elements of the Mission Action Plan which was drawn up towards the end of 2021

Upwards – Growing as Christian Disciples whatever our age

Our children and young people's ministry was an important element of the work as we sought to ensure that our young people were given opportunities to explore their faith in a fun and age-appropriate way. The part-time Children and Youth Worker appointed in 2022 set up a pattern of teaching for the young at every Sunday service; however, after a year in post she decided to move on to an appointment in another parish. Rising to the challenge, several young parents joined a team to take forward the work of Sunday Discoverers and this has proved very successful, with three age groups gathering in different parts of the church premises to study God's word and deepen their relationship with Jesus on the first and third Sundays, before joining the rest of the congregation for communion, while on the second and fourth Sundays there is a service of all-age Family Worship. A Holiday Bible Club was held in February at Half Term and six of our young people attended May Camp at the end of May. A Lunch Club in the School led by the Children and Youth Worker continued until the end of the school year.

A week-night group for Year 5 pupils upwards, now called "Connect", continued to grow, and moved to the Village Hall on Thursday evenings. New arrangements were put in place for the Autumn and it is intended to keep Connect relaxed, fun and relational, with a big emphasis on eating good food all together while chatting about the week and encouraging prayer requests. A Christmas party was held in December, to which the youth invited their friends. For the young people who want to learn more about what it means to be a Christian there is a monthly Bible Study group, Connect Extra, with supper provided.

For our adult congregation, we aim to ensure that on every Sunday people of all ages are encouraged in their faith and have opportunities to serve and participate as part of a team. All members of the congregation were encouraged to be part of a hospitality and welcome team on Sundays. When there was a 5th Sunday in the month we held a café style service.

Inwards – To grow deeper in prayer and worship

Throughout the year the aim was to grow the prayer life of the church and our understanding of Scripture. A small group meets on Monday and Tuesday mornings at 8:30 – 9am for prayer. Two home groups meet every week to study the Bible, talk about their faith and pray, and from time to time the two groups meet together at a social event for friendship and hospitality, extending an invitation to those not already part of the groups. These home groups have become the backbone of pastoral life of the church, offering mutual care and practical support.

Outwards - To increase our opportunities to know and serve our school and community

As a fellowship we did our best to reach out to the community through pastoral care. The Church Street Community Café took place on the 1st and 3rd Thursdays of every month and was attended by members of the local community of all ages, including children and parents from the school who joined in at the end of the school day. A Monday morning baby and toddler group, Little Stars, was launched in September and is growing in numbers. In Advent, a Live Nativity event, progressing through village locations and ending in the church building for refreshments, drew many people from the wider community to follow the Christmas Story.

Throughout the year, in collaboration with Coleman's Hatch PCC, the Diocese and the PCC of St Mary Magdalene Church, Cowden, we have been exploring plans to appoint a House for Duty Associate Vicar in Cowden and to set up a joint ministry across the three parishes of Hartfield, Coleman's Hatch and Cowden that will enhance the outreach of all three churches.

Onwards - To take practical steps to ensure we have a church for the future

As God's people we are conscious that we are not only custodians spiritually of the faith, but also physically of the buildings that enable our worship and community outreach.

The Quinquennial Inspection carried out in December 2022 identified the need for a number of issues to be addressed as a matter of urgency. These works include stonework repairs, repointing, render repairs, glazing repairs, and replacement rainwater goods. Structural repairs to the Lychgate Cottage identified in 2014 remain outstanding. In addition, various elements of the 2017 Heart for the Community from programme remain outstanding, such as a children's area, improved audio-visual facilities and improved storage facilities. We also want to install an 'air curtain' in the tower area to reduce heat loss. The cost of all these works is estimated to be over £160,000.

Our largest financial commitment is our Diocesan Share which broadly matches the Parish Ministry expenses which largely relate to the funding and support of the incumbent. We also benefit from a paid Parish Administrator. Our Youth work also requires significant financial support. The value of these contributions to the work of the benefice far exceeds the cost of providing them.

A Pledge Day and Gift Day are planned for 2024 to encourage increased congregational giving and a greater awareness of our financial commitments, particularly the need to carry out the works identified, to fund our activities, and to undertake further projects to support our growth.

