



Living our faith at the heart of community
through worship, prayer and holy hospitality.



ANNUAL PAROCHIAL CHURCH REPORTS 2017

Charity Number 1155185



Annual Vestry & Parochial Church Meeting

Sunday 18th March 2018 · 11.15am in Church

Agenda

Annual Vestry Meeting

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Election of Churchwardens (2)

Annual Parochial Church Meeting

Minutes
Apologies
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Matters arising

Electoral Roll – accept new Roll of 147

Reports

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Questions arising from the Reports

Appointment of Treasurer and Secretary

Appointment of Safeguarding Officer

Election of PCC members, (2 for 3 years)

(At Copthorne, for the sake of continuity, if not otherwise elected, the PCC Secretary & Treasurer are co-opted positions. Both fall vacant, and need co-opting afresh this year)

Appointment of Sidespersons

Appointment of Independent Examiner

Any Other Business



Copy of the record of the Minutes of

**The Annual Vestry Meeting
held in the church at 11.15am
Sunday 2nd April 2017**

The meeting was conducted by the Reverend Simon Hill in the presence of 51 parishioners.

The Minutes of the Vestry Meeting of Sunday 3rd April 2016 were unanimously approved. Proposer: John Edwards
Seconder: Eddie Redfern

It was unanimously agreed that Section 3 of the Churchwarden's Measure 2001, shall not apply in relation to this parish until such time as a further meeting of the parishioners may resolve otherwise.

Therefore, Mrs Susan Williams (proposed by Angela Vevers and seconded by Sarah Standen-Grant) and Mrs Monica Polley (proposed by Angela Vevers and seconded by Barbara Riches) were unanimously elected and duly appointed wardens for the coming year.

Simon thanked Monica and Sue for their willingness to continue as wardens, especially with the upcoming interregnum.

There being no further business, the meeting closed.

Barbara Riches, PCC Secretary, April 2017



Minutes of the Annual Parochial Church Meeting
Held on Sunday 2nd April 2017
At 11.20am in church

Attendance:

The meeting was attended by the Incumbent, Revd Dr Simon Hill. Fifty one parishioners were present.

Apologies:

Received from: Ann Black, Betty Chatfield, Penny Harpham, Andrea Kelly, Brenda Rounding, Jill Trevett, Eric Trevett, Jeremy Vevers, Chris Wheatley,

MINUTES:

Formal business:

Apologies as noted were accepted.

Proposal: That the Minutes of the APCM 2016 be accepted.

Proposed: Eddie Redfern

Seconded: Paul Simmons

Unanimously agreed.

There were no matters arising from the 2016 reports.

Electoral Roll – It was unanimously agreed that we accept the Roll of 148 members.

Proposed: John Edwards

Seconded: David Hornsby

REPORTS:

Annual Report 2016

All reports – Annual Report, Safeguarding Officer, Wardens and Secretary's, Safeguarding officer, Parish Hub, Link, Mission alongside the young, Deanery Synod, Trustees and Financial Reports - as previously circulated were accepted.

The Parish Hub

Peter Chatfield commented on how The Hub is a real asset to the church and community with it's wonderful hall and catering facilities.

The Link

David Wheatley confirmed that all building and planning approvals are in place, tenders received and a preferred contractor chosen.

Total building costs of £427,166 plus fitting out costs of around £16,800 make a total of £443,966.

There is a shortfall of around £205,030, which could be made up from various sources, including Section 106 monies - £11k should be due to us from the Holly Farm development. We are also hopeful of getting some grants and sponsorship from local businesses and individuals, as well as our continuing fund raising efforts.

Due to the impending interregnum - Simon and Barbara leave us at the end of June 2017 – the Parish office will have to move out of the vicarage. Diocesan decisions are that all empty vicarages are rented out in an interregnum, so this is an urgent need. Some suggestions are:

1. That we split the Link project in 2 – with the parish office and alterations to the vestry be done urgently (funds are there for this, and could be built by the end of 2017), then following with stage 2, the main hall, toilets etc at a later date when funds allow. There would be additional costs to amend the plans and permissions to allow for this, although delaying building risks the higher increases in building materials for the whole. As the office would not be a separate unit, we would also incur VAT on the building costs. A temporary office would also be needed for the 6 months to the end of the year.
2. Alternatively we could rent an office locally (like we rented The Gap when the Hub was being built) and continue to secure funding for the whole Link project. This would cost in the region of £1500 per month for as long as it takes us to get the whole of The Link built.

Various issues were raised by the congregation:

- a. In the event of stage 1 being completed, risk of stage 2 stalling, so not being completed.
- b. Use of the Hub South room as an office – not possible as the rent from WPC for this has been designated to cover the repayments of the loan for The Hub. There are also many definite bookings for The South room, including some which are for both main hall and south room together.
- c. Diocesan loans are a possibility – we have a good record of repaying previous loans.
- d. During the last interregnum we were able to continue to use the office in the vicarage, but the Diocese has changed its view and now rent out all vicarages while vacant. In addition they hold the view that a vicarage is a home for a family, and a parish office should not be included in that property.
- e. The completion of stage 1 may encourage us to complete stage 2 – nothing succeeds like success and we have seen the completion of The Hub which is a real asset and the Link should also be an asset to the church and community.
- f. Office rental in Crawley may be cheaper - but we need the parish office to be in Copthorne.
- g. Could we rent the vicarage – to continue to use the office, but rent out the rest. Unlikely to be permitted to sub-let.
- h. Use the vestry as an office – there are heating and damp issues which would affect storage of paper and the printers. There would then be no

space for vestry and children's activities etc. – which brings us back to the need for The Link!

The comments from the meeting were noted and the decision on how to progress was deferred.

Financial Reports and Accounts:

This year again we only needed to have our accounts 'Independently examined'.

Elizabeth gave a presentation of the finances for 2016.

Achievements: completion of The Hub; keeping the general fund account in balance; progressing the raising of funds for the Link while continuing to keep St John's at the heart of the community with Jazz on the Green, Carnival teas and exhibition, and Michaelmas fayre.

Many thanks go to the social team for all their hard work with events held during the year.

Our challenges for 2017 include: increasing our Parish Share by £2508 and raising funds for the building of the Link. All this without Simon and Barbara to encourage and guide us!

Our accounts were signed by the accountants with no changes to any figures – well done to Elizabeth! Again!!

Adoption of Accounts

Proposal: That we adopt the accounts as presented and approved by our Independent Examiners (Frith & Co, Oxted).

Proposer: David Hornsby Secoder: Andy Harpham

All agreed.

