



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 2019

Holy Trinity Church
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Contents

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

1. 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 the Diocese held consultations and finalised joining the two parishes of Bolney and Cuckfield in a *United Benefice* from March 1st, 2020, 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, The Revd Michael Maine, 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, 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

The PCC is required to be aware that, while English Law historically recognises the provision of religion as charitable work, the previous presumption that the provision of religion, education or relief of poverty are of public benefit no longer holds, under the latest Charities Acts, without demonstration the charity's work passes the *public benefit* test, and is not just for the *private benefit of its members or adherents*. In reviewing activities over the year, the incumbent and PCC have, therefore, 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 extracted from the Diocesan Return of attendance at regular services, baptisms, confirmations, etc., and show:

- i. Maintained *Weekly Average Attendance*, the joint highest year over the nine-year review;
- ii. Continued good levels of *Easter and Christmas attendances* over the past three or four years, compared to the first five years of the review period;
- iii. The decline in the *Electoral Roll* number reflects the inevitable impact of the 2019 Roll Renewal.

	2019	2018	2017	2016	2015	2014	2013	2012	2011
Attendances:									
Christmas Communion Services	517	538	514	594	487	391	424	361	510
<i>of which Communicants</i>	366	378	379	348	339	259	245	254	420
Christmas Crib/Stable/Nativity	729	727	707	1012	1005	740	765	871	715
Easter Services	400	414	416	309	332	318	263	199	371
<i>of which Communicants</i>	284	299	268	198	236	225	182	163	282
Weekly Average Attendance	200	200	193	190	190	180	180	178	177
<i>of which Communicants</i>	160	155	150	158	160	135	133	130	125

Electoral Roll:	248	343	339	279	273	273	265	405	403
Weddings:	12	10	15	9	18	28	10	15	22
Baptisms:	22	31	35	43	40	33	28	32	42
Confirmation Candidates:	0	6	0	3	0	9	5	0	12
Funerals:	28	29	43	26	30	23	35	31	29

Public Benefit:

- i. **Social Care** by the church has again had a public benefit impact:
 - in the monthly *Solos Lunch* (provision of 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 regularly to the *local care homes*, as well as acting as *Chaplaincy Volunteers* in the Kleinwort Centre, in the Special Baby Care Units at the Princess Royal Hospital (Haywards Heath), and in the Trevor Mann Unit (Brighton);

- the annual *Marriage Preparation Course* has again been run as a gift to marriage couples and received very positive feedback;
- The parish has continued to provide proactive support to local Syrian 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 PCC and parish again supported The Cuckfield Christmas Tree Festival: we provided use of the Church building, resourced the extensive team of volunteers needed over the long weekend in December, welcomed some 4,000 visitors to the Church, many for the first time and from beyond the immediate community, and raised £6,520 for the Alzheimer's Society in addition to the £5,567 benefit to the Church.
- In addition to the Alzheimer's donation, the PCC's 2019 Outreach budget of £12,000 was consistent with 2018; and wider congregational support continued for a range of other charitable giving over the year, whether by donations or gifts in kind (e.g., to Holy Trinity C of E Primary School, Chichester Family Social Work, Crawley Open House, Tariro, Samara's Aid, Vision Rescue and Opportunity International).

- iii. **Beneficial Use of Facilities:** The Church has been made available for free monthly concerts as a contribution to the cultural amenities of the village, in addition to some associated beneficial use made of The Old School facilities.

6. Structure, Governance & Management

i. Membership of the PCC during the year 2019

The appointment of PCC members is governed by the *Church Representation Rules*. The Clergy, Churchwardens and Synod representatives are members of the PCC *ex-officio*; the Licensed Reader by decision of the APCM. Churchwardens are elected at the Annual Parish Meeting each April to serve for one year but may be re-elected to a maximum period of six years' service. Deanery Synod representatives serve for three years, but may be re-elected when their three-year term expires. New Lay PCC members are elected at the Annual Parochial Church Meeting, also held each April, and serve for three years.