Church attendance

There are 108 (2023: 106) parishioners on the church electoral roll, 27% (2023: 25%) of whom are not resident within the parish. The average weekly attendance, counted during October, was 42 (2023: 36) adults and 16 (2023: 9) under 16 years of age. In 2023, the typical size of a Sunday congregation was higher than that in 2022 and the numbers attending increased significantly at the time of major festivals. In addition, during school term time there is normally a weekly school service in the church with a typical attendance of 80 children and 10 adults.

PCC

The full PCC met 8 times during the year, 2 of which were joint meetings with Holy Trinity PCC, with a 91% attendance (2023: 71%). The Standing Committee also met regularly.

Lychgate Cottage

The Lychgate Cottage was occupied by a tenant for the whole year, providing a useful source of income. Some of this income is needed to cover the cost of necessary repairs and improvements to this listed building.

Deanery and Diocesan Synod

Three members of the PCC and the incumbent sit on the Deanery Synod. In addition, one member of the PCC and the incumbent also sit on the Diocesan Synod. As a result the PCC has important links to other parishes in the deanery, to the diocese and the wider structure of Church. The Rector, Revd Julie Sear, has held the position of Rural Dean since 2021.

Financial Review

The total receipts received by the Hartfield PCC were £134,303 (2022: £109,475), up 23%, and are detailed in the Financial Statements. Unrestricted income amounted to £75,141 (2022: £73,668), up 2%. Restricted income, this is income given for a particular purpose, amounted to £59,162 (2022: £35,807), up 65%. Restricted Income included donations from the Hartfield Church Trust of £18,000 towards the maintenance of the fabric of the church (2022: £22,000 to enable us to repay the outstanding balance of Archdeacon's loan of £22,000). Thanks are due to all who have given to the church in the past year. A grant of £20,000 (2022: £nil) was received towards the cost of ministry to children, youth and their families. Other restricted income primarily reflected donations for mission projects.

The unrestricted planned giving through the Parish Giving Scheme including Gift Aid recovered increased by 5% over 2022 to £35,370 (2022: £33,725). Planned giving through banker's orders increased by 16% over 2022 to £5,500 (2022: £4,760). Our unrestricted total voluntary receipts decreased by 2% over 2022 to £55,909 (2022: £56,931). Other unrestricted sources of finance were investment income of £13,397 (2022: £10,238) and £5,835 (2022: £ 6,498) from church activities.

Total expenditure in 2023 was £118,318 (2022: £95,577). Unrestricted expenditure was £69,970 (2022: £67,636) and restricted expenditure was £48,348 (2022: £27,942). The largest unrestricted expenditure of the PCC was the Diocesan Parish Share of £40,382 (2022: £38,483).

The Diocesan Parish Share contributes towards the stipend and pension costs of the clergy, the housing costs of the Rector, and also a sum for diocesan central costs, clergy training and a contribution to national church funds. It should be noted that the United Benefice is meeting 102.5% (2022: 100%) of the Parish Ministry Cost. St Mary's meets 50% of the United Benefice's parish contribution. Nearly 80% of the Parish Ministry Cost relates directly to the costs of this parish, the remainder being the shared costs of the Christian family throughout the whole Church of England, much of which supports work within parishes such as working with church schools.

The costs incurred in the continuing activities of the church; such as heating, maintaining the churchyard, children and youth work, administration; amounted to £64,101 (2022: £39,532), an increase of 62%, mostly reflecting higher expenditure on children's youth and families work, expenditure related to the church fabric and administrative costs. During 2023 the PCC's expenditure to support children's, youth and family work was £15,479 (2022: £5,035), up 207%. The expenditure by the fabric fund was £19,897 (2022: £11,412), up 74%. In 2023, St Mary's donated £7,873, primarily to those in need in the benefice, to those in need following an earthquake in Turkey and to Crawley Open House (2022: £ 7,314 primarily to those in need in the benefice, to those in need in Ukraine and to Family Support Work). Other major items were £5,961 related to the Lychgate Cottage (2022: £10,248), down 42%.