Simon thanked Elizabeth for all her work as treasurer and on our accounts, and to those supporting her work.

Elections

PCC

Geoffrey Truesdale was elected unopposed for a 3 year term (to 2020)

The following were re- elected unopposed to join the PCC for a further 3 year term (to 2020):

John Edwards (nominated Sue Williams seconded Lesley Dawson)

David Hornsby (nominated Nigel Cramp, seconded Sue Williams)

Mike Livesey (nominated by Angela Vevers, seconded David Wheatley)

Paul Simmons (nominated by Angela Vevers, seconded Nigel Cramp)

Deanery Synod

The following were re- elected unopposed to Deanery Synod for a further 3 year term (to 2020):

Andrew Harpham (nominated Nigel Cramp seconded Mary Smith)

Ian Hornsby (nominated Monica Polley seconded Sandra Cramp)

Angela Vevers (nominated Sandra Cramp seconded Barbara Riches)

Simon thanked all the current PCC members for their work during the year.

Sidespersons

The following were unanimously re-elected for 2017:

Betty Chatfield, Peter Chatfield, Sandra Cramp, Jaqi Davis, John Edwards, Margaret Forde, Andy Harpham, Penny Harpham, Jean Hedges, Ros Livesey, Paul Simmons, Maralyn Smith, Brenda Startup, Chris Wheatley, David Wheatley and Margaret Wilkins.

It was unanimously agreed that Elizabeth Cramp be appointed **Treasurer** –
Proposer: Sue Williams Secunder: Jan leftley

It was unanimously agreed that Barbara Riches be appointed **PCC Secretary** –
Proposer: David Wheatley Secunder: Sandra Cramp

It was unanimously agreed that Eddie Redfern be appointed **Safeguarding Officer** – Proposer: David Hornsby Secunder: Barbara Riches

Auditor

It was unanimously agreed that Frith & Co, 7 Station Road West, Oxted, Surrey RH8 9EE be appointed as Independent Examiners for our accounts for 2016.

Proposer: Mike Livesey Secunder: David Hornsby

Any Other Business

Monica assured the meeting that the Link could be built despite Simon not being here! We have a Building group and a smaller Implementation Team – which met monthly during the building of The Hub keeping everything on track – to carry on the good work which has already gone on to get everything in place for the Link to go ahead when the time is right and funding in place. During the coming interregnum, all of us will be called upon to exercise our gifts for St John's be it making sure the church linens are washed and ironed, keeping the churchyard tidy, reading in church or many of the other activities that help keep St John's running for the benefit of our congregation and the community. Our practical support and our prayers are really needed. Monica gave a vote of thanks to Simon and Barbara for their unstinting love, leadership and support for all of us.

There being no further business, the meeting closed at 12.15pm.

Barbara Riches, PCC Secretary

Church Wardens' Report

It has been a challenging year at St. John's and you have all risen to the challenge.

It was sad to say goodbye to Simon and Barbara at the end of June, but they have left us with so much, and not just the planned services and Pewsnews in the church Dropbox! We feel we have managed to maintain the standards of St. John's. There are similar numbers attending worship, and we have continued to provide different services according to the church seasons. The clergy who have come and covered services for us have offered their own perspective on worship and have left us with interesting ideas to contemplate. We thank all who have made the journey to Copthorne.

Many people have offered help with the assorted jobs there are to do around the church. It certainly has been a help to know that these tasks are covered. They may seem small but can also appear very large, if it is one more thing to add to our list. So, thank you.

Special mention is needed for the Saturday morning work parties. Such a lot is being achieved to keep the church and grounds neat and tidy. The addition of monthly Coffee Mornings has given some opportunities to make the coffee, and many the chance to come and enjoy a time of fellowship and refreshment with others. They also bring in much needed donations for St. John's funds. We hope that others from the village will come and join these happy mornings.

It has been very exciting to watch the start of the building of the new Parish Office in 2018. We are told that getting the office out of the vicarage will help us to find a new incumbent, something we are all hoping and praying for.

Your support, both physically, and with your words of encouragement have meant a lot to us. Together we will keep St. John's going and with God's guidance, continue moving onwards and upwards!

Monica Polley and Susan Williams

Safeguarding Officer's report for 2017

It has been another quiet year on the Safeguarding front.

Eddie Redfern, our Safeguarding Officer has undertaken further training. We are also now required to upgrade our training.

We have also started the process to become fully compliant with the Diocese safeguarding initiative and we are working closely with the Diocese to become compliant.

Eddie Redfern, Parish Safeguarding Officer

The Parish Hub in 2017

2017 saw continuing growth in the popularity of The Parish Hub, with both increases in the number of casual lettings and increased sessions for the personal training and gym clubs.

Kate Bagnall, marketing manager, has overseen an increase in main hall lettings of 15% versus 2016 with children's parties and baptism parties showing over 35% increases. Of the regular users, the keep-fit and junior gym clubs have significantly increased their hours. Sunshine pre-school continues to be our main term-time weekday morning hirer. Local voluntary and not-for-profit organisations have also found it ideal for seminars and training days and it continues to provide a magnificent venue for church events from sing-alongs to film shows to quiz evenings, all of which attract churchgoers and non-churchgoers alike as well as helping to raise funds. Joelle Rabelle, our Hub administrator, handling all the booking enquiries and reservations, has dealt admirably with the increased workload smoothly and efficiently. Our thanks go to Kate and Joelle for their continuing hard work and successful efforts.

Although there is limited parking at the Hub, an agreement with the Copthorne Sports Association, who run the Copthorne Jubilee Pavilion, means we can offer parking at that location for larger events, opening the Hub to a wider clientele.

Lettings of the main hall in 2017 generated £29,700 of income with operating expenses for the period of just under £24,000. The income from the lease of the first floor South Room to Worth Parish Council generates £4,750 per year. This goes to help repay (at £5,000 per year) the loan which stood at £20,000 at the year end.

Problems with the rainwater-harvesting system and access control have occurred during the year and many thanks are due to Richard Polley in his role as hardware facilities manager for dealing most efficiently with all the problems in this regard. Thanks go also to Ian Woodcock in his role as caretaker, to Zoe, our fantastic cleaner, and all those members of the congregation who help to keep this facility in tip-top condition as a superb asset for the village.

Mike Livesey

The Link

We have made great progress this year even though we have had to re-think our building strategy to some extent. With Simon & Barbara leaving us at the end of June, it became imperative that we re-locate the Parish Office from the Vicarage as it is not Diocesan policy for a vicarage to be used in this way. Simon & Barbara had been aware of this but had been content to allow the Vicarage to continue to be used.

