

**The Parochial Church Council  
ST MARY'S CHURCH  
CRAWLEY  
in the  
DIOCESE OF WINCHESTER**



**ANNUAL REPORT AND FINANCIAL STATEMENTS  
of the  
PAROCHIAL CHURCH COUNCIL  
for the  
YEAR ENDED 31st December 2023**

**to be presented to the  
ANNUAL PAROCHIAL CHURCH MEETING  
On  
Wednesday 22<sup>nd</sup> May 2024  
7 pm  
St. Mary's Church, Crawley**

**Correspondence Address:  
The Secretary  
Martins  
Crawley  
Winchester  
SO21 2PN**





## Acknowledgements

As always, the PCC is indebted to all who have contributed to the worship and mission of St Mary's Church.

We are particularly grateful to our former Rector, Rev Jax Machin, as well as those serving and retired priests, Licensed Lay Ministers, and Lay Worship Leaders who have assisted the Benefice in covering our current service patterns.

In particular:

Rev Canon Bruce Kington.

Licensed Lay Minister: Mrs Charlotte Nash.

Lay Worship Leaders: Alastair Baron, Andrew Kent and Sally Wesley.

We are also very grateful to:

- Caroline McAulay, Administrator in the Benefice Office for her valuable administrative help and support, particularly during the interregnum;
- Sidesmen and Sideswomen; Lesson Readers and those who lead intercessions;
- Anthony Burns-Cox and Mark Zarbadami: Organists;
- Felicity Gillibrand - Flower Organiser and Arranger; also those who helped decorate the church on "special occasions";
- Amanda Bayford – who has been operating the "technology" (including the hymnal), when required during church services; is the Cleaning Coordinator; looks after the church room; is Tower Secretary, and who put this report together;
- All who dust, polish and, when required, vacuum our church which always looks clean and beautiful;
- Those who maintain the church and churchyard, led by Robin Bayford;
- The team of Bell Ringers; and
- Felicity Gillibrand who co-ordinates the catering arrangements for special events.

## PCC Report

### The Downs Benefice

We have continued to witness the excellent cooperation between the five parishes in the Benefice, facilitated through representation on the Benefice Council. We have also had a number of opportunities to worship together, including the Benefice services.

### Contacts

Benefice Council: Alick Kay and Robin Bayford.

### Sunday Services

The current pattern of Services at St Mary's is:

1 <sup>st</sup> Sunday	Family Communion	10.00 a.m.
3 <sup>rd</sup> Sunday	Morning Worship	10.00 a.m.

In addition, a range of Special and Festival Services are held. A Benefice Communion Service is held on each 5<sup>th</sup> Sunday in the month, and the location is rotated around the Benefice.

During the year, very sadly, 4 funerals/thanksgiving services took place at St Mary's, including those of:

Tamsin Orlebar

Jane Wren

Also, the interment of Tony Macklin's ashes.

Tamsin, who organised and provided beautiful flower arrangements in the church, Jane and Tony were all longstanding worshippers at St Mary's and made a huge contribution to the life of the Church.

We also learned of the death of Hazel Watson who, due to ill health, moved, during the year, to live nearer her family. Hazel led our Sunday School for many years and was famous for her Christmas Day nativity plays that provided such joy and laughter to all. She also was an active supporter of Messy Church. The fact that so many Crawley children participated in these activities was undoubtedly due her enthusiasm and the love she showed to all; also to her persuasive telephone calls!

All are greatly missed.

During the year the year there were four weddings at St Mary's, including that of our Rector at that time!

### **Ministry Team**

As reported in last year's Annual Report, Rev Jax had had a bad accident at the start of December 2022 and was unable to return to work for some months. In May she was able to recommence her duties very gently, but, sadly, decided that she would be unable to continue in her role as the Rector of a five parish Benefice and left us in September to lead a smaller Benefice in Devon. During her ministry in the Downs Benefice, Rev Jax worked tirelessly and we were particularly grateful for her great pastoral skills.

As stated earlier, we are very grateful to the team of Priests, Licensed Lay Ministers and Lay Worship Leaders who have so willingly and ably led our services both before and during the interregnum. We were very fortunate to have had Rev Lisa Rodrigues, a curate from the Salisbury Diocese, seconded to the Benefice during the latter stages of the interregnum. Given the length of time that Rev Jax had been absent from work, before her resignation, Bishop David allowed us to begin the search for a new Rector in July and we are delighted that Rev Kevin Rogers accepted the appointment as the Rector of the Downs Benefice; his Institution and Induction Service took place on 19<sup>th</sup> March. This will be the beginning of an exciting, and challenging, new era as we seek to grow the worshipping community in this Benefice.