The full PCC between 1st January 2019 and 31st December 2019 was as follows:

Clergy:

Rev'd Michael Maine

Licensed Reader:

Clive Simmonds

Churchwardens:

Kate Berry

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

Deanery Synod Representatives *:

Jill Brotherton (April 2019-2020)

Eileen Knight (*retired* July 2019)

Rod Montague (2020)

Valerie Poxon (*retired* April 2019)

Isobel Simmonds (2020)

Lay members of the PCC *:

Jill Brotherton (2019)

John Maher (2019)

Philip Richings (2019)

Alyona Smith (2019)

Jonathan Berry (2020)

David Thunder (2020)

Hilary Turner-King (2020)

Jim Knight (2020)

Orlando Milford (2021)

Paul Goldfinch (2021)

Helen Swift (July 2019-2021)

Vacancy (2021)

Jane Coan (2022)

Mark Parker (2022)

Nick Rowe (2022)

Kevin Sibley (2022)

Paul Goldfinch – *co-opted to April 2019*

Philip Richings – *co-opted to April 2020*

* elected to April of the year in brackets

ii. Officers of the PCC 2019

The PCC is required to appoint a Standing Committee which has 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 Officers were appointed either as required by the constitution at the short PCC meeting immediately following the 2019 Annual Parochial Church Meeting, or at the PCC's first formal meeting in May April 2019:

Standing Committee:	The Revd Michael Maine, Kate Berry, Brian Cutler, Orlando Milford, David Thunder
PCC Officers:	David Thunder (<i>Honorary Secretary & Electoral Roll Officer</i>), Orlando Milford (<i>Honorary Treasurer</i>), Rod Montague (<i>Parish Safeguarding Coordinator</i>)

The PCC met formally on eight occasions between the 2019 and 2020 APCMs.

iii. Committees of the PCC

In addition, the PCC is supported by and considers reports from committees whose roles are described below. The committees carry out much of the preparatory and implementation work of the PCC. However, each committee may only transact the business set out in its individual terms of reference as set by the PCC and as contained in the PCC Handbook (and updated during the year).

In 2019, and in addition to the **Standing Committee**, the following were the six 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.

Formation Committee

The Formation Committee, responsible for facilitating and promoting Holy Trinity's mission to young people and families, advising the PCC on the priorities and resources required to fulfil this mission, completed its work during 2019 with the appointment of the Children & Families Lay Ministers.

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 *Ex Officio* Governor, has a majority of eight 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 2019 the Foundation Governors were:

Revd Michael Maine	<i>Ex-Officio</i>
Mark Andrews (2021)	
Simon Janvrin (2021)	<i>Co-Chair</i>
Janice Peek (2021)	<i>Co-Chair</i>
Tracy Humphrey (2022)	
Josephine Notaras (2022)	
Margaret Somers (2023)	
Vacancy	

v. Governance Regulation

Under delegated powers from The Archbishops' Council and the Diocese, and by PCC decision lodged with the Diocesan Secretary, the PCC can pass decisions by e-mail in exceptional circumstances (subject to mandatory safeguards, e.g., using the power no more than ten times a year, and the power lapsing in 2019 unless renewed): this facility was used once over the calendar year 2019. From 2020, under the new *Church Representation Rules*, this right has now become automatic for all PCCs.

vi. Parish Personnel

Revd Michael Maine is the Vicar of Cuckfield, supported by a Licensed Reader, Clive Simmonds. Gill Squires continued as Parish Administrator; Richard Jenkinson continued as Organist and Choir Master; Helen Swift and Hilary-Turner-King were appointed to the new, two-year posts of Children's and Families' Lay Ministers from May 2019.

vii. Safeguarding

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

Everyone working with children or vulnerable adults has a current DBS Certificate. There are in total 71 DBS certificates in place, including PCC members as Trustees (i.e., with no direct involvement in work with children or Vulnerable Adults).

The Parish committed itself to the *Diocesan Simple Quality Protects* safeguarding programme and achieved Level 1 by April 2018. The Compliance Certificate has recently been issued by the Diocese and is displayed in the Church Porch.

7. Report of the Year

Joyfully serving Jesus

During 2019, we continued to seek growth in the knowledge of our common calling as brothers and sisters of faith: loving God faithfully, and joyfully serving Jesus through our interaction with all those we encountered on our journey.

Many people are involved in different aspects of church life, and it is very moving to see just how much is quietly achieved on so many fronts, a great tribute to the dedicated Christian service of so many members of our community. Thanks to them, we again saw growth in different aspects of our outreach, as a result of their taking on active roles in the mission of the church and the interaction with our wider community, although there are always areas where extra help would be welcome.

