



Joyfully Serving Jesus

The Parochial Church Council
of the
Ecclesiastical Parish of Holy Trinity Cuckfield
UK Registered Charity No. 1131432

ANNUAL REPORT & FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023

Holy Trinity Church
The Church Office
The Old School
Church Street
Cuckfield
West Sussex RH17 5JZ

Email: office@holytrinitycuckfield.org
Tel: 01444-456461

Benefice of Cuckfield & Bolney
The Parochial Church Council
Holy Trinity Cuckfield
UK Registered Charity No. 1131432

ANNUAL REPORT & FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023

Contents

	Page
Annual Report	2
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Accounts	13
Independent Examiner's Report	22

Incumbent: The Revd Daniel Valentine (*from 22nd November 2023*)
The Vicarage
5 Barrowfield, Cuckfield
West Sussex RG17 5ER

Independent Examiner: Amy Beecroft FCA
19 Newton Road
Lindfield
West Sussex RH16 2NB

PCC Bankers: Santander UK PLC
BBAM, Bridle Road, Bootle
Merseyside GIR 0AA

Barclays Bank PLC
South Road, Haywards Heath
West Sussex RH16 4ND

Old School Board Bankers: CCLA
Senator House, 85 Queen Victoria Street
London EC4V 4ET

HSBC Bank PLC
37-39 South Road, Haywards Heath
West Sussex RH16 4LQ

Friends of Holy Trinity Bankers: HSBC Bank PLC
37-39 South Road, Haywards Heath
West Sussex RH16 4LQ

Correspondence: The PCC Secretary (pccsecretary@holytrinitycuckfield.org)
The Church Office
The Old School
Church Street, Cuckfield
West Sussex RH17 5JZ

Annual Report

I. Status

The Parochial Church Council (PCC) is a Registered Charity (No. 1131432) under the formal description of *The Parochial Church Council of the Ecclesiastical Parish of Cuckfield*. Two alternative short-form names have been registered with the Charity Commission: *Holy Trinity Church Cuckfield* and *Holy Trinity Cuckfield PCC*. During the year under review, following the joining of the parishes of Bolney and Cuckfield, the Diocese confirmed the new entity's name as the *Benefice of Cuckfield and Bolney*, each parish retaining its own PCC.

The PCC is responsible for the assets and statutory duties of *The Old School*, adjacent to the Church, and the accounts for that activity are incorporated within this report. The PCC has appointed an Old School Board to assist it in the fulfilment of its obligations and effective management of the building.

The Friends of Holy Trinity is a PCC subsidiary organisation, conceived to assist in raising funds for the upkeep of the fabric of the Church, whose accounts are incorporated within those of the PCC. To maximize its effectiveness, the Friends have their own Board, and operate within terms of reference set by the PCC.

This Annual Report is prepared in accordance with the *Church Representation Rule M5(1)*, revised January 2020, which requires the PCC to provide the Annual Meeting with the following: (a) a report on the changes to the roll since the last annual meeting; (b) an annual report on the proceedings of the PCC and the activities of the parish generally; (c) the financial statements of the PCC for the year ending 31st December preceding the meeting; (d) the annual fabric report under section 50 of the *Ecclesiastical Jurisdiction and Care of Churches Measure 2018*; and (e) a report of the proceedings of the Deanery Synod.

2. Purpose & Objectives

The primary objective of the PCC is the promotion of the Gospel of Christ according to the doctrines and practices of the Church of England.

In pursuit of this purpose, the PCC has the responsibility of co-operating with the parish priest in the promotion within the parish of the whole mission of the church, pastoral, social, evangelistic and ecumenical.

The PCC's aim in doing this is to make Christ better known, and to make a difference to the lives of those with whom we come in touch – whether or not members of the Church of England – in the form of:

- i. practical and spiritual support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay;
- ii. financial support for these objectives;
- iii. financial and practical support where possible for other charitable organisations with compatible objectives.

3. Supporting Strategies

The strategy by which the objectives are currently achieved is ***joyfully serving Jesus*** in all we do, by which we mean:

- i. demonstrating an inclusive, welcoming and supportive approach to those, within and without the church, with whom we come in touch, or who come into touch with us;
- ii. respect for freedom of thought, conscience and the religion of others.

We do this by ***enabling as many people as possible***: to worship at church; to become part of our parish community through the teaching, baptising and nurturing of new and existing believers; by considering how services can involve the many groups that live within the parish. We put faith into practice through prayer and scripture, music and sacrament, and provision of pastoral care for people living in the parish. These strategies are informed by and consistent with The Bishop's Charge to the clergy of the Diocese in the form of the Diocese's current strategy which is based on three strands: (i) growing in depth, holiness, then numbers; (ii) re-imagining the forms of ministry needed going forward; and (iii) engaging with local communities in pursuit of the Common Good.

4. Public Benefit

While English Law historically recognised the provision of religion as charitable work, that presumption no longer holds. Under the latest Charities Acts, the PCC needs to be aware that the provision of religion, education or relief of poverty must pass the *public benefit* test, and not be solely for the *private benefit of its members or adherents*. In reviewing activities over the year, the incumbent and PCC have taken account of the Charity Commission’s general guidance on public benefit and of the more specific guidance *for the advancement of religion (Reg. 40 2.c.iii)*. While Section (7) sets out a more general *Review of the Year*, Section (5) below focuses on the performance and achievements which most impact our delivered public benefit and make a tangible difference to our beneficiaries; conversely, the PCC is not aware of any activities that have caused detriment, harm or private benefit from their carrying out.