The quinquennial inspection, an inspection of the church building and churchyard by an inspecting architect, identified a range of maintenance projects that need to be carried out over the period 2022 to 2027. During 2023 the cost of these various projects was investigated and a planned schedule of works was prepared.

Risk Management

The PCC consider that the principal risks and uncertainties are:

There remains the risk of Covid-19 or similar infection, which could impact caring for the local community and the members of the congregation, the acts of worship and the impact on the PCC's income.

The need to fund unexpected costs associated with the church's listed buildings such as the need to repair the church spire and the maintenance of the Lychgate Cottage.

An unexpected fall in income, particularly given the dependence of the church on a limited number of major regular donors. In 2023, planned giving and collections at services increased, but the PCC is increasingly dependent on one-off sources of income.

The requirement to find resources with the appropriate skills, time and commitment to support the ministry of the congregation, in particular for children's and youth activities associated with the church.

Organisations outside the control of Hartfield PCC could have a direct and material impact on St Mary the Virgin, Hartfield. Two primary examples of such bodies are Holy Trinity, Coleman's Hatch, which is the other church in the joint benefice and St Mary the Virgin Church of England Aided Primary School. Going forward there are also risks associated with the new relationship St Mary Magdalene, Cowden

The PCC seeks to manage these risks and uncertainties by regularly reviewing its MAP and its plans for the use of the church buildings. This plan is reviewed and updated on an annual basis.

The church maintains its properties to a high standard and carries out the priority items of a quinquennial review in a timely manner. The PCC has a formal development programme that monitors these matters.

There is a continuing programme which emphasises God's generosity to the congregation and the need for the congregation to respond to that generosity in their own giving through time, talents and money. The PCC also proactively seeks grants to support its activities. With regard to finding volunteers, the Standing Committee has put in place succession planning and training programmes within the congregation.

Due to an above average exposure to vulnerable people due to the nature of its activities, St Mary's follows diocesan guidance on these matters, the PCC receives and discusses regular reports and utilises the specialist skills and knowledge of people within the congregation.

Reserves Policy

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property), which equates to £20,000 as contingency against unforeseen situations. The closing balance on the General Fund Monetary Assets was £20,181 (31 December 2022 £18,986).

In total, on 31 December 2023 there were Monetary Assets and Investments at valuation of £108,137 gross with a deficit of £1,660 on certain restricted funds (31 December 2022: £102,434 gross and a deficit of £14,523 on certain restricted funds). The net position at 31 December 2023 was £106,477 (31 December 2022: £87,911).

It is PCC policy to invest funds balances with the CBF Church of England deposit fund and other CBF Church of England funds managed by CCLA.

Approved by the PCC and signed on their behalf by Reverend Julie Sear, PCC Chairman:

A handwritten signature in blue ink, appearing to read 'Julie Sear', is written on a light green rectangular background.

29 April 2024

The Independent Examiner's Report

The Independent Examiner's report to the PCC of St Mary's the Virgin, Hartfield

I report on the accounts of the PCC for the year ended 31 December 2023, which are set out on pages 8 to 12.

Respective responsibilities of the PCC and the examiner.

As members of the PCC you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC 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 you as trustees concerning such matters. The procedures undertaken do not provide allevidence 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.

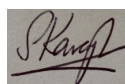
Independent examiner's statement

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
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Sophia Kavanagh
Beulah, Chuck Hatch, Hartfield, East Sussex, TN7 4EX