Various options such as renting office space, using the South Room at the Hub, hiring a portacabin etc. were considered by the P.C.C. and ruled out as not cost effective. We therefore arranged to split the "Link" project into 2 phases, although this does add to the overall cost of the project. The plans were revised by our Architect and the various permissions amended to allow us to do this. As you will have observed, work started on phase one, the Parish Office at the beginning of January 2018. The money we have raised so far through your pledges, donations and fundraising events will cover the cost of this phase (£137,000). The building work is proceeding on schedule and the job should be completed by 1st May allowing Barbara and Nigel to move in soon after.

We have, so far secured grants towards the cost of phase 2, "The Link" totalling £20,000 and the remaining 2 years of pledges should bring in a further £50,000. A further £30,000 is available from the Faith Arnold Trust Fund and the Legacy Fund. We, therefore, still have a long way to go before we can commit to building phase 2, "The Link", which we estimate will cost a further £350,000.

Whilst funding opportunities have not been actively pursued during the second half of the year as our efforts have been diverted into making Phase 1 happen, we will continue to work towards closing the funding gap of £250,000 by investigating sources of further grants and have employed the services of Kate Bagnall & Joelle Rabelle who have identified many prospects which will now be actively followed up.

Finally, I would like to extend a big "Thank You" to all those of you who have contributed financially to the project to date, and to those who have extended their pledges for a further 3 years. If you have yet to make or renew a pledge, please give this your prayerful consideration so that we can close the funding gap without relying on borrowed money and make "The Link" become a reality!

David Wheatley
Chair of Building Development

Secretary's report

On the work of the Parochial Church Council 2017

A year of two halves, with our first six months led by Simon, our Vicar. When he left most of our activities continued led by our wardens, Sue and Monica together with assistance for services from our retired curate, Paul Smith and others from the deanery. The Parish Hub, continued to be well used during 2017, by church and various community groups and private individuals. The management team continue to monitor the Hub and ensure that issues are dealt with in a timely manner.

Our policies for Health and Safety, Risk Assessments and Safeguarding of children and vulnerable adults have been reviewed and updated during the year and an Equality and Diversity policy approved. We continue to organise a variety of social events for fun and funds aiming to have something for everyone. The village Carnival, Jazz on the Green, our Flower & Produce Show and Michaelmas Fayre continue to attract many people from the village community as well as our church members. We also raised funds for an outreach programme – Rehema – supporting women in Tanzania and raised funds specifically to sponsor a young woman on a sewing course, that will enable her to run her own business to support herself and her family. We received our Quinquennial report and the urgent maintenance items were dealt with by our volunteers. All known asbestos in church was removed by professional contractors.

Once in Interregnum, it became clear that we would have to move the Parish office out of the Vicarage. So our Link plans were amended so that the project could be undertaken in 2 stages. Stage 1 being the construction of the office, which was due to start in January 2018 for completion early May. Finance continued to give cause for concern as the year progressed, and 2018 will certainly present us with challenges.

But we look ahead to 2018, with our committed PCC members, putting our faith in God to call the right person to come and lead us forward in our mission to grow in faith, share holy hospitality and have fun and fellowship while keeping St John's firmly in the heart of Copthorne.

Barbara Riches, PCC Secretary

Supporting Mission

We have continued to support our CMS Mission Partner Heather Johnstone in her work as Manager of the Rehema Project in Tanzania. This is an empowerment initiative for the most disadvantaged women and children in the Diocese of Mara.

Heather is remembered every week on our Pews News and often prayed for during our intercessions in the morning service. We have recently been able to sponsor Mariam Josephat, the daughter of one of employees of the cafe, to attend a sewing course in Bunda which will enable her to support herself in the future. Heather maintains regular email contact with us and sends photos which are displayed at the back of church and more recently on the screen.

Mary Smith

St John's continues to support the work of Compassion, presently financing Ivan's education in Uganda

In 2017 a total of £3,289 was raised by Copthorne for the work of Christian Aid.

Support was also given to:
Children's Society (boxes & Christingle)
Tear Fund (water aid)
Farm Africa
Fair Trade
Family Social Work
Open House, Crawley
Rohingya Refugee Appeal (£267)
Africa Famine Appeal (271)
Royal British Legion

Deanery Synod Report 2017

The Parish of St John's Copthorne is part of the East Grinstead Deanery, which along with other Parishes, covers an area from Cowden (Kent) in the east to Bewbush (Crawley) in the west, and from Copthorne in the north to Ashurst Wood in the south, and includes all of the Crawley area. The East Grinstead Deanery in turn forms part of the Diocese of Chichester, within the Church of England. At St John's we have three elected Lay Deanery Synod Representatives who represent our Parish at Deanery Synod meetings for a three-year term. Three meetings were held this year at various Church locations within the Deanery and were chaired alternately by the Rural Dean, Revd Canon Julia Peaty, and the elected Lay Chairman, Chris Bell. The principle purpose of these meetings is to provide a two-way communication channel from the General Synod, through the Diocese and Deanery to the Parishes. This is an important platform and opportunity to discuss and share ideas as we seek to promote the Gospel in our ever-changing communities. These meetings also provide a chance to share local information between Parishes. Much of the focus this year and last has been dominated by the 'Crawley Plan' in which the Crawley area is being re-divided and resourced to meet the growing needs of new housing developments taking place on the outskirts of Crawley.

Our first meeting was held in June at St Richard's Church, Three Bridges, where the Diocesan Youth Officer, Dan Jenkins, gave an inspiring presentation of the youth work in some of the Parishes in our Deanery. He outlined his role as a provider and facilitator for our Deanery. He used the recent growth of the youth group at St Andrew's Church, Furnace Green as an example of what can be achieved, and the growth of the Christian May Youth Camp held each year at Plumpton Race Course.

Our second meeting was held in October at The Hub, Copthorne, and was dubbed the Deanery Finance meeting, to which many of the parish Treasurers and Church Wardens attended. A transparent outline was given by John Booth and Catherine Dawkins, from the Diocese, of the current financial state of the Diocese and the adjustments and financial forecast for the coming year.

Our third meeting was held in February at the Glebe, Crawley Down, starting with a brief update on finances. Parishes were thanked for their Parish contributions being in on time. The Deanery has £2,222.74 in the bank, so is in a good position.

The main topic of the morning was Crawley Town Centre Parish. St John's Church started to operate under the HTB banner in Autumn 2017 in Crawley town centre, and a team of worship leaders, youth minister and associate minister have been working closely with Revd Steve Burston. There has been support for St John's existing congregation attending the early service. The 11:30 service has seen numbers grow to 160, with people coming from surrounding Free Churches. Many initiatives are under way to engage different people and groups in the town. Crawley clergy meet regularly to work together on this.