5. Performance & Achievements Review

Performance Review: the statistics in the table below are drawn from the required Diocesan return of attendance at regular services, baptisms, confirmations, etc. ‘Weekly average attendance’ is calculated for a week in October. The methodology’s emphasis on physical attendance and ‘actual’ communicants means its year to year comparisons are limited where periods of lockdown were necessitated. The numbers for participation in services via Zoom (*following the chart below*) show that peak Zoom value has passed but continues to be of value for those at home.

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Attendances:										
Christmas Communion Services	292	374	313	153	517	538	514	594	487	391
<i>of which Communicants</i>	246	182	222	121	366	378	379	348	339	259
Christmas Crib/Stable/Nativity	505	509	290	80	729	727	707	1012	1005	740
Easter Services	294	229	227	Closed	400	414	416	309	332	318
<i>of which Communicants</i>	204	196	140		284	299	268	198	236	225
Weekly Average Attendance	140	160	160	80	200	200	193	190	190	180
<i>of which Communicants</i>	110	120	120		160	155	150	158	160	135
Electoral Roll:	241	255	255	255	248	343	339	279	273	273
Weddings:	7	14	5	4	12	10	15	9	18	28
Baptisms:	21	22	26	8	22	31	35	43	40	33
Confirmation Candidates:	0	0	0	0	0	6	0	3	0	9
Funerals:	20	31	33	35	28	29	43	26	30	23

Over 2023, in parallel to physical attendance, 127 services (down from last year’s 138) were live streamed from church. Together these services facilitated 1,400 virtual attendances over the year (down from 2,000 in 2022), an average of 11 (14 in 2022) at each. Looking at 09.45 Sunday services shows the 52 Sunday services available via Zoom each reached an average of 20 virtual participants (down from 26 in 2022), but conceals a 50% decline from 30 every Sunday at the start of the year to 15-20 by year end. Midweek and Evensong Zoom attendance shows an equivalent rate of decline.

Public Benefit:

- i. **Social Care** by the church has again had significant public benefit impact:
 - The monthly *Solos Lunch* continued (provision of a two-course Sunday lunch for the over 60's - whether from the church community or not - who would otherwise be on their own);
 - members of the parish have taken communion to the homebound;
 - The parish has continued to provide proactive support to local Syrian and Ukrainian refugee families resident in the area under the *Government's Resettlement Scheme*, extending welcome, providing essential facilities and itself benefiting from cultural exchange with the beneficiaries.
- ii. **Charitable Giving**
 - **The Christmas Tree Festival** took place over the weekend of the 8th-10th December. With over 70 trees in situ and hundreds of daily visitors, high points included the forest of illuminated trees and for the second year a Festival concert on the Saturday evening. With over £11,000 raised over the course of the three days and £6,125 of that being presented to the partner charity, Cuckfield's Stroke Communication Group, it was great to see this community event continuing into its second year post COVID. With huge thanks to all the volunteers, stewards and of course Committee for keeping the Festival delivery on track we look forward to seeing continued success with the 2024 Event.
 - **Outreach Donations** charitable donations from the PCC over the year amounted to £11,133, together with wider congregational support for a range of other charities over the year, whether by donations or gifts in kind (e.g., to Holy Trinity C of E Primary School, Chichester Family Support Work, Crawley Open House, Tariro, Samara's Aid, Christian Aid, Macmillan, Bewbush Academy, Refugees Welcome Crawley, Crossover Brighton, Pakistan Flood Relief Appeal, Royal British Legion, Dame Vera Lynn Children Charity, Mary's Meals, Warm Welcome and Vision Rescue).
- iii. **Beneficial Use of Facilities:** the church was again the principal venue for the Cuckfield Music Festival, additionally, free monthly concerts resumed as a contribution to the cultural amenities of the village, and beneficial use of The Old School facilities was approved by the PCC where appropriate.

6. Structure, Governance & Management

i. Membership of the PCC during the year 2023

The full PCC between 1st January and 31st December 2023 was as follows:

Clergy:

Revd Daniel Valentine (*from 22nd November*)
Revd Stephen Caple (*Co-opted*)

Licensed Reader:

Vicky Peattie
Clive Simmonds

Churchwardens:

Jane Coan
Brian Cutler (*Lay Vice Chairman of the PCC*)

Deanery Synod Representatives *:

Jill Brotherton (2026)
Rod Montague (2026)
Mary Pape (2026)
Isobel Simmonds (2026)
Vacancy (2026)

Lay members of the PCC *:

Philip Richings (2023)
Kate Berry (2024)
Jonathan Berry (2024)
David Thunder (2024)
Hilary Turner-King (2024)
Jacqui Allcock (2025)
Terry Bevan (2025)
Janice Brinley Codd (2025)
Margaret Somers (2025)
Roger Edmonston (2026)
Paul Johnson (2026)
Carolyn Ponder (2026)
Dick Whidborne (2026)

* elected until the **APCM** of the year in brackets

ii. Officers of the PCC 2023

The PCC is required by its constitution to appoint a Standing Committee with the power to transact business between PCC meetings, subject to any directions given it by the PCC. Comprising the Incumbent, Churchwardens and at least two others, the Standing Committee and other PCC Statutory Officers were appointed at the short PCC meeting immediately following the May 2023 APCM:

Standing Committee: Revd Daniel Valentine (*from 22nd November 2023*), Jane Coan, Brian Cutler, Isobel Simmonds, David Thunder
PCC Officers: David Thunder (*Honorary PCC Secretary*), Isobel Simmonds (*Honorary PCC Treasurer*), Rod Montague (*Parish Safeguarding Coordinator*), Paul Johnson (*Electoral Roll Officer*)

The PCC met on seven occasions during 2023, all bar one of which were able to be face to face. This facilitated a reduction in the number of e-motions carried under Rule M29 to two.

iii. Committees of the PCC

The PCC is supported by and considers reports and recommendations from its committees whose roles are described below. The committees may only transact business set out in their individual terms of reference from the PCC and as contained in the PCC Handbook.

In 2023, in addition to the **Standing Committee**, there were five committees of the PCC:

Finance Committee

The Finance Committee is responsible for advising the PCC on all matters relating to its financial responsibilities, for ensuring that proper financial procedures and controls exist, and for maintaining and producing accounts in accordance with the prescribed regulations. The Committee is responsible for the routine management of the financial affairs of the PCC.

Pastoral Committee

The Pastoral Committee is responsible to the PCC for focusing on both the community of the Church and all who come into contact with it. Its role is to develop and maintain ways of welcoming, encouraging, nurturing and caring for people so that the parish can fulfil both its pastoral mission and public benefit.

Outreach Committee

The PCC's Outreach Committee is responsible for preparing and submitting for PCC approval recommendations regarding the allocation of funds to missions and charities, for maintaining links with those recipients, and for keeping the congregation informed of its activities.

The Roof Group

The role of the Roof Group is to deliver the conservation of the church roof and other outstanding major fabric projects in association with the wardens and PCC; to deliver related specific funding initiatives (e.g., National Lottery Heritage Fund) in support of these objectives; and to deliver the required associated public benefit, community engagement, and heritage development objectives.

The Old School Board

The Old School Board is responsible to the PCC for the routine operation and management of the PCC's property adjacent to the Church, within the remit to provide the means to assist the outreach of the church to the local community, through the activities within the Old School.

iv. Holy Trinity Church of England (Aided) Primary School

The PCC has important governance responsibilities in connection with its Church School: the governing body of Holy Trinity CE (Aided) Primary School, in addition to the incumbent as *Ex Officio* Governor, has a majority of Foundation Governors, recommended by PCC decision but approved and appointed by the Diocesan Board of Education.

All are appointed for four years (renewable on application by the PCC at the discretion of the DBoE), dates of retirement in brackets below. At the end of 2023 the PCC Foundation Governors were:

Revd Daniel Valentine	<i>Ex-Officio Governor</i> , from 22 nd November 2023
Fiona Halsey	(2024) Vice Chair
Mark Andrews	(2025)
Rebecca Anderson	(2026) Chair
Zoe Humphrey	(2026)

The following PCC Foundation Governors stood down in 2023: Maddy Hammersley and Lindsay Smith, leaving two vacancies for the PCC to fill.

v. Governance Regulation

From January 2020, the power of the PCC to pass decisions by e-mail became automatic under the new *Church Representation Rules*, and this Rule M29 power covers the right of the PCC to meet electronically and for decisions reached via that medium to be fully valid. The PCC's meeting held on Zoom during 2023 and the motions passed by email were validly held under this regulation.

vi. Parish Personnel

Revd Daniel Valentine has been the Vicar of Cuckfield from 22nd November 2023. The parish has continued to be served by two retired priests, Revd Stephen Caple and Revd Canon David Tickner, supported by two Licensed Readers (Vicky Peattie and Clive Simmonds). Charlotte Tayler continued as Children's and Families' Lay Minister, and Jonathan Berry as a Lay Preacher. Gill Squires served as Parish Administrator until her retirement in August, and was succeeded by Emma-Jane Adamson. Richard Jenkinson was Organist and Choir Master until his retirement in August.

vii. Safeguarding

The PCC has complied with its duty under Section 5, *The Safeguarding and Clergy Discipline Measure (2016)* to have regard to the House of Bishops' Guidance on safeguarding children and vulnerable adults. The Safeguarding Coordinator makes a full report to the APCM and reports to every PCC meeting. The parish Safeguarding Policy (reviewed and approved annually) can be seen in the Church Porch and on the Church website; a further copy is lodged with the Diocesan Safeguarding Officer.

Everyone working with children or vulnerable adults through Holy Trinity has a current DBS Certificate. In addition to the three Clergy with PTO and our two Licensed Readers, along with Charlotte Tayler, the Children's and Families Minister, and Jonathan Berry, Licensed Preacher, there are some 67 active DBS Certificates in place for current Volunteers (some having been checked through the Update Service); this includes all PCC and Old School Board members. The Diocesan Safeguarding training requirements of these personnel are regularly monitored and updated as need be.