19th April 2024



Receipts and Payments Accounts

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN CHURCH, HARTFIELD

Financial Statements for the Year Ended 31 December 2023

Receipts and Payments Accounts

	Notes	Unrestricted funds £	Restricted funds £	TOTAL 2023 £	TOTAL 2022 £
RECEIPTS					
Voluntary receipts:					
Planned giving	5 a	34,030	0	34,030	31,544
Collections at services		4,386	925	5,311	6,554
All other giving / voluntary receipts	5 b	10,602	54,069	64,672	45,930
Gift Aid recovered	5 c	6,890	1,880	8,770	6,491
		<u>55,909</u>	<u>56,874</u>	<u>112,783</u>	<u>90,519</u>
Activities for generating funds:					
Investment income	5 d	13,397	2,181	15,578	12,168
Church activities	5 e	5,835	107	5,942	6,788
Total receipts		<u>75,141</u>	<u>59,162</u>	<u>134,303</u>	<u>109,475</u>
PAYMENTS					
Church activities:					
Diocesan parish share	5 f	40,382	0	40,382	38,483
Clergy and staffing costs	5 g	10,816	10,454	21,270	10,514
Church running expenses	5 h	2,950	24,373	27,323	17,947
Church activities	5 i	9,861	5,648	15,508	11,071
Major church repairs & maintenance	5 j	0	0	0	0
Other church properties	5 k	5,961	0	5,961	10,248
Mission giving and donations		0	7,873	7,873	7,314
Costs of generating funds		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total payments		<u>69,970</u>	<u>48,348</u>	<u>118,318</u>	<u>95,577</u>
Excess of receipts over payments		5,171	10,814	15,985	13,897
Transfer between funds		<u>-3,976</u>	<u>3,976</u>	<u>0</u>	<u>0</u>
		1,195	14,790	15,985	13,897
Cash at bank and in hand at 1 January		18,986	4,322	23,308	31,411
Cash at bank and in hand at 31 December		<u>20,181</u>	<u>19,112</u>	<u>39,293</u>	<u>23,308</u>

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, HARTFIELD

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST DECEMBER 2023

		Restricted	Restricted	Restricted	Restricted	Restricted	Restricted	Totals		
	Notes	General Fund	Fabric Fund	Children and Youth's Fund	Outside Giving	Holyte Church	Stipend K Fund	Bell Ringers Fund	2023	2022
		£	£	£	£	£	£	£	£	£
Monetary assets										
CBF C of E Deposit Fund		20,887	0	0	0	4,780	0	4,711	30,378	19,389
Bank current account		-997	-1,660	424	2,502	0	7,930	0	8,199	17,478
Cash in hand		291	0	0	0	0	0	426	716	966
		<u>20,181</u>	<u>-1,660</u>	<u>424</u>	<u>2,502</u>	<u>4,780</u>	<u>7,930</u>	<u>5,137</u>	<u>39,294</u>	<u>37,833</u>
Investments at valuation										
CBF C of E Income Units	3	0	0	0	0	13,224	53,959	0	67,183	61,405
		<u>20,181</u>	<u>-1,660</u>	<u>424</u>	<u>2,502</u>	<u>18,004</u>	<u>61,889</u>	<u>5,137</u>	<u>106,477</u>	<u>99,238</u>
Other Assets at cost										
Due from Colemans Hatch PCC		0	0	0	0	0	0	0	0	3,196
		<u>20,181</u>	<u>0</u>	<u>0</u>	<u>2,502</u>	<u>18,004</u>	<u>61,889</u>	<u>5,137</u>	<u>106,477</u>	<u>102,434</u>
Liabilities										
Fund deficit		0	0	0	0	0	0	0	0	14,523
Lychgate Cottage rental deposit		0	0	0	0	0	0	0	0	1,269
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,792</u>

Approved by the Parochial Church Council on 12 March 2024 and signed on its behalf



Chairman

Notes to the accounts

- 1 The financial statements for the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
- 2 The following assets are recognised but not necessarily 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
The Lychgate Cottage
- 3 The investments are shown at mid-market value on 31st December.
- 4 The movements in the restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfer	Bal c/fwd
	£	£	£	£	£
Bell Ringers	4,884	253	0	0	5,137
Children's, Youth and Families' Fund	-4,895	20,798	15,479	0	424
Hartfield Churchyard Fund	0	500	4,476	3,976	0
Holtye Churchyard Fund	4,220	560	0	0	4,780
Fabric	-9,628	27,865	19,897	0	-1,660
Mission	2,665	7,711	7,873	0	2,502
Stipend K Fund	7,078	1,475	623	0	7,930
	<u>4,323</u>	<u>59,162</u>	<u>48,348</u>	<u>3,976</u>	<u>19,113</u>

Bell Ringers Fund represents receipts that can only be spent on the maintenance of the church bells or in connection with the activities of the bell ringers.