Angela Vevers, Andy Harpham, Ian Hornsby and Sue Williams

Legal Documentation Relating to the Parish Hub (updated December 2016)

The documentation is filed in a box file in the Parish Office. In summary:

Worth Parish Council have been granted a 25 year lease on the use of the North Rooms under the following arrangement

- The Lease runs for 25 years, from 1st January 2015 to 31st December 2040.
- For the first 15 years the rent payable is £1 pa.
- On 1st January 2030 (15th Anniversary of the Lease) a premium rent of £10,000 is payable and the annual rent (payable quarterly) increases to 50 percent of the then market rent.
- On 1st January 2035 a full market rent becomes payable.
- Worth Parish Council are responsible for 23 percent of all Shared Service Costs as defined in Clause 8.2. (This is based on the respective floor areas.) St John's PCC's obligations in providing services are detailed in Clause 8.3.
- St John's PCC are obliged to provide Quarterly Accounts to Worth Parish Council.

A Section 119 Report was submitted in fulfilment of the Charities Act 2011 in support of the above arrangements.

Worth Parish Council have an annual renewable lease on the South Room. The annual rent (currently £4,750) is reviewable every three years from 2015. In addition Worth Parish Council pays a Proportionate Share (13%) of the Shared Service Costs as defined in the North Room Lease dated 10th June 2015. (Note that this is in addition to Worth Parish Council's share of the Shared Service Costs provided for under the North Room Lease Agreement.) The Worth Parish Council has the option of converting the lease into a longer lease.

The Diocesan Board of Finance loan of £30k as at 31st December 2015 was repaid in full on 31st October 2016. A Loan Agreement for £25k dated 10th October 2016 was entered into between St John's PCC and Edward Michael Livesey and Rosalind Elaine Livesey. The Agreement allows for the repayment of the capital in five annual instalments, the first repayment falling due on 10th October 2017, with interest at 2% per annum, calculated on the loan balance on 30th June and 31st December each year. The PCC can repay the loan in full as it wishes with one month's notice. (Loan as at 31st December 2016 - £25k).

St John's PCC has granted a lease to the Trustees of the Copthorne Village Millennium Group (CVMG) for use of the Archive Room on the First Floor and access to storage in the loft for 15 years at £1pa. The Millennium Group undertakes to pay 10 percent of annual income excluding restricted funds towards the upkeep of the Parish Hub and to offset cost of publication of the work in the Copthorne Magazine. The Incumbent of St John's is a member of the CVMG Committee if s/he so wishes.

Service Agreements have been entered into for:

- Lift LOLER inspection;
- Lift Annual Service;
- Boiler annual service;
- Security annual checks;
- Water annual checks;
- Wiring and fire alarm annual checks;
- Portable Appliance Testing;
- Fire extinguishers.

Other Legal Agreements and Matters

The PCC leases two Ricoh photocopiers, one from Altodigital (E156M131393) and the other through KCS. Both lease periods are for five years and run from March 2016. The lease period will be automatically renewed in 2021 for twelve months unless the lease agreement is terminated with a minimum of six months notice. If a new lease agreement is entered into at the end of the existing lease agreement, this does not negate the need to have provided six months notice on the existing agreement; nor should it be assumed that the terms of the new agreement will mirror the existing.

The PCC has entered into a five-year Service Contract dated 27th November 2016 with Peninsula for Human Resource services. The contract (PCC006) is automatically renewed unless cancelled in writing six months before the termination date in 2021.

The Incumbent of St John the Evangelist is a Trustee of the Delmar-Morgan Hall and of St John's Sunshine Pre-School.

The Incumbent is also a Foundation Governor of Copthorne CE Junior School.

Trustees Annual Report and Financial Report

The Parochial Church Council of the Ecclesiastical Parish of

St. John the Evangelist, Copthorne

St. John's Church, Church Road, Copthorne, West

Sussex RH10 3RD

Registered Charity no: 1155185

For the year ended 31 December 2017

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Website: copthornechurch.org

Incumbent to July 2017: The Reverend Doctor Simon Hill,

The Vicarage, Church Road, Copthorne, RH10 3RD

Independent Examiner: Moorgate Chartered Accountants (previously Frith & Co.), 7 Station Road West, Oxted, Surrey RH8 9EE

Bankers: The Co-operative Bank plc PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT,

Trustees Annual Report for 2017

for

The Parochial Church Council (PCC) of St. John the Evangelist, Copthorne

Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent in:

- The promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical
- Enabling all to 'know Jesus more clearly, love him more dearly and follow him more nearly' (Richard of Chichester)
- Practical and financial support and care for people of all ages in the parish, locally and to other organisations with similar objectives, irrespective of level of need or ability to pay
- Maintenance of the church building, The Parish Hub and churchyard for the benefit of all. The churchyard is open for the interment of ashes within the Labyrinth and for burials for residents of Copthorne.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. For 2017 we discussed and planned the following objectives and activities to fulfil our aims:

- Living our faith at the heart of our community as we grow in faith through worship, prayer and holy hospitality
- Enabling as many people as possible to worship at our church and enjoy the church throughout the week
- Encouraging others to become part of our worshipping community at St. John's by sharing friendship and refreshment.
- Maintaining an overview of worship and considering how our services can involve other groups from our community
- Teaching, baptising and nurturing new and existing believers
- Provision of pastoral care for people living within the parish
- Outreach to all in the parish through social events
- Practical and financial support to those in need, locally and through mission organisations
- Sponsoring and promoting the Copthorne Magazine
- Keeping our church, churchyard and Parish Hub in good condition for the use of the community

What we achieved and how we affected beneficiaries' lives

Attendance at worship

We welcome all to our church, from within as well as outside our parish boundary, and from all walks of life. Being very close to Gatwick Airport we are fortunate to have frequent visitors on a Sunday morning from all over the world, as they stay overnight locally. We have several 'care in the community' homes within the parish with residents and their carers attending the Sunday and weekday services regularly. We contend that voluntary attendance at Christian worship is a major demonstration of the public benefit of our activities.

In July 2017 Rev Dr Simon Hill left us for a part-time post and, with the help of clergy from the Deanery, the Churchwardens have maintained most of our usual service pattern. The average weekly attendance, counted during October, was 79 adults and 13 children with this number increasing greatly for festivals.

Sunday services vary, within the liturgical seasons, so that they are attractive to newcomers while still inspiring the regular congregation. The text of the main Sunday service is usually projected with illustrations being much appreciated by the congregation, adding another dimension to the worship, as does the increasingly broad repertoire of our choir and musicians. Activities for young people are held during our parish communions.