The Parish committed itself to the *Diocesan Simple Quality Protects* safeguarding programme on its launch and achieved Level 1 in April 2018. The Compliance Certificate issued by the Diocese is displayed in the Church and the Porch. Maintenance of the standards of the scheme are kept under regular review. The current Safeguarding Policies, Guides, associated documentation and contact information for third party assistance are posted on the church website. Hard copies of these papers are also available for inspection in a folder kept in the Church Office and another placed in the Church Vestry

7. Review of the Year

Joyfully serving Jesus

For most of 2023 we were in vacancy, waiting for an appointment to be made and for our new incumbent to arrive. Fortunately, we were blessed during this time by our team of associate priests, readers and lay ministers, through whom we were able to maintain our full range of services and activities. We are particularly grateful to the Revd Stephen Caple, The Revd Stephen Terry and the Revd Canon David Tickner for their priestly ministry, and to our readers, Vicky Peattie and Clive Simmonds, and Authorised Lay Minister Jonathan Berry for the contributions that they each made to the worship and life of Holy Trinity during this time.

In November the waiting was finally over, and we were delighted to welcome the Revd Daniel Valentine as Vicar of the United Benefice of Cuckfield and Bolney. It was with great joy that we were able to celebrate his collation by the Bishop of Chichester, the Rt Revd Martin Warner and induction by the Archdeacon of Horsham, the Ven Angela Martin.

Our services continued to follow the pattern set by our previous incumbent at the end of the pandemic, with the main Sunday services and the Wednesday morning Eucharist being streamed. Although the numbers joining on Zoom have slowly fallen the service continues to be appreciated by those who have difficulty in getting to church and those who are temporarily away from home, and we are grateful to the technical team that continues to make this possible.

Music continues to be an important feature of the life of Holy Trinity, both in our services and the various concerts that take place in the church. Sadly, our Director of Music, Richard Jenkinson, retired at the end of October. Fortunately, a very able team has now stepped up to sustain the choir whilst we seek a new Director of Music.

We also had to say goodbye to Gill Squires during the year, after 23 years as our parish administrator. Gill provided outstanding support to the whole parish and will be very much missed. We were delighted that our proposal that Gill be awarded the Order of St Richard was accepted and Gill was duly inducted to the Order at a ceremony during Evensong in the Cathedral one Saturday in September. We were fortunate to be able to recruit Emma-Jane Adamson as Gill's replacement before Gill retired.

Our work with children and families has continued in the primary school, through our holiday activities and through the choir club. We are particularly grateful to Charlotte Tayler and Hilary Turner-King for their leadership in this work and to all the volunteers who help to sustain these activities. Our financial and food donations for families experiencing hardship channelled through the Primary Schol and Family Support Work have continued to be co-ordinated by Jane Coan.

The Christmas Tree Festival was again very successful raising £6,125 for our partner charity, the Cuckfield Communication Group, a part of the Stroke Association. The success of the festival was in no small measure due to the enthusiastic leadership of Alastair McPherson as chairman of the organising committee. Unfortunately, Alastair has now stepped down from this role, and we are grateful for the contribution that he has made. We are also very grateful for the work of Alison Milford in organising the Festival Café in recent years, and Alison too has now retired.

Like most churches, Holy Trinity Cuckfield relies heavily on the work of volunteers. During the year Vicky Peattie, on behalf of the PCC, undertook a survey of the church community to explore the hidden talents that we might tap into need for volunteers arises. This resource is already proving extremely helpful.

Fabric repairs during the year were minimal, although some work was necessary on the underfloor heating and boiler to maintain the heating system. The major fabric challenge, reflected in the church's 'heritage at risk' status, remains relaying the Horsham Stone Roof, the objectives and timing of which continue under close review and development by the PCC. The Reserves in the accounts include £312,049 designated primarily for this purpose, and include two significant legacies in the year of £350,000 and £60,000 from the Anthony Burbidge Estate. As the year closed, the PCC were additionally delighted to be offered and approved receipt of two restricted fund donations from the Kempe Trust, the first of which (received in December 2023) is £10,000 towards the creation of a Kempe digital display and interpretation resource. The second will be for £50,000 (to be donated in 2024)

towards the restoration of the roof to help preserve the Kempe ceiling. Notes (2) and (13) to the accounts identify the £10,000 to fulfil our reporting obligation to the Kemp Trust.

Once again, the churchwardens would like to place on record their thanks to the many people who have helped to make our passage through the vacancy possible. As mentioned, we are particularly grateful to our associate priests, The Revd Stephen Caple, The Revd Stephen Terry and the Revd Canon David Tickner, our Readers, Vicky Peattie and Clive Simmonds, and our Authorised Lay Minister, Jonathan Berry. Others who have played an important role during the vacancy include our PCC Secretary, David Thunder, and our Treasurer, Isobel Simmonds, supported by our church accountant, Zoë Richings, and our Safeguarding Officer, Rod Montague.

8. Financial Review

Introduction

The preparation of this year's accounts has been done with the guidance of our Independent Examiner. We have built on the changes introduced last year, and continue to ensure that we are working to the latest advice on standards and good practice.

Incoming and outgoing resources

Total income for the year is £591,115, compared to £372,105 for 2022. This includes all the funds over which the PCC has control, unrestricted, designated and restricted.

The main activity of the church is covered by the unrestricted fund, and the income for this fund was £243,512 (2022: £226,750), which encouragingly was both above our budget and the income for last year due mainly to a significant legacy received during 2023. Our main source of income is regular giving, and we have been encouraged during 2023 that this has continued to remain broadly consistent with the prior year.

In 2023, we received £500 of grants (2022: £10,867) which came from the Mid-Sussex Community Fund. The large decrease reflects grants received in 2022 from Listed Places of Worship relating to significant stonework improvements paid for during 2021 and 2022.