Holy Trinity is open every day of the year, and many people comment how they find great peace when visiting. It feels loved and prayed in. Throughout the past year Margaret Somers, a member of the choir, has produced works of art for the east wall behind the High Altar as a focal point during the different liturgical seasons. All of them have involved the input of children and are much appreciated by visitors and members of the congregation alike.

Parish Life

Holy Trinity seeks to be a church who loves and accepts everyone, no matter who they are. We seek to follow and serve Jesus joyfully – something we hope is evident in every aspect of our communal life. Our faith provides us with the knowledge of God's love for each one of us, revealed through Jesus Christ, and we pray that we communicate this to all whom we meet.

We enjoy a great relationship with our Church School, and are pleased to support Mrs Ann McGregor, the head teacher, the staff and pupils through our interaction with assemblies, worship and other opportunities. I am grateful to Jonathan Berry and Hilary Turner-King for sharing the load in terms of assemblies at the school, and both have brought considerable gifts to this aspect of ministry.

Our work with children, young people and families has also been greatly enriched through the appointment of Helen Swift and Hilary Turner-King as Children and Families Lay Ministers during the year, and this is proving to be a valuable addition to our interaction with the wider community as well as at church. Helen and Hilary have built strong ties with both Holy Trinity School and Warden Park Academy as well as undertaking wider aspects of outreach to the community.

Ministry

There are many people involved in the varied forms of outreach at Holy Trinity, including sides people, bell ringers, and coffee hosts, together with those who keep the church meticulously clean. We are also fortunate in the excellent work undertaken by Clive Simmonds, our reader. Clive coordinates the Lent Course and the Men's Group and many other aspects of church life with an enthusiasm which is much appreciated. We continue to be blessed by the support of visiting clergy, including the Revd Stephen Terry (who preached over the *Triduum*), Father John Twisleton and Kevin Carey, the Reader from Holy Trinity, Hurstpierpoint. We give thanks for the ministry of our Churchwardens, Kate Berry and Brian Cutler, who give so much of their time and talents to the church. Special mention must be made too of Gill Squires, our Parish Administrator, for her continued, dedicated contribution to the running of the parish.

Worship

Holy Trinity offers a wide range of worshipping styles which we hope enables many people to engage with the Faith profitably. The various Easter and Christmas services were again attended by very large numbers of people, including over 700 for the three crib services on Christmas Eve, and a full church for both the Midnight Mass and Christmas morning.

Music

We are most grateful to our musicians, led and coordinated by our Director of Music, Richard Jenkinson. The choir continues to enrich our worship and we have further enjoyed the talents of our Junior Choir on occasions. We are also fortunate that our Family Services are enhanced by the Ensemble, playing a great variety of instruments under the expert leadership of Michele Branscombe.

The Church Fabric

Over recent years the lighting in the main body of the church started to fail and some areas became dim as fittings became defective. The PCC was able to commission the replacement over the year of nearly all the tungsten halogen lights installed in 2002 with an LED system which has improved light levels, enhanced internal appearance, reduced maintenance costs and reduced our carbon footprint. The PCC is grateful to the Ernest Kleinwort Charitable Trust for the support which made this work possible.

The Church Community

In summary, Holy Trinity is a committed and dedicated community seeking to fulfil the primary call joyfully to serve Jesus through interaction with the wider community and support of each other. In seeking to be faithful members of the Body of Christ we pray that we may continue to reveal this treasure to all whom we meet.

8. 2019 Financial Review

Introduction

The preparation of this year's accounts has again 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 £305,732, compared to £266,918 for 2018. 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 £184,340, which was slightly below both our budget and the income for last year. This was driven by a stronger push to raise restricted funds for specific church fabric improvements such as replacement lighting and the South Porch and Stonework improvements rather than funds for general church use.

Our main source of income is regular giving, and whilst this has declined slightly since last year, we have been encouraged to see increases in other sources of income. During 2019 we received almost £39,000 of grants of which £35,000 related to church fabric improvements. Total income for the year is therefore approximately 15% higher than in 2018. Income from trading activities in 2019 is approximately 10% lower than 2018 due to a reduction in the number of concerts being held by the Friends of Holy Trinity, and a reduction in Parish Magazine advertising.

Total expenditure for the year is £291,421 compared to £251,453 for 2018. This includes all the funds over which the PCC has control, unrestricted, designated and restricted.