## Church Attendance

Normal Sunday Attendance (adults + children)			
Year	Morning Worship	Family Communion	Benefice Communion at St Mary's
2023	20	15	29
2022	17	19	33

It has been a joy to welcome those who have joined us at St Mary's when there was a Benefice Communion Service, or there was no Service taking place at their Parish Church (even though some parishioners still continued to be reluctant to travel to other churches in the Benefice). However, the sad loss through death of so many regular Crawley worshippers in the last 2-3 years has resulted in the continuing reduction of the Crawley worshipping community.

Nevertheless, as happened in previous years, there was a significant increase in the size of our congregations for Special and Festival Services; particularly children:

- All Souls service-33 adults
- Carol service-16 children and 52 adults.
- Christmas Day-15 children and 61 adults.
- Service of Remembrance at the War Memorial; it is a reflection of the importance of the day in many peoples' lives, that 4 children and 45 adults attended.

## Crawley PCC

During 2023 the PCC has met four times, in addition to the APCM.

I am hugely grateful to the current members of the PCC for their dedication and hard work that has ensured that we have continued to be able to worship, when possible, at St Mary's. We would welcome new PCC members as we remain very reliant on this small group.

## Deanery Synod

Synod met four times in 2023.

The main topics discussed were:

- Selection process for the new Bishop of Winchester.
- An update on the "Rural Benefice of the Benefice" initiative in the Pastrow Benefice, including it's consolidation into a single parish benefice.
- Possible formation of links with Burundi at a Diocese and Parish level.
- "The Church not being of one mind in Living in Love and Faith". A report on the General Synod's discussion about same-sex relationships.

## Alick Kay

## **Electoral Roll**

At our APCM in April 2023 there were 53 members on the electoral roll. Of that number, there were 52 resident and 1 non-resident members.

**Robin Bayford**

## **The Bells**

At the end of 2023, Whites of Appleton replaced a broken stay and did a maintenance inspection and report. Our weekly practice nights are well attended supported by ringers from Stockbridge, Kingsworthy and Sparsholt for which we are most grateful. We have six Crawley residents now ringing, including 3 recent learners. We are so grateful to the Winchester District for such an excellent learning programme which enabled the many new recruits to Ring for the King.

The team were honoured to ring for the Coronation of King Charles III on the 6<sup>th</sup> May. In addition, we rang for 4 weddings, including the wedding of the Revd Jax and Darren Tilbury in September. The bells were rung for two funerals. We are now able to ring before Sunday services.

**Amanda Bayford**

## **Safeguarding**

A Safeguarding Policy is a statement that makes it clear what an organisation or group will do to keep children and vulnerable adults safe, and the mechanism by which it will respond to any concerns raised. In accordance with the Church of England Safeguarding Policy, the PCC's commitment to "Promoting a Safer Church" is displayed on the Downs Benefice Website.

The PCC has its own designated Safeguarding Officer, details of whom can be found displayed in the porch of the parish church. Safeguarding Officers report directly and in confidence to the Rector.

Safeguarding is a compulsory item raised at each PCC meeting to ascertain any additional concerns. The Safeguarding policy document will be considered for revision annually prior to APCM. DBS clearance is sought for any individual deemed to be working in any capacity with children and vulnerable adults under our Benefice umbrella. Please raise any concerns you might have, in the first instance, with your Safeguarding Officer, currently Alick Kay. In emergency, please contact the Rector.

**Alick Kay**

## The Fabric Report

The Quinquennial Inspection was carried out in October 2022, with the report delivered in April 23. The bulk of the work recommended in the report has now been done largely relating to the roof and gutters.