Total expenditure for the year is £251,496 compared to £288,930 for 2022. This includes all the funds over which the PCC has control, unrestricted, designated and restricted. Expenditures in 2023 were lower than 2022 due to the completion of stonework improvements during 2022, partially offset by higher other costs primarily driven by general inflation.

The main operating expenditures of the church are covered by the unrestricted fund and expenditure for this fund was £190,306 (2022: £163,721). Spend was higher than last year due to continued inflation, but broadly consistent with budget. Whilst the PCC has worked hard to control costs, we continue to see rising costs in most areas, especially with respect to utilities.

Further details of the breakdown of this year's income and expenditure are provided in the notes to the accounts.

Related Parties

Payments to PCC member, persons closely connected to them, or related parties are allowed under the Charities Act 2011 by the following provision: charity trustees may, provided certain conditions are met, pay for the provision of services to the charity by a 'connected person' [falling within the definition contained in Section 118 of the 2011 Act] where the PCC is satisfied the relevant conditions are met, the required process has been transparently followed, and safeguards are in place.

The PCC at its March 2017 meeting appointed Zoë Richings, daughter of a PCC Member, to the salaried position of Church Accountant and made payments to her by that resolution. The PCC also approved the reimbursement of expenses to the parish's technical operators (two of whom are members of the PCC, viz., Jonathan Berry and Paul Johnson) for the Zooming of weddings and funerals, where requested by the families.

The PCC supported the clergy by paying £1,280 (2022: £970), which includes Council Tax and water rates, for

the Vicarage, plus other annual costs towards travel, hospitality, telephone, postage and broadband.

Parish Share

The Diocesan Parish Contribution is the allocation set by our Deanery as this parish's contribution to the wider church's activities and costs of the Diocese and is accounted for on an annual basis. While any parish contribution unpaid on 31st December in a given year would be an operational (though not legal) liability, Holy Trinity Cuckfield paid its parish contribution for 2023 in full.

Staff costs

The PCC pays for the Parish Administrator, Church Accountant, the Children's and Families' Lay Minister and contributes to The Old School's staff costs through its overall contribution to the running of that building. Further details are provided in the notes to the accounts.

Reserves Policy

It is PCC policy to seek to maintain a balance on unrestricted funds of approximately three months' worth of unrestricted general fund payments as a contingency against unforeseen situations (approximately £48,000 in 2023).

The PCC is also mindful of major continuing expenditures in relation to the roof following the 2019 Church Architect's Quinquennial Inspection of the building, and has accordingly decided to hold an additional approximately £55,000 in reserves.

The total of the funds at the discretion of the PCC to utilise at the year-end was £463,916 including an amount of £46,130 designated for use for the management and operation of the Old School Property; and an amount of £312,049 designated for fabric improvements, primarily for relaying the Horsham Stone Roof, the objectives and timing of which continue under close review and development by the PCC. The remaining amount £105,737 (£463,916 less £46,130 less £312,049) broadly meets the Reserves Policy

The PCC have also committed to allocate any further funds required in the future for these long-term fabric improvement projects.

It is PCC policy to invest funds balances with the CBF Church of England Investment Fund, the CBF Church of England Fixed Interest Securities Fund and the CBF Church of England Deposit Fund.

9. The Old School Board

The Old School Board reported a consistent year as recovery from the impact of lockdown continued. Income for the year was £51,516 compared to £50,818 in 2022, with the small increase largely due to higher interest received on cash deposits.

Expenditure for 2023 was £50,875 compared to £45,872 in 2022 as a result of the artificially low previous couple of years as pandemic kept projects on hold: increased expenditure in 2023 related to renewal and refurbishment of the upstairs toilets, and gutter cleaning (normally required every two years).

A transfer of £9,500 was made during the year from the General Fund to the Old School Designated Fund as a contribution towards the running and maintenance costs of The Old School.

A net surplus of £10,036 was recorded for the year with total funds carried forward of £46,130.

10. The Friends of Holy Trinity Church Cuckfield

The Friends exists to raise funds for the church building and its principal artefacts by engaging with all in the Cuckfield community. Its funds arise from subscriptions, donations (including legacies) and event activities. 2023 was a record year for the Friends: the biggest increase in members, in numbers of events and in people – both members and general public – attending its events and in charitable funds which ultimately will support major Church building, conservation and restoration projects.

New members in 2023 accounted for an 11.5% increase on 2022, due both to regular encouragement and marketing at an increased volume of events. This increase was depleted by 5.6% resulting from the sad passing and infirmity of members, and those moving away.

	As at 31.12.22	Additions	Losses	As at 31.12.23
Life Members	98	11	3	106
Annual Members	222	26	16	232
Total	320	37	19	338

A total of 11 events were mounted for the Friends in 2023 – up from three in 2022, and in addition to the membership fees these added substantially to the increased income in the year. The events included two big concerts, one filling the Church with an audience of 250, two events at Cuckfield Park, a big charity art auction, two well-attended talks on the story of Holy Trinity and other more minor events. Over 1,000 people participated in the year's events.

Accounting also for donations, legacies and Gift Aid, the net surplus/(deficit) in 2023 was £16,212 (2022: £13,040). Total reserves at the 31 December 2023 were £69,381 (2022: £53,169).