The main operating expenditure of the church is covered by the unrestricted fund and expenditure for this fund was £160,830 which was lower than last year, but broadly in line with the budget. The PCC has worked hard to control costs in all areas and the primary drivers for this decrease are lower utilities cost and a shift from general maintenance to specific church fabric improvements, which are funded from specific donations in restricted funds. We have maintained our mission giving in 2019, sending up to £3,000 each to our 6 partner charities.

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

Related Parties

No payments of expenses were paid to any PCC member, persons closely connected to them, or related parties over 2019, except as follows: under the Charities Act 2011, 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]. Satisfied the relevant conditions were met, the required process had been transparently followed, and safeguards were 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; at its May 2019 meeting, the PCC similarly appointed Helen Swift and Hilary Turner-King, members

of the PCC, to the salaried positions of Children's & Families' Lay Ministers (each for two-years), also making payments to them by that resolution.

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 at 31st December in a given year would be an operational (though not legal) liability, Holy Trinity Cuckfield paid its parish contribution for 2019 in full.

Staff costs

The PCC pays for the Parish Administrator, Church Accountant and Children's & Families Lay Ministers 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 (£40,207 in 2019).

The PCC is also mindful of major continuing expenditures in relation to lighting, stonework and the roof following the 2019 Church Architect's Quinquennial Inspection of the building, and has accordingly decided to hold an additional £15,000 in reserves.

The total of the unrestricted funds held at the year-end was £103,217 including an amount of £42,530 designated for use for the management and operation of the Old School Property and an amount of £6,143 designated for fabric improvements. The remaining amount £54,544 (£103,217 less £42,530 less £6,143) meets the Reserves Policy.

During 2019 the PCC set up a designated fund for fabric improvements and designated £24,000 of the General Fund to the cost of long-term fabric improvements paid from this designated fund. 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 had another successful year. Income in 2019 was higher than 2018 with high levels of bookings from regular hirers. Expenditure for 2019 was lower than 2018 as the prior year included higher strategic refurbishment costs for the installation of a new lift. Refurbishment expenses for 2019 included an overhaul of the youth room and investment in, loft storage facilities, Wi-Fi, a mobile projector screen, IT and a ceiling projector.

A transfer of £8,580 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 in line with an agreed three-year programme which came to an end on 31st December 2019.

A net surplus of £19,763 was recorded for the year with total funds carried forward of £42,530. The success reflects the work and dedication of our two staff, Peter Groves and Emily Gibson.

10. The Friends of Holy Trinity Church Cuckfield

The primary purpose of FoHTCC is to bring people together on a regular basis to raise funds to help ensure the church fabric is preserved and enhanced. The programme of events was condensed in 2019 as the Committee steered away from the frequent musical offerings provided in Holy Trinity, and income levels suffered as a consequence. Net income, however, was satisfactorily in excess of £12,000 and membership numbers hold firm. Out of funds carried forward of £67,009, the Committee have pledged £40,000 towards the church stonework improvements to be undertaken in the near future.

Thanks are recorded to the PCC Accountant, Zoë Richings for dealing with FoHTCC Gift Aid claims on a regular basis. It is essential that new willing, able and energetic people step forward to support this very small Committee in their ambitious programme for 2020 and beyond.

Approval

The Annual Report for the ended Year 31st December 2019 was approved by the PCC and signed on its behalf by The Revd Michael J Maine, Chair of the PCC:

Signed:

A handwritten signature in black ink, reading "Michael J Maine". The signature is written in a cursive style with a large, sweeping flourish at the end.

Date: 27th May 2020

Statement of Financial Activities

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2019	Total Funds 2018	Notes
	£		£	£	£	£	
Income and endowments from:							
Donations and legacies	159,755	2,591	58,861	-	221,207	174,517	
Charitable activities	5,922	-	-	-	5,922	6,512	
Other trading activities	18,663	53,093	6,201	-	77,957	85,456	
Investments	-	221	425	-	646	433	
Other receipts	-	-	-	-	-	-	
Total income	184,340	55,905	65,487	-	305,732	266,918	2
Expenditure on:					-		
Raising funds	2,360	860	1,789	-	5,009	9,814	
Charitable activities	158,470	61,719	66,223	-	286,412	241,639	
Other trading activities	-	-	-	-	-	-	
Other expenditure	-	-	-	-	-	-	
Total expenditure	160,830	62,579	68,012	-	291,421	251,453	3
Net gains (or losses) on investments							
Net income or (net expenditure)	23,510	(6,674)	(2,525)	-	14,311	15,465	
Transfers between funds	(32,580)	32,580	-	-	-	-	13
	(9,070)	25,906	(2,525)	-	14,311	15,465	
Other recognised gains/(losses):							
Gains/(losses) on revaluation of fixed assets	-	-	-	-	-	-	
Other gains/(losses)	-	-	-	-	-	-	
Reconciliation of funds:							
Net movement in funds	(9,070)	25,906	(2,525)	-	14,311	15,465	
Total funds brought forward	63,614	22,767	74,729	375,000	536,110	520,645	
Total funds carried forward	54,544	48,673	72,204	375,000	550,421	536,110	