Services marking seasonal festivals are very well attended by those who do not regularly join us on a Sunday. The Copthorne Silver Band always play for

*"That Nine Lessons & Carols service was lovely. Thank you. I will come again."
Comment from occasional church goer.*

the Remembrance service when all the uniformed organisations join with the Royal British Legion in the church to honour those who made the ultimate sacrifice in conflict.

The All Souls service in October was a particularly poignant, but very much appreciated, occasion where those who have lost loved ones can join for Evening Prayer, light candles and share memories over refreshments. The reintroduction of a traditional 'Nine Lessons and Carols' service before Christmas was extremely well attended and appreciated.

We have been very pleased to work with the Headteacher of Copthorne C of E (Voluntary Controlled) Junior School in bringing the staff, pupils and their parents into the church for their Harvest and Christmas celebrations and for the service for those children moving onto secondary schools.

Enabling, encouraging and sharing throughout the week

The church is accessible, maintaining a web site detailing contacts and activities, and the building is open every day, during daylight hours, for anyone to use for moments of quiet reflection and a place of peace. This is much appreciated by the village as can be seen from entries in our visitor's book and the written requests for prayers, which are read during the Wednesday service. The church is of great benefit to the village schools, which use the church regularly for services and teaching activities about faith. We are delighted that we have fulfilled our obligation to provide two Foundation Governors from church membership to serve on the Governing body of Copthorne Junior School, maintaining the flow of information between the school and

"Thank you for a fun session and helping The Beavers gain their Faith Badge". AW Beaver Leader

28/10/17 entry in the Visitors' Book Such a lovely peaceful place. Thanks for its care & so grateful that it is kept open.

PCC during the interregnum.

Concerts are frequently held in the church, with St John's providing refreshments, and a lively session in church with the Beavers, using craft and acting to bring the bible story of The Good Samaritan into modern life values, was enjoyed in November.

Our church continues to be appreciated by our parishioners and many others as a space where life events are celebrated with joy and thanksgiving. 9 weddings have taken place affording us the opportunity to get to know several couples who have started to worship with us and we held 16 funerals during the year, many of which followed the service with the wake in the Parish Hub, just across the churchyard.

The Parish Hub, built by St. John's in 2015, is proving of great benefit to church and community alike accommodating St. John's Sunshine pre-school, Friday Friends Teas and Mother's Union meetings. Wednesday Lunches are held several months of the year, either in the Hub, bookings permitting, or in church. The lunches are by voluntary donation, all can participate as those more able to give subsidise those who can only give little. All money raised during the lunches during Lent is given to the Rehema project in Tanzania, through the Church Mission Society.

Teaching, baptising and nurturing new and existing believers

We are delighted that we have held baptisms for 9 children, the majority of those being families who do not regularly attend any church. During the interregnum we are extremely fortunate that

a retired priest and his wife, both members of our congregation, have offered to visit and

*"Thank you for such a lovely
Baptism service" RM*

liaise with the families seeking baptism such that several have joined us at services. Church members are greatly encouraged to use their gifts of ministry at services, be it welcoming, reading or praying and 5 more people have offered to assist this year, which deepens their personal ministry and encourages the whole congregation.

Pastoral care and outreach through social events

Home Communion and regular services at our local Cheshire Home and residential care home are an important part of our ministry for those too frail to attend church, ministering to about 20 people a week. Since being in interregnum, 2 church members have been trained to take Home Communion and regularly visit a housebound lady.

Home Groups meet during the month offering spiritual and practical support to their members.

Hospitality is a key point of our ministry to the village, enabling church members to invite others to join us. The Social Team work hard planning a large number of events throughout the year which have been well attended by both church members and the village community. Jazz on the Green is an annual free event for the village, which is always well received; Vicarage Teas is an institution at the annual village carnival, the vicarage garden providing a haven of peace from the stalls and activities which attract upwards of 2000 people. This year, during the carnival, there was an organ and harp recital in the church, which many found refreshing; various quiz nights, film and games afternoons have provided fun and hospitality for all as well as generating funds. Big Breakfasts are arranged by Trevor Hodsdon and held several times a year. These are well received with speakers on topical subjects bringing local and national situations to our attention.

Taking advantage of the superb catering quality kitchen in the Parish Hub several Sunday Lunches have been held. All social events are advertised and an increasing number of non church members join us, which is encouraging.

Support for those in need

Supporting those less fortunate than ourselves is an important part of our mission. The house-to-house collection for Christian Aid Week, organised by the church for the village, raised £3,289, an increase on previous years. Planned monthly giving continues to the Church Mission Society, for Heather Johnstone in her Rehema mission work in Tanzania and Compassion, paying school fees for Ivan in Uganda. Ivan writes with his thanks for his education, his letters inspire us with his expressions of his faith in Jesus. We held sales and collections for many charities throughout the year, as already mentioned or detailed in our accounts, with financial aid sent to the Disasters Emergency Committee for the African famine and the plight of the Rohingya refugees, Farm Africa, The Children's Society and Royal British Legion. In addition, the church toilet is 'twinned' with money raised going to Water Aid who provide clean water supplies and sanitation in developing countries. The church is the village collect point for groceries and toiletries for Crawley Open House, sending them a large crate of supplies every other month to help them care for the local homeless. At Christmas the church members provided festive food in response to the Diocesan Family Social Work appeal to help them make up hampers to give to underprivileged families in our area who would otherwise have no Christmas meal.

Sponsoring and promoting the Copthorne Magazine

The bi-monthly Copthorne Magazine is written by the village for the village, printed by the church and supported by local advertising. It contains news, events and reports on church and village activities with the 2000 + copies being delivered free to every home in Copthorne by a team of village and church volunteers. St. John's hosts a supper each year for the volunteers as a 'thank you'.

Maintaining church property to enable St. John's to be at the heart of the community

Building the Parish Hub in the curtilage of the churchyard has increased the footfall through the churchyard with many villagers enjoying the attractive space. Worth Parish Council leases the first floor of the Hub for offices under the terms of a grant and lease agreement with the rent of the upper meeting room covering our loan repayment of £5000 plus interest per annum.