The Friends membership is kept well aware that the Friends' primary ambition is to support the Church by contributing to its major conservation and restoration projects, particularly the Horsham stone roof. This is involving building reserves year-on-year. However, in 2023 the Friends did fund a small project for providing a new organ table to match the Chancel furniture, used for choir practice sessions.

11. Approval

The Annual Report for the ended Year 31st December 2023 was approved by the PCC and signed on its behalf by Revd Daniel Valentine (*Chair of the PCC*):



Date: 24th April 2024

Statement of Financial Activities

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2023	Total Funds 2022	Notes
	£		£	£	£	£	
Income and endowments from:							
Donations and legacies	220,531	258,241	19,917	-	498,689	287,736	
Charitable activities	6,701	-	-	-	6,701	9,197	
Other trading activities	16,115	46,987	20,983	-	84,085	73,442	
Investments	165	1,288	187	-	1,640	1,730	
Other receipts	-	-	-	-	-	-	
Total income	243,512	306,516	41,087	-	591,115	372,105	2
Expenditure on:							
Raising funds	1,574	320	6,655	-	8,549	4,779	
Charitable activities	188,732	51,426	2,789	-	242,947	284,151	
Other trading activities	-	-	-	-	-	-	
Other expenditure	-	-	-	-	-	-	
Total expenditure	190,306	51,746	9,444	-	251,496	288,930	3
Net gains (or losses) on investments							
Net income or (net expenditure)	53,206	254,770	31,643	-	339,619	83,175	
Transfers between funds	(62,500)	62,500	-	-	-	-	14
	(9,294)	317,270	31,643	-	339,619	83,175	
Other recognised gains/(losses):							
Gains/(losses) on revaluation of fixed assets	-	-	-	-	-	-	
Other gains/(losses)	-	-	-	-	-	-	
<i>Reconciliation of funds:</i>							
Net movement in funds	(9,294)	317,270	31,643	-	339,619	83,175	
Total funds brought forward	115,031	40,909	66,042	375,000	596,982	513,807	
Total funds carried forward	105,737	358,179	97,685	375,000	936,601	596,982	13

Balance Sheet

	Total Funds	<i>Total Funds</i>	
	<u>2023</u>	<u>2022</u>	Notes
	£	£	
Intangible assets	-	-	
Tangible assets	375,000	375,000	
Heritage assets	-	-	
Endowed investments	-	-	
Total fixed assets	375,000	375,000	9
Stocks	231	-	
Debtors	4,954	4,312	11
Investments	44,001	25,515	
Cash at bank and in hand	534,073	212,245	
Total current assets	583,259	242,072	
Creditors: Amounts falling due within one year	(21,658)	(20,180)	12
Net current assets or (liabilities)	561,601	221,892	
Total assets less current liabilities	936,601	596,892	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
Total net assets or (liabilities)	936,601	596,892	10
The funds of the charity:			
Endowment funds	375,000	375,000	
Designated funds	358,179	40,909	
Restricted income funds	97,685	66,042	
Unrestricted funds	105,737	115,031	
Total charity funds	936,601	596,982	13

This Annual Financial Report, for the year ended 31st December 2023, including the notes following, was **approved** by the PCC and signed on its behalf by **Revd Daniel Valentine (Chair of the PCC)**



Date: 24th April 2024

Notes to the financial report

1 Accounting policies

a Basis of Preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current (2016) Statement Of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

b Funds accounting

Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes.

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects. This reflects the accounts for the Old School.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds - funds for which the capital must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

c Income and endowments

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

Donations and legacies

Collections are recognised when received.

Planned giving receivable is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

Gift aid recovered is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding, is received by the PCC.

Charitable activities

Sales of magazines are recognised when received.

Rents from property are recognised in accordance with the rental agreements, when receipt is probable.

Fees for weddings and funerals are accounted for on an event basis.

Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a - when received, or b - in the case of concerts: for the year in question, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place.

Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

Notes to the financial report (continued)

All other income

All other income is recognised in accordance with the above overall policy.

Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at 31 December.

d Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable and the amount can be measured reliably.

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church Activities

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Other land and buildings held on behalf of the PCC for its own purpose is valued at market value. No depreciation is charged but any expenditure on maintenance or improvement is written-off as incurred.

The market value of The Old School was estimated in 1997 at £375,000 by Weber Brown Estate Agents. It is not considered to be economic to revalue the building, since the PCC has no plans for its disposal.

Depreciation

From 2011, expenditure on equipment used within the church premises and The Old School will be written-off as incurred.

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value at the balance sheet date.

f Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

Notes to the financial report (continued)**2 Analysis of income and endowments**

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	£	£	
Planned giving	111,227	-	-	-	111,227	115,306	
Planned giving (no tax refunds)	2,198	-	13,091	-	15,289	10,994	
Loose cash collections	4,683	-	-	-	4,683	7,469	
Gift Aid recovered	28,251	-	193	-	28,444	30,853	
Other donations	606	3,241	6,633	-	10,480	8,247	
Legacies	73,066	255,000	-	-	328,066	104,000	
Grants (see also note below)							
Mid Sussex District Council Community Fund	500	-	-	-	500	-	
Listed Places of Worship	-	-	-	-	-	10,867	
Donations and legacies	220,531	258,241	19,917	-	498,689	287,736	
Fees for weddings and funerals	6,701	-	-	-	6,701	9,197	
Charitable activities	6,701	-	-	-	6,701	9,197	
Christmas tree festival	13,889	-	-	-	13,889	10,985	
Parish magazine subscriptions	-	-	-	-	-	-	
Other subscriptions	-	-	5,370	-	5,370	7,400	
Coffee functions	482	-	-	-	482	461	
Concerts and events	36	-	15,613	-	15,649	6,060	
Venue hire	1,708	46,987	-	-	48,695	48,536	
Other trading activities	16,115	46,987	20,983	-	84,085	73,442	
Interest on cash deposits	165	1,288	187	-	1,640	1,730	
Investments	165	1,288	187	-	1,640	1,730	
Total income and endowments on all funds	243,512	306,516	41,087	-	591,115	372,105	