Balance Sheet

	Total Funds 2019	Total Funds 2018	Note
	£	£	
Intangible assets	-	-	
Tangible assets	375,000	375,000	
Heritage assets	-	-	
Endowed investments	-	-	
Total fixed assets	375,000	375,000	9
Stocks	-	-	
Debtors	4,633	4,976	11
Investments	39,773	20,553	
Cash at bank and in hand	134,830	172,390	
Total current assets	179,236	197,919	
Creditors: Amounts falling due within one year	(3,815)	(36,809)	12
Net current assets or (liabilities)	175,421	161,110	
Total assets less current liabilities	550,421	536,110	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
Total net assets or (liabilities)	550,421	536,110	10
The funds of the charity:			
Endowment funds	375,000	375,000	
Designated funds	48,673	22,767	
Restricted income funds	72,204	74,729	
Unrestricted funds	54,544	63,614	
Total charity funds	550,421	536,110	13

This Annual Financial Report, for the year ended 31st December 2019, including the notes following, was

Approved by the PCC and signed on its behalf by

The Revd Michael Maine

Date

11th June 2020

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 2019	Total Funds 2018	Notes
	£	£	£	£	£	£	
Planned giving	112,165	-	1,400	-	113,565	115,704	
Planned giving (no tax refunds)	3,022	-	6,611	-	9,633	4,989	
Loose cash collections	10,616	-	-	-	10,616	12,127	
Gift Aid recovered	29,752	-	2,000	-	31,752	30,170	
Other donations	332	2,591	13,819	-	16,742	11,527	
Grants (see also note below)							
Kleinwort Hambros	-	-	15,000	-	15,000	-	
Listed Places of Worship	-	-	12,361	-	12,361	-	
Rivers Trust	-	-	4,000	-	4,000	-	
Kempe Trust	-	-	3,670	-	3,670	-	
Cuckfield Deanery	3,868	-	-	-	3,868	-	
Donations and legacies	159,755	2,591	58,861	-	221,207	174,517	
Fees for weddings and funerals	5,922	-	-	-	5,922	6,512	
Charitable activities	5,922	-	-	-	5,922	6,512	
Christmas tree festival	12,181	-	-	-	12,181	12,839	
Parish magazine advertising	-	-	-	-	-	4,038	
Parish magazine subscriptions	2,137	-	-	-	2,137	1,781	
Other subscriptions	-	-	4,125	-	4,125	5,405	
Coffee functions	-	-	-	-	-	353	
Concerts and events	3,145	-	2,076	-	5,221	11,572	
Venue hire	1,200	53,093	-	-	54,293	49,468	
Other trading activities	18,663	53,093	6,201	-	77,957	85,456	
Interest on cash deposits	-	221	425	-	646	433	
Investments	-	221	425	-	646	433	
Total income and endowments on all funds	184,340	55,905	65,487	-	305,732	266,918	

The grants from Kleinwort Hambros, The Rivers Trust and the majority of the grant from the Listed Places of Worship Grant scheme (£8,706) were given as contributions to the cost of church lighting improvements. The Kempe Trust grant and the remainder of the grant from the Listed Places of Worship Grant scheme (£3,655) were given towards the cost of the refurbishment of the South Porch. The grant from Cuckfield Deanery was given as a contribution towards the cost of the Office Administrator.