Costs incurred in the year are as follows-

		£
Wallabridge	Lightening conductor	661.80
Radley Partnership Ltd less grant	Net cost of quinquennial insp.	11.70
Andrew Cooper	Organ repair and maintenance	540.00
Mid-Hants fire	inspection of fire extinguishers	54.00
Brooks	5 year electrical inspection	582.10
S J King	boiler maintenance	216.00
R.H.Hammond	Roof repairs	F 3040.80
Whites	Inspection and new bell stay	B 658.80
R.H Hammond	Gutters	F <u>7037.28</u>
		<u>12802.48</u>
Charged to specific funds marked F fabric or B bell		- <u>10736.88</u>
Normal running costs		<u>2065.60</u>

**Robin Bayford**

## Financial Review

**Total receipts** were £38,328 (2022 £37,590) and are detailed in the financial statements.

**Total expenditure** was £46,301 (2022 £35,161). This expenditure included £17,628 (2022 £19,569) for the diocesan parish share which largely provides the stipends and housing for the clergy.

Charitable giving of £3,232 (2022 £4,090) is detailed in note 2 to the financial statements.

There was a net (outflow) of resources in the year of (£7,973) (2022 inflow £2,429).

### Reserves policy

It is the PCC's policy to maintain a balance on unrestricted funds (if possible) to meet approximately six months unrestricted payments and to cover unforeseen emergencies. The balance of £27,302 comfortably meets this target, but not the cost of major repairs which this year amounted to £10,737 and were charged to designated funds, see the above Fabric Report for detail.

**Robin Bayford**

## **Independent Examiner's Report to the Parochial Church Council (PCC) of St Mary's Church, Crawley**

I report on the accounts for the year ended 31 December 2023, which are set out on pages 10 - 12.

### **Respective responsibilities of the PCC and Independent Examiner**

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

### **Basis of Independent Examiner's Statement**

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 considering any unusual items or disclosures in the accounts, and seeking explanations from the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

### **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 s.130 of the 2011 Act; or
  - to prepare accounts which accord with the accounting records 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.

Christopher Phillips  
Whitethorn Cottage  
Crawley  
Winchester  
SO21 2PN

19<sup>th</sup> March 2024

ST MARY'S CHURCH CRAWLEY

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2023

	Notes	Unrestricted Funds	Bell Fund	Fabric Fund	TOTAL 2023	FUNDS 2022
		£	£	£	£	£
<b>INCOMING RESOURCES</b>						
<b>Voluntary income</b>						
Planned giving						
Gift Aid donations		23,542	-	-	23,542	22,878
Income tax recovered		6,904	-	-	6,904	6,954
Collections		2,679	-	-	2,679	3,350
Donations		1,605	46	-	1,651	2,020
Legacies		-	-	-	-	504
		34,730	46	-	34,776	35,706
<b>Activities for generating funds</b>						
Fund raising events		-	-	-	-	362
		-	-	-	-	362
<b>Income from Investments</b>						
Bank interest		-	-	1,946	1,946	440
		-	-	1,946	1,946	440
<b>Income from church activities</b>						
Service fees		1,422	-	-	1,422	852
Donations towards parish paper		184	-	-	184	230
		1,606	-	-	1,606	1,082
<b>TOTAL INCOMING RESOURCES</b>		36,336	46	1,946	38,328	37,590
<b>RESOURCES EXPENDED</b>						
<b>Church Activities</b>						
Missionary and charitable giving	2	3,232	-	-	3,232	4,090
<b>Ministry</b>						
Diocesan parish share		17,628	-	-	17,628	19,569
Rector's expenses		258	-	-	258	689
Interegnum costs		228	-	-	228	-
Heating, electricity and water		3,281	-	-	3,281	1,840
Insurance		2,270	-	-	2,270	2,142
Repairs and maintenance		2,066	659	10,078	12,803	556
Organist		880	-	-	880	920
Cost of services		979	-	-	979	946
Parish paper		334	-	-	334	367
Share of benefice office expenses		4,237	-	-	4,237	3,808
Stationary and copier		171	-	-	171	234
		35,564	659	10,078	46,301	35,161
<b>Generation of voluntary income</b>						
Fund raising events		-	-	-	-	-
		-	-	-	-	-
<b>Governance costs</b>						
		-	-	-	-	-
		-	-	-	-	-
<b>TOTAL RESOURCES EXPENDED</b>		35,564	659	10,078	46,301	35,161
<b>NET INFLOW/(OUTFLOW) OF RESOURCES</b>		772	(613)	(8,132)	(7,973)	2,429
<b>TRANSFERS BETWEEN FUNDS</b>						
		-	-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		772	(613)	(8,132)	(7,973)	2,429
BALANCE BROUGHT FORWARD AT 1 JANUARY 2023	1.(b)	26,530	1,245	19,919	47,694	45,265
<b>BALANCE CARRIED FORWARD 31 DECEMBER 2023</b>	1.(b)	<b>27,302</b>	<b>632</b>	<b>11,787</b>	<b>39,721</b>	<b>47,694</b>