Hartfield Churchyard and Holtye Churchyard Funds represents receipts in connection with the maintenance of the respective churchyards. The balance of these costs was met from the General Fund.

Donations were received for maintenance of the church during the year.
Payments relate to the general upkeep of the bulding.

During 2023 special collections and donations were received in respect of charities such as the Royal British Legion, Crawley Open House, TEAR Fund for the Turkish Earthquake, and those in need within the local community.

Stipend K Fund represents receipts that can be spent only for the benefit of the Rector including on The Rectory.

- 5 Further Analysis of Receipts and Payment Accounts

	Unrestricted funds	Restricted funds	TOTAL 2023	TOTAL 2022
	£	£	£	£
a Planned giving				
Bank Standing Orders	5,550	0	5,550	4,760
Parish Giving Scheme	28,480	0	28,480	26,784
	<u>34,030</u>	<u>0</u>	<u>34,030</u>	<u>31,544</u>

	Unrestricted funds £	Restricted funds £	TOTAL 2023 £	TOTAL 2022 £
b All other giving				
Donations	13,739	17,572	31,311	17,315
Church Fabric	0	603	603	1,784
Grant from Grandorge Trust for youth work	0	20,000	20,000	0
Grant from Hartfield Church Trust	0	18,000	18,000	22,000
Parish Council Grant for Infant and Youth Work	0	200	200	0
Parish Council Grant for churchyard maintenance	0	500	500	500
Other income	4,330	0	4,330	4,330
	<u>18,070</u>	<u>56,874</u>	<u>74,944</u>	<u>45,929</u>

c Gift Aid recovered

In 2022, Gift Aid of £6,491 was recovered through the Parish Giving Scheme in respect of giving in 2022.

In 2023, Gift Aid of £8,770 was recovered through the Parish Giving Scheme in respect of giving in 2023.

d Investment income:

	Unrestricted funds £	Restricted funds £	TOTAL 2023 £	TOTAL 2022 £
Bank and CBF of C o E Deposit Fund Interest	646	344	990	193
Dividends on CBF C o E Investment Funds	0	1,836	1,836	1,826
Lychgate Cottage rent	12,751	0	12,751	10,105
	<u>13,397</u>	<u>2,181</u>	<u>15,578</u>	<u>12,124</u>

e Church activities

Church activities primarily reflect parochial fees, for example from funeral services and burials, charges for the use of the church building and fund raising activities.

f Diocesan Parish Share

The Diocesan Parish Share, which primarily covers the direct and indirect costs that the diocese incurs in providing a Rector to serve in Hartfield. It also contribute towards training, support services such as safeguarding, diocesan staffing costs and central Church of England costs.

g Clergy and staffing

	Unrestricted funds £	Restricted funds £	TOTAL 2023 £	TOTAL 2022 £
Children's, Youth and Families	0	9,891	9,891	2,375
Other Staff	6,720	0	6,720	3,517
Other, including clergy and rectory costs	4,096	563	4,659	3,757
	<u>10,816</u>	<u>10,454</u>	<u>21,270</u>	<u>9,649</u>

h Church Running Expenses	Unrestricted funds £	Restricted funds £	TOTAL 2023 £	TOTAL 2022 £
Church fabric	0	19,897	19,897	11,412
Church services	2,950	0	2,950	2,415
Churchyard expenses	0	4,476	4,476	4,120
	<u>2,950</u>	<u>24,373</u>	<u>27,323</u>	<u>17,947</u>
i Church Activities				
Church Utilities	7,445	0	7,445	7,938
Children, Youth and Families	0	5,588	5,588	845
Administration	2,216	60	2,276	2,288
Other	200	0	200	0
	<u>9,861</u>	<u>5,648</u>	<u>15,508</u>	<u>11,071</u>
j Major church repairs and maintenance				
	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

No major church repairs were carried out in 2022 or 2023.

k Other church properties

Expenditure on other church properties relate to the maintenance and letting of the Lychgate Cottage.

l No payments were made to PCC members or connected persons except in respect to the provision of youth services and for administrative support.