13

Notes to the financial report (continued)

3 Analysis of expenditure on:

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2019	Total Funds 2018	Note
	£		£	£	£	£	
Christmas tree festival costs	94	-	-	-	94	1,470	
Music events and costs	2,159	860	1,789	-	4,808	8,344	
Raising funds - other costs	107	-	-	-	107	-	
Cost of raising funds	2,360	860	1,789	-	5,009	9,814	
Missionary and charitable giving	20,289	-	-	-	20,289	20,281	4
Diocesan parish share	71,883	-	-	-	71,883	69,656	
Staff	23,312	17,545	-	-	40,857	32,311	5
Clergy and other people's expenses	4,078	-	-	-	4,078	4,963	
Upkeep of services	7,332	296	1,568	-	9,196	9,248	
Youth and children's work	746	-	-	-	746	937	
Honorariums	7,920	-	-	-	7,920	7,740	
Water, gas and electricity	5,752	8,200	-	-	13,952	18,778	
Church maintenance and repair	3,430	30,130	64,624	-	98,184	59,746	
Insurance	4,803	3,828	-	-	8,631	8,793	
Printing, photocopying and other office costs	5,207	1,175	6	-	6,388	4,880	
Accounting software and examiner fees	1,048	-	-	-	1,048	1,012	8
Advertising	2,670	545	25	-	3,240	3,294	
Cost of charitable activities	158,470	61,719	66,223	-	286,412	241,639	
Total expended on all funds	160,830	62,579	68,012	-	291,421	251,453	13

Notes to the financial report (continued)

4 Missionary and charitable giving

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2019	Total Funds 2018	Note
	£		£	£	£	£	
Overseas:							
<i>Samara's Aid</i>	1,600	-	-	-	1,600	2,000	
<i>Vision Rescue</i>	1,600	-	-	-	1,600	2,000	
<i>School in Harare</i>	1,612	-	-	-	1,612	2,074	
<i>Opportunity International</i>	1,600	-	-	-	1,600	-	
Domestic:							
<i>Crawley Open House</i>	1,000	-	-	-	1,000	2,000	
<i>Refugees Welcome</i>	-	-	-	-	-	2,000	
<i>FSW</i>	1,600	-	-	-	1,600	2,000	
<i>Kangaroos</i>	-	-	-	-	-	6,707	
<i>Salvation Army</i>	257	-	-	-	257	-	
<i>Holy Trinity CofE School, Cuckfield</i>	4,500	-	-	-	4,500	1,500	
<i>Alzheimer's Society</i>	6,520	-	-	-	6,520	-	
	20,289	-	-	-	20,289	20,281	

5 Staff costs

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2019	Total Funds 2018	Note
	£		£	£	£	£	
Remuneration							
<i>Wages and salaries</i>	23,312	17,545	-	-	40,857	32,311	
<i>Social Security costs (NIC)</i>	-	-	-	-	-	-	
	23,312	17,545	-	-	40,857	32,311	

In 2019, the General Fund includes the salaries of 5 members of staff (2018: 3) and the Designated Fund includes 2 members of staff (2018: 2).

6 Payments to PCC members and transactions with related charities

During 2019, two members of the PCC, Hilary Turner-King and Helen Swift were appointed to the paid role of Children's and Families' Lay Ministers, for a term of two years. In 2019, they were each paid £3,792, to perform this role. No amounts were outstanding at 31 December 2019.

No payments or expenses were paid to any other PCC member and there were no transactions with related charities.

7 Transactions with persons related to PCC members

A family member of a PCC member was employed on a part time basis during the year. Their salary did not exceed £3,000.

8 Governance

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2019	Total Funds 2018	Note
	£		£	£	£	£	
<i>Independent examination</i>	725	-	-	-	725	650	
<i>Software fees</i>	323	-	-	-	323	362	
	1,048	-	-	-	1,048	1,012	

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 2019	375,000	-	-	-	375,000	
Additions	-	-	-	-	-	
Disposals	-	-	-	-	-	
Revaluation	-	-	-	-	-	
At 31 December 2019	375,000	-	-	-	375,000	
Charge for impairment						
At 1 January 2019	-	-	-	-	-	
Additions	-	-	-	-	-	
Disposals	-	-	-	-	-	
Revaluation	-	-	-	-	-	
At 31 December 2019	-	-	-	-	-	
Net book amounts						
At 31 December 2019	375,000	-	-	-	375,000	
At 31 December 2018	375,000	-	-	-	375,000	

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 2019	Total Funds 2018	Note:
	£		£	£	£	£	
Fixed assets for church use	-	-	-	375,000	375,000	375,000	
Current assets (except cash)	3,995	-	638	-	4,633	4,976	
Cash at bank and on deposit	54,344	48,673	71,586	-	174,603	192,943	
Current liabilities	(3,795)	-	(20)	-	(3,815)	(36,809)	
Long term liabilities	-	-	-	-	-	-	
	54,544	48,673	72,204	375,000	550,421	536,110	