A Management Team led by Mike Livesey has been set up to ensure the smooth running of bookings, financial security and high standard of upkeep. We also employ a Marketing Manager, Bookings Manager, caretaker and assistant and a cleaner. The Parish Hub is so well booked with community activities and many private hires that St. John's has plans to build an annex, to be called "The Link", onto the church building to realise its vision of providing hospitality for small groups and the many who visit the churchyard and tend graves every week. With St. John's going into interregnum, the diocese requires us to remove the Parish Office from its present location in the vicarage. Of necessity, we have to split the building of The Link into two phases, and will build the Parish Office as phase 1, commencing in January

*Deanery Synod Meeting held in
The Parish Hub, October 2017
"Well done for creating such an
attractive community building"
Rural Dean*

2018. The money in the Annex Building Fund will cover the cost. £1,809 has been spent on church maintenance over the year. The lightning conductor needed a new ground rod and the asbestos was removed from the organ blower box by a specialist company, so the church is now asbestos free. The churchyard is well cared for, which is much appreciated by villagers, monies from the Payne Grave Deposit Fund, restricted Graveyard Fund and £500 annual grant from Worth Parish Council help to pay for the grass cutting. In addition, Worth Parish Council granted an extra £912 to cover the cost of felling a dying sycamore tree. Most of the routine maintenance of the church and churchyard is done by volunteers from the church and community at monthly work parties; team building and refreshments are an important part of these occasions. A team of volunteer cleaners and flower arrangers keep the church tidy and attractive week by week. We are very grateful for everyone's hard work as this greatly reduces the financial burden of running the church.

Financial Review

- The total receipts on general unrestricted funds received were £132,699 (£137,581 for 2016) and are detailed in the Financial Report (£6,434 lower than last year).
- The planned giving through envelopes and banker's orders has decreased for the general fund. Gift aid is recovered regularly. We employ Nigel Cramp to manage the Stewardship for the church General Fund, monitor the pledged giving for the Building account and the Parish Hub and make timely applications for Gift Aid.
- The PCC paid £58,248 to the Diocese towards ministry costs for the stipend, housing and pension costs of the clergy and church insurance as well as a standard sum for diocesan central costs, clergy training and a contribution to national church fund. We are aware that the full cost of our Parish Share is £62,239 plus the insurance, which we are now liable for and so we have reluctantly reduced to £50,000 the amount we can pay the diocese in 2018.
- As St. John's now has 11 employees we have appointed Peninsula Business Services Ltd. to advise on HR, employment law, payroll and pension requirements to ensure we are compliant in these areas and have insurance to cover for any claims arising from a breach in legislation. This is at a cost of £156.12 per month for a 5 year agreement.

Reserves Policy It is the PCC's policy:

- To maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance of £8392 at the end of 2017 did not achieve this and the PCC will need to continue to review this situation to ensure an adequate balance can be maintained.

- To invest legacies restricted as to their objects with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC.

Structure, Governance and Management.

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

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

Ex Officio members

| | | |
|------------|-------------------------|-----------------|
| Incumbent: | The Rev'd Dr Simon Hill | Until July 2107 |
| Reader : | Mrs Barbara Hill | Until July 2017 |
| Wardens: | Mrs Susan Williams | Joint Chairman |
| | Mrs Monica Polley | Joint Chairman |

| | | |
|---------------------------|------------------------|------------|
| <i>Elected Members:</i> | Mr Nigel Cramp | Until 2019 |
| | Mrs Lesley Dawson | Until 2019 |
| | Mr John Edwards | Until 2020 |
| | Mr David Hornsby | Until 2020 |
| | Mrs Jan Leftley | Until 2019 |
| | Mr Michael Livesey | Until 2020 |
| | Mrs Cathy Sexton | Until 2018 |
| | Mr Paul Simmons | Until 2020 |
| | Mrs Christine Wheatley | Until 2019 |
| | Mr David Wheatley | Until 2019 |
| | Mr Eddie Redfern | Until 2018 |
| | Mr Geoffrey Truesdale | Until 2020 |
| <i>Appointed Members:</i> | Mrs Elizabeth Comber | Treasurer |
| | Mrs Barbara Riches | Secretary |
| <i>Deanery Synod:</i> | Mr Andrew Harpham | Until 2020 |
| | Mr Ian Hornsby | Until 2020 |
| | Mrs Angela Vevers | Until 2020 |

The PCC has appointed Eddie Redfern as Safeguarding Officer, who is responsible for ensuring that a DBS search will be conducted as required on those who work with children and vulnerable adults in the church. We are also enrolled on the Simple Quality Protects system with the diocese to maintain best practice.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, readers licensed to officiate in the church, the churchwardens), members of the Deanery, Diocesan or General synods and 11 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Church members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustee's Annual Report was approved by the PCC and signed on their behalf by the Churchwardens:

Monica Polley

Susan Williams

The Parochial Church Council of St John the Evangelist, Copthorne
Statement of Financial Activities
For the year ended 31 December 2017

| | Unrestricted <u>Fund</u> | Restricted <u>Fund/s</u> | Endowed <u>Fund/s</u> | Total Funds <u>2017</u> | Total Funds <u>2016</u> | Notes |
|---|-----------------------------|-----------------------------|--------------------------|----------------------------|----------------------------|----------|
| | £ | £ | £ | £ | £ | |
| Income and endowments from: | | | | | | |
| Donations and legacies | 55,228 | 104,731 | - | 159,959 | 87,552 | |
| Charitable activities | 14,177 | - | - | 14,177 | 21,720 | |
| Other trading activities | 63,268 | 1,118 | - | 64,386 | 60,436 | |
| Investments | 26 | 3,496 | - | 3,522 | 1,948 | |
| Other receipts | - | - | - | - | - | |
| Total income | 132,699 | 109,345 | - | 242,044 | 171,656 | 2 |
| Expenditure on: | | | | - | | |
| Raising funds | 97 | - | - | 97 | 134 | |
| Charitable activities | 77,332 | 9,410 | - | 86,742 | 76,262 | |
| Other trading activities | 59,110 | 10,599 | - | 69,709 | 75,385 | |
| Other expenditure | - | - | - | - | - | |
| Total expenditure | 136,539 | 20,009 | - | 156,548 | 151,781 | 3 |
| Net gains (or losses) on investments | - | - | 5,868 | 5,868 | 6,495 | 8 |
| Net income or (net expenditure) | (3,840) | 89,336 | 5,868 | 91,364 | 26,370 | |
| Transfers between funds | (6,448) | 6,448 | - | - | - | 7 |
| | (10,288) | 95,784 | 5,868 | 91,364 | 26,370 | |
| Other recognised gains/(losses): | | | | | | |
| Gains/(losses) on revaluation of fixed assets | - | - | - | - | - | |
| Other gains/(losses) | - | - | - | - | - | |
| <i>Reconciliation of funds:</i> | | | | | | |
| Net movement in funds | (10,288) | 95,784 | 5,868 | 91,364 | 26,370 | |
| Total funds brought forward | 433,867 | 213,312 | 65,304 | 712,483 | 686,113 | |
| Total funds carried forward | 423,579 | 309,096 | 71,172 | 803,847 | 712,483 | |