The grant from the Listed Places of Worship Grant scheme was given as a contribution to the cost of stonework improvements. The grant from Mid Sussex District Council Community Fund was given as contribution to the church following the King's Coronation. A restricted donation of £10,000 was received from the Kempe Trust towards the creation of a Kempe digital display and interpretation resource.

13

Notes to the financial report (continued)

3 Analysis of expenditure on:

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2023	Total Funds 2022	Notes
	£		£	£	£	£	
Christmas tree festival costs	1,574	-	-	-	1,574	1,542	
Music events and costs	-	320	6,655	-	6,975	3,237	
Raising funds - other costs	-	-	-	-	-	-	
Cost of raising funds	1,574	320	6,655	-	8,549	4,779	
Missionary and charitable giving	17,258	-	-	-	17,258	14,725	4
Diocesan parish share	85,400	-	-	-	85,400	80,000	
Staff	33,017	19,187	-	-	52,204	47,367	5
Clergy and other people's expenses	3,066	-	-	-	3,066	1,790	
Upkeep of services	8,478	551	-	-	9,029	10,968	
Youth and children's work	2,891	-	-	-	2,891	336	
Honorariums	9,367	-	-	-	9,367	8,364	
Water, gas and electricity	8,064	12,265	-	-	20,329	15,687	
Church maintenance and repair	8,430	14,277	2,310	-	25,017	84,464	
Insurance	4,175	2,860	-	-	7,035	9,267	
Printing, photocopying and other office costs	5,645	1,741	479	-	7,865	7,784	
Accounting software and examiner fees	1,296	-	-	-	1,296	1,179	8
Advertising	1,645	545	-	-	2,190	2,220	
Cost of charitable activities	188,732	51,426	2,789	-	242,947	284,151	
Total expended on all funds	190,306	51,746	9,444	-	251,496	288,930	13

Notes to the financial report (continued)

4 Missionary and charitable giving

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2023	Total Funds 2022	Notes
	£		£	£	£	£	
Overseas:							
<i>Samara's Aid</i>	1,250	-	-	-	1,250	1,583	
<i>Vision Rescue</i>	-	-	-	-	-	1,085	
<i>Mary's Meals</i>	1,250	-	-	-	1,250	-	
<i>Tariro</i>	1,250	-	-	-	1,250	1,083	
Domestic:							
<i>Crawley Open House</i>	1,250	-	-	-	1,250	1,083	
<i>Refugees Welcome Crawley</i>	1,250	-	-	-	1,250	1,083	
<i>FSW</i>	1,250	-	-	-	1,250	1,083	
<i>Golden Lions</i>	-	-	-	-	-	6,225	
<i>Stroke Association</i>	6,125	-	-	-	6,125	-	
<i>Warm Welcome</i>	2,133	-	-	-	2,133	-	
<i>Holy Trinity CofE School, Cuckfield</i>	1,500	-	-	-	1,500	1,500	
	17,258	-	-	-	17,258	14,725	

5 Staff costs

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2023	Total Funds 2022	Notes
	£		£	£	£	£	
Remuneration							
<i>Wages and salaries</i>	33,017	19,187	-	-	52,204	47,367	
<i>Social Security costs (NIC)</i>	-	-	-	-	-	-	
	33,017	19,187	-	-	52,204	47,367	

In 2023, the General Fund includes the salaries of 3 members of staff (2022: 3) and the Designated Fund includes 2 members of staff (2022: 2).

6 Payments to PCC members and transactions with related charities

During 2019, a member of the PCC, Hilary Turner-King was appointed to the paid role of Children's and Families' Lay Minister, for a term of two years renewed by the PCC in April 2021 for a further two years. Hilary Turner-King left her role in May 2022. During 2023, she was paid £nil (2022: £1,121), to perform this role. No amounts were outstanding at 31 December 2023.

The PCC supported the clergy by paying £1,280 (2022: £970) which includes Council Tax and water rates for the Vicarage plus other annual costs towards travel, hospitality, telephone, postage and broadband.

7 Transactions with persons related to PCC members

During 2022, a family member of a PCC member was employed on a part time basis during the year. Their salary did not exceed £5,000. The PCC member concerned resigned from the PCC at the end of 2022.