11 Debtors

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2019	Total Funds 2018	Note:
	£		£	£	£	£	
Gift Aid	3,995	-	513	-	4,508	3,600	
Fees for Weddings and Funerals	-	-	-	-	-	18	
Prepayments	-	-	-	-	-	1,100	
Venue Hire Fee	-	-	-	-	-	144	
Other Debtors	-	-	125	-	125	114	
	3,995	-	638	-	4,633	4,976	

12 Creditors: amounts falling due within one year

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2019	Total Funds 2018	Note:
	£		£	£	£	£	
Personal Loan due	-	-	-	-	-	10,000	
Giving to Charities	970	-	20	-	990	19,496	
Administrative expenses	130	-	-	-	130	-	
Utility Bills and Inspections	-	-	-	-	-	367	
Church Maintenance	-	-	-	-	-	2,322	
Governance Costs	825	-	-	-	825	813	
Music expenses	388	-	-	-	388	-	
Other	1,482	-	-	-	1,482	3,811	
	3,795	-	20	-	3,815	36,809	

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.

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 2019	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2019
	£	£	£	£	£
Land & Buildings	375,000	-	-	-	375,000
Total of all endowed funds	375,000	-	-	-	375,000
Friends of Holy Trinity Fund	68,084	14,209	(1,820)	(13,464)	67,009
Music Fund	1,415	515	(668)	-	1,262
Warm Welcome Fund	903	1,810	(900)	-	1,813
Aumbry Fund	3,020	-	(900)	-	2,120
Gifts Fund	-	1,250	(1,250)	-	-
Roof Fund	1,307	47,703	(62,474)	13,464	-
Total of all restricted funds	74,729	65,487	(68,012)	-	72,204
Old School Operating Fund	22,767	55,905	(44,722)	8,580	42,530
Fabric Repair and Improvement Fund	-	-	(17,857)	24,000	6,143
Total of all designated funds	22,767	55,905	(62,579)	32,580	48,673
General Fund	63,614	184,340	(160,830)	(32,580)	54,544
Total of all Unrestricted Funds	63,614	184,340	(160,830)	(32,580)	54,544
Total funds	536,110	305,732	(291,421)	-	550,421

14 Transfers between funds

A transfer of £8,580 (2018: £7,620) 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.

Transfers were made during the year of £24,000 (2018: £nil) and of £13,464 (2018: £nil) from the General Fund and the Friends of Holy Trinity Fund, respectively, to the Roof Fund and the Fabric Repair and Improvement Fund, respectively, as a contribution towards South Porch, Lighting and Stonework improvements.

Notes to the financial report (continued)

15 Prior year statement of financial activities - comparative figures for this year

Statement of Financial Activities - 2018

	Unrestricted Fund	Designated Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2018
	£		£	£	£
Income and endowments from:					
Donations and legacies	161,278	3,175	10,064	-	174,517
Charitable activities	6,512	-	-	-	6,512
Other trading activities	22,506	48,753	14,197	-	85,456
Investments	-	118	315	-	433
Other receipts	-	-	-	-	-
Total income	190,296	52,046	24,576	-	266,918
Expenditure on:					-
Raising funds	4,214	908	4,692	-	9,814
Charitable activities	170,975	64,952	5,712	-	241,639
Other trading activities	-	-	-	-	-
Other expenditure	-	-	-	-	-
Total expenditure	175,190	65,860	10,404	-	251,453
Net gains (or losses) on investments					
Net income or (net expenditure)	15,107	(13,814)	14,172	-	15,465
Transfers between funds	(7,620)	7,620	-	-	-
	7,487	(6,194)	14,172	-	15,465
Other recognised gains/(losses):					
Gains/(losses) on revaluation of fixed assets	-	-	-	-	-
Other gains/(losses)	-	-	-	-	-
<i>Reconciliation of funds:</i>					
Net movement in funds	7,487	(6,194)	14,172	-	15,465
Total funds brought forward	56,127	28,961	60,557	375,000	520,645
Total funds carried forward	63,614	22,767	74,729	375,000	536,110

**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 2019 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

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

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:



Steve Brentnall FCIE (Fellow of the Association of Charity Independent Examiners)

1 Meadow View Cottages
Town Littleworth
LEWES BN8 4TH

Date: 15th June 2020