The Parochial Church Council of St John the Evangelist, Copthorne
Statement of Financial Activities
For the year ended 31 December 2017

| | Total Funds 2017 | <i>Total Funds 2016</i> | Notes |
|---|-----------------------------|-----------------------------|--------------|
| | £ | £ | |
| Intangible assets | - | - | |
| Tangible assets | 588,777 | 588,777 | |
| Heritage assets | - | - | |
| Endowed investments | 71,172 | 65,304 | |
| Total fixed assets | 659,949 | 654,081 | 8 |
| Stocks | - | - | |
| Debtors | 23,152 | 7,260 | 10 |
| Investments | - | - | |
| Cash at bank and in hand | 148,640 | 123,708 | |
| Total current assets | 171,792 | 130,968 | |
| Creditors: Amounts falling due within one year | (12,894) | (52,566) | 11 |
| Net current assets or (liabilities) | 158,898 | 78,402 | |
| Total assets less current liabilities | 818,847 | 732,483 | |
| Creditors: Amounts falling due after more than one year | (15,000) | (20,000) | 12 |
| Provisions for liabilities | - | - | |
| Total net assets or (liabilities) | 803,847 | 712,483 | |
| The funds of the charity: | | | |
| Endowment funds | 71,172 | 65,304 | |
| Restricted income funds | 309,096 | 213,312 | |
| Unrestricted funds | 423,579 | 433,867 | |
| Revaluation reserve | - | - | |
| Total unrestricted funds | 423,579 | 433,867 | |
| Total charity funds | 803,847 | 712,483 | 14 |

This Annual Financial Report, for the year ended 31st December 2017, including the notes following,
was Approved by the PCC and signed on its behalf by
Monica Polley & Susan Williams, Churchwardens

.....

22nd February 2018

The Parochial Church Council of St John the Evangelist, Copthorne
Statement of Financial Activities
For the year ended 31 December 2017

1 Accounting policies

a Accounting convention

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current (2015) 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. 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.

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 the capital of which 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 are 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 and study notes are recognised when received.

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

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.

The Parochial Church Council of St John the Evangelist, Copthorne
Statement of Financial Activities
For the year ended 31 December 2017

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 accounted for on an accruals basis and accounted for gross.

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. Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to 2000 there is insufficient cost information available and therefore the cost of such assets is not stated in the financial statements. All expenditure on consecrated or beneficed buildings and individual items costing under £2,000 are written off in the year they were incurred.

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

| | |
|--|-----|
| <input type="checkbox"/> Fixtures and fittings | 25% |
| <input type="checkbox"/> Computer equipment | 30% |
| <input type="checkbox"/> Ride on Mower | 33% |

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

The Parochial Church Council of St John the Evangelist, Copthorne
Statement of Financial Activities
For the year ended 31 December 2017

2. Analysis of income and endowments

| | Unrestricted Fund | Restricted Fund/s | Endowed Fund/s | Total Funds 2017 | <i>Total Funds 2016</i> | Notes |
|---|------------------------------|------------------------------|---------------------------|-----------------------------|-----------------------------|--------------|
| | £ | £ | £ | £ | £ | |
| Planned giving (excl. tax refunds) | 23,687 | 68,531 | - | 92,218 | 45,636 | |
| Loose cash collections | 15,994 | 1,703 | - | 17,697 | 19,132 | |
| Other Special appeals | 6,103 | 1,316 | - | 7,419 | 3,920 | |
| Gift Aid recoverable | 9,194 | 16,769 | - | 25,963 | 15,864 | |
| Grants | 250 | 16,412 | - | 16,662 | 3,000 | |
| Donations and legacies | £55,228 | £104,731 | - | £159,959 | £87,552 | |
| Fees for weddings & funerals | 14,177 | - | - | 14,177 | 21,720 | |
| Charitable activities | £14,177 | - | - | £14,177 | £21,720 | |
| Fundraising | 13,340 | 1,118 | - | 14,458 | 20,252 | |
| Parish hub hiring fees | 36,901 | - | - | 36,901 | 26,104 | |
| Magazine advertisement fees | 13,027 | - | - | 13,027 | 14,080 | |
| Other trading activities | £63,268 | £1,118 | - | £64,386 | £60,436 | |
| Bank & CBF deposit interest | 26 | 1,196 | - | 1,222 | 911 | |
| CBF investment fund dividend | - | 2,300 | - | 2,300 | 1,037 | |
| Investments | £26 | £3,496 | - | £3,522 | £1,948 | |
| Other receipts | - | - | - | - | - | |
| Total income and endowments on all funds | £132,699 | £109,345 | - | £242,044 | £171,656 | |

The Parochial Church Council of St John the Evangelist, Copthorne
Statement of Financial Activities
For the year ended 31 December 2017

3. Analysis of expenditure

| | Unrestricted Fund | Restricted Fund/s | Endowed Fund/s | Total Funds 2017 | <i>Total Funds 2016</i> | Notes |
|---|------------------------------|------------------------------|---------------------------|-----------------------------|-----------------------------|--------------|
| | £ | £ | £ | £ | £ | |
| Stewardship costs | 97 | - | - | 97 | 134 | |
| Cost of raising funds | £97 | - | - | £97 | £134 | |
| Charitable grants and donations | 1,520 | - | - | 1,520 | 1,455 | 4 |
| Diocesan parish share | 58,248 | - | - | 58,248 | 55,740 | |
| Clergy and other people's expenses | - | - | - | - | 50 | |
| Salaries and honoraria incl NI | 5,866 | 4,793 | - | 10,659 | 5,449 | |
| Upkeep of services | 2,583 | - | - | 2,583 | 2,995 | |
| Church running costs | 2,574 | - | - | 2,574 | 1,823 | |
| Sunday school | 235 | - | - | 235 | 522 | |
| Church maintenance and repair | 1,898 | 1,590 | - | 3,488 | 2,622 | |
| Upkeep of churchyard | 231 | 3,027 | - | 3,258 | 2,029 | |
| Parsonage costs | 3,157 | - | - | 3,157 | 2,677 | |
| Governance | 1,020 | - | - | 1,020 | 900 | |
| Cost of charitable activities | £77,332 | £9,410 | - | £86,742 | £76,262 | |
| Parish hub running costs | 28,736 | - | - | 28,736 | 24,373 | |
| Wedding and funeral fees and costs | 6,321 | - | - | 6,321 | 9,096 | |
| Parish magazine costs | 13,800 | - | - | 13,800 | 14,569 | |
| Fundraising costs | 7,565 | 1,255 | - | 8,820 | 9,558 | |
| Support costs | 2,688 | - | - | 2,688 | 2,235 | |
| New build/major works church | - | 9,344 | - | 9,344 | 15,554 | |
| Cost of other trading activities | £59,110 | £10,599 | - | £69,709 | £75,385 | |
| | | | | | | |
| Total expended on all funds | £136,539 | £20,009 | - | £156,548 | £151,781 | |