ST MARY'S CHURCH CRAWLEY

BALANCE SHEET AT 31 DECEMBER 2023

	Notes	2023	2022
<b>CURRENT ASSETS</b>			
Debtors	3	1,509	1,638
Short term deposits		34,758	42,813
Cash		6,594	6,797
		<b>42,861</b>	<b>51,248</b>
<b>LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
Creditors	4	3,140	3,554
		<b>39,721</b>	<b>47,694</b>
<b>NET CURRENT ASSETS</b>			
		<b>39,721</b>	<b>47,694</b>
<b>FUNDS</b>			
Unrestricted	1.(b)	27,302	26,530
Bell Fund	1.(b)	632	1,245
Fabric fund	1.(b)	11,787	19,919
		<b>39,721</b>	<b>47,694</b>

**Robin Bayford**

Honorary Treasurer

5 February 2024

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

1.a. The financial statements of the PCC have been prepared in accordance with Church Accounting Regulations 2006 together applicable accounting standards and SORP 2005

The accounts have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of informal gatherings of church members.

1.b. FUND ACCOUNTING

The General Fund represents the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC.

The Bell Fund shows funds raised for the bells and expenditure on the bells.

The Fabric Fund is a designated fund, created in 1965 by a resolution of the PCC, as a reserve to pay for the costs of major repairs and maintenance to the church building. Donations received specifically for this Fund are similarly restricted.

1.c. FIXED ASSETS

Consecrated and beneficed property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected (at a reasonable time).

All expenditure incurred in the year on consecrated or beneficed buildings is written off under the heading repairs.

1.d. INCOMING RESOURCES

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due, interest is accrued. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

1.e. RESOURCES EXPENDED

Grants and donations are accounted for when paid over, or for the period awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognized when it is incurred and is accounted for gross. The cost of repairs is recognised if the work has been commenced.

ST MARY'S CHURCH CRAWLEY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

2.CHARITABLE DONATIONS

	2023	2022
	£	£
Approved at the January 2023 meeting of the PCC:-		
The Trinity Centre Winchester	500	500
The Winchester Beacon	500	500
Karis Kids	500	500
Winchester Street Pastors	500	500
Street Reach - Winchester	500	500
The Boaz Project, Hill Farm.	500	500
	<u>3,000</u>	<u>3,000</u>
From special services and donations		
Dementia UK	-	287
Young lives vs Cancer	-	265
Mountbatten Hospice	-	259
One in Four	-	159
Winchester Hospice	14	-
Metavivor Research	15	-
The Epileptic Society	68	-
The British Legions poppy day appeal	135	120
	<u>3,232</u>	<u>4,090</u>

3. DEBTORS

Taxation recoverable	1,509	1,638
	<u>1,509</u>	<u>1,638</u>

4. CREDITORS

Charitable donations authorised by the PCC as 2023 expenditure.	3,000	3,000
Accrual for utility and other costs	140	554
	<u>3,140</u>	<u>3,554</u>

5. LOAN ADVANCED TO THE DOWNS BENEFICE- contingent asset

On 26 March 2016 Robin Bayford donated £5,000 to St Mary's on the condition that this money was advanced as a loan to the Downs Benefice. In certain circumstances this loan is not repayable to St Mary's, so provision has been made against this sum.

RISK ASSESSMENT

The PCC have considered the major financial risks to which it is exposed, and actions to mitigate those risks, and have set up a system to keep such risks under review.

- i) There is an ongoing process of identifying evaluating and managing significant risks appropriate to the small size of the organisation which prevents complete division of duties.
- ii) Financial results are monitored at each PCC meeting and compared to the budget which is prepared annually.
- iii) The PCC's insurance cover is reviewed annually, and fire and similar risk assessments are carried out on an ongoing basis.

Any system of internal control is designed to manage rather than eliminate risk and can provide only reasonable, and not absolute, assurance against material loss.

OTHER INFORMATION

Bankers:  
National Westminster Bank  
105 High Street  
Winchester SO23 9 AW

Independent Examiner  
Chris Phillips  
Whitethorn Cottage  
Crawley SO21 2PN