8 Governance

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2023	Total Funds 2022	Notes
	£		£	£	£	£	
<i>Independent examination</i>	1,080	-	-	-	1,080	935	
<i>Software fees</i>	216	-	-	-	216	244	
	1,296	-	-	-	1,296	1,179	

Notes to the financial report (continued)

9 Tangible fixed assets

	Freehold land and buildings	Designated Funds	Restricted Funds	Endowed Fund	Total fixed assets	Notes
	£		£	£	£	
Cost or valuation						
At 1 January 2023	375,000	-	-	-	375,000	
Additions	-	-	-	-	-	
Disposals	-	-	-	-	-	
Revaluation	-	-	-	-	-	
At 31 December 2023	375,000	-	-	-	375,000	
Charge for impairment						
At 1 January 2023	-	-	-	-	-	
Additions	-	-	-	-	-	
Disposals	-	-	-	-	-	
Revaluation	-	-	-	-	-	
At 31 December 2023	-	-	-	-	-	
Net book amounts						
At 31 December 2023	375,000	-	-	-	375,000	
<i>At 31 December 2022</i>	<i>375,000</i>	-	-	-	<i>375,000</i>	

The Freehold Land and Building comprises the Old School building. The market value was estimated in 1997 at £375,000 by Weber Brown, Estate Agents. It is not considered to be economic to revalue the building, since the PCC has no plans for its disposal.

Notes to the financial report (continued)

10 Analysis of net assets by fund

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2023	Total Funds 2022	Notes
	£		£	£	£	£	
Fixed assets for church use	-	-	-	375,000	375,000	375,000	
Current assets (except cash)	3,320	-	1,865	-	5,185	4,402	
Cash at bank and on deposit	123,611	358,623	95,840	-	578,074	237,760	
Current liabilities	(21,194)	(444)	(20)	-	(21,658)	(20,180)	
	105,737	358,179	97,685	375,000	936,601	596,982	

11 Debtors

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2023	Total Funds 2022	Notes
	£		£	£	£	£	
Gift Aid	1,830	-	1,584	-	3,414	4,307	
Prepayments	1,485	-	-	-	1,485	-	
Other Debtors	5	-	50	-	55	5	
	3,320	-	1,634	-	4,954	4,312	

12 Creditors: amounts falling due within one year

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2023	Total Funds 2022	Notes
	£		£	£	£	£	
Mission Giving	9,469	-	-	-	9,469	6,969	
Deferred Income	25	339	20	-	384	345	
Governance Costs	1,080	-	-	-	1,080	935	
Giving to Charities	7,778	-	-	-	7,778	7,690	
Accruals	1,756	-	-	-	1,756	-	
Retentions due	-	-	-	-	-	3,836	
Other	1,086	105	-	-	1,191	405	
	21,194	444	20	-	21,658	20,180	

Notes to the financial report (continued)

13 Statement of funds

Explanation of funds

Endowed funds are required by the donors to be invested and the income spent on specific objectives

The endowed fund comprises the land and buildings.

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

The Friends of Holy Trinity Fund holds funds raised by members of the Friends of Holy Trinity who hold fundraising events during the year.

The Music Fund holds funds donated to further the music ministry of the Church.

The Warm Welcome Fund holds funds to support Syrian refugee families.

The Aumbry Fund holds funds donated to purchase an Aumbry.

The Roof Fund holds funds donated to repair and restore the Church fabric and includes the restricted donation of £10,000 received from the Kempe Trust towards the creation of a Kempe digital display and interpretation resource.

The Gifts Fund holds funds donated specifically for the repair and maintenance of small items.

Designated funds comprise the Old School Designated Fund which manages and operates the Old School property and the Fabric Repair and Improvement Fund, which is used for fabric improvements that are not covered by specific donations or restricted funds.

Unrestricted funds comprise the General Fund.

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

Summary of all funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2023	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2023
	£	£	£	£	£
Land & Buildings	375,000	-	-	-	375,000
Total of all endowed funds	375,000	-	-	-	375,000
Friends of Holy Trinity Fund	53,169	23,171	(6,959)	-	69,381
Music Fund	1,519	1,383	(325)	-	2,577
Warm Welcome Fund	146	33	-	-	179
Aumbry Fund	59	-	-	-	59
Gifts Fund	-	-	-	-	-
Roof Fund	11,149	16,500	(2,160)	-	25,489
Total of all restricted funds	66,042	41,087	(9,444)	-	97,685
Old School Operating Fund	36,094	51,516	(50,980)	9,500	46,130
Fabric Repair and Improvement Fund	4,815	255,000	(766)	53,000	312,049
Total of all designated funds	40,909	306,516	(51,746)	62,500	358,179
General Fund	115,031	243,512	(190,306)	(62,500)	105,737
Total of all Unrestricted Funds	115,031	243,512	(190,306)	(62,500)	105,737
Total funds	596,982	591,115	(251,496)	-	936,601

14 Transfers between funds

A transfer of £9,500 (2022: £8,580) was made during the year from the General Fund to the Old School Designated Fund as a contribution towards the running costs of The Old School. A transfer of £53,000 (2022: £nil) was made during the year from the General Fund to the Fabric Repair and Improvement Fund to set aside part of a recent legacy for future works and improvements.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY CUCKFIELD [Registered Charity No. 1131432]

I report on the accounts of Holy Trinity Church Cuckfield for the year ended 31st December 2023 which are set out on pages 11-21.

Respective responsibilities of trustees and examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees 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. Having satisfied myself that the church is eligible for independent examination, 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 Commission under section 145(5)(b) of the 2011 Act; *and*
- to 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 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 you as 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 give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 Act, *or*
- the accounts do not accord with the accounting records, *or*
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Signed by:



Amy Beecroft FCA
19 Newton Road
Lindfield
West Sussex RH16 2NB

Date: 3/5/24