The Parochial Church Council of St John the Evangelist, Copthorne

Statement of Financial Activities

For the year ended 31 December 2017

4. Missionary and charitable giving:

| | Unrestricted Fund | Restricted Fund/s | Endowed Fund/s | Total Funds 2017 | Total Funds 2016 | Notes |
|--------------------------------------|-------------------|-------------------|----------------|------------------|------------------|-------|
| | £ | £ | £ | £ | £ | £ |
| <i>Seafarers</i> | - | - | - | - | - | 94 |
| <i>CMS - Rehema project</i> | 980 | - | - | 980 | 980 | 799 |
| <i>Royal british legion</i> | 200 | - | - | 200 | 200 | 200 |
| <i>Toilet box</i> | 52 | - | - | 52 | 52 | 100 |
| <i>Children's society</i> | 135 | - | - | 135 | 135 | 180 |
| <i>Christian Aid - disaster fund</i> | 71 | - | - | 71 | 71 | - |
| <i>Farm Africa</i> | 82 | - | - | 82 | 82 | 81 |
| | 1,520 | - | - | 1,520 | 1,454 | |

We have also given CMS £480 and Compassion £325 which have been paid out of accrued monies set aside in previous years for charitable giving.

5. Staff costs

| | Unrestricted Fund | Restricted Fund/s | Endowed Fund/s | Total Funds 2017 | Total Funds 2016 | Notes |
|---------------------------|-------------------|-------------------|----------------|------------------|------------------|-------|
| | £ | £ | £ | £ | £ | £ |
| Remuneration | | | | | | |
| <i>Wages and salaries</i> | 27,917 | 4,793 | - | 32,710 | 27,519 | |
| | 27,917 | 4,793 | - | 32,710 | 27,519 | |

During the year the PCC employed an organist, cleaner, secretary, administration assistants, vergers, gardener, fundraisers and a marketing manager all part time

Payments to PCC members

The parish secretary, Mrs B Riches, who is member of the PCC, was paid £5,866 during the year. Administration assistant Mr N Cramp, who is a member of the PCC, was paid £2,933 during the year. The vergers, Mrs L Dawson, who is a member of the PCC, was paid £560 during the year. No other PCC members, nor persons closely connected to them, received any form of remuneration.

6. Governance

| | Unrestricted Funds | Restricted Fund/s | Endowed Fund/s | Total Funds 2017 | Total Funds 2016 | Notes |
|--------------------------------|--------------------|-------------------|----------------|------------------|------------------|-------|
| | £ | £ | £ | £ | £ | |
| <i>Independent examination</i> | £ 1,020 | - | - | £ 1,020 | £ 900 | |
| | 1,020 | - | - | 1,020 | 900 | |

7. Transfers between funds

| | Unrestricted Funds | Restricted Fund/s | Endowed Fund/s | Total Funds 2017 | Total Funds 2016 | Notes |
|--|--------------------|-------------------|----------------|------------------|------------------|-------|
| | £ | £ | £ | £ | £ | |
| <i>Transfer for Church Yard expenses</i> | (310) | 310 | - | - | - | |
| <i>Transfer for Fabric expenses</i> | (543) | 543 | - | - | - | |
| <i>Transfer for Building loan</i> | (5,595) | 5,595 | - | - | - | |
| | (6,448) | 6,448 | - | - | - | |

The Parochial Church Council of St John the Evangelist, Copthorne
Statement of Financial Activities
For the year ended 31 December 2017

8. Fixed Assets

a Investments

| | Unrestricted Fund | Restricted Fund/s | Endowed Fund/s | Total Funds 2017 |
|--------------------------------------|------------------------------|------------------------------|---------------------------|-----------------------------|
| | £ | £ | £ | £ |
| Market value 1 January 2017 | - | - | 65,304 | 65,304 |
| Disposals at carrying value | - | - | - | - |
| Purchases at cost | - | - | - | - |
| Net gains and revaluation | - | - | 5,868 | 5,868 |
| Market value 31 December 2017 | - | - | £71,172 | £71,172 |

b Tangible fixed assets

| | Freehold land and buildings | Mower | Office equipment | Total fixed assets |
|------------------------------|--|----------------|-----------------------------|-------------------------------|
| | £ | £ | £ | £ |
| Cost or valuation | | | | |
| At 1 January 2017 | 588,777 | 2,385 | - | 591,162 |
| Additions | - | - | - | - |
| Disposals | - | - | - | - |
| Revaluation | - | - | - | - |
| At 31 December 2017 | 588,777 | 2,385 | - | 591,162 |
| Charge for impairment | | | | |
| At 1 January 2017 | - | (2,385) | - | (2,385) |
| Additions | - | - | - | - |
| Disposals | - | - | - | - |
| Revaluation | - | - | - | - |
| At 31 December 2017 | - | (2,385) | - | (2,385) |
| Net book amounts | | | | |
| At 31 December 2017 | 588,777 | - | - | 588,777 |
| <i>At 31 December 2016</i> | <i>588,777</i> | - | - | <i>588,777</i> |

The Parochial Church Council of St John the Evangelist, Copthorne
Statement of Financial Activities
For the year ended 31 December 2017

8. Analysis of net assets by fund

| | Unrestricted Funds | Restricted Fund/s | Endowed Fund/s | Total Funds 2017 | Total Funds 2016 | Notes |
|------------------------------|-------------------------------|------------------------------|---------------------------|-----------------------------|-----------------------------|--------------|
| | £ | £ | £ | £ | £ | |
| Fixed assets for church use | 410,313 | 178,464 | - | 588,777 | 588,777 | |
| Investment fixed assets | - | - | 71,172 | 71,172 | 65,304 | |
| Current assets (except cash) | 6,441 | 16,711 | - | 23,152 | 114,186 | |
| Cash at bank and on deposit | 14,651 | 133,989 | - | 148,640 | 130,968 | |
| Current liabilities | (7,826) | (5,068) | - | (12,894) | (52,566) | |
| Long term liabilities | - | (15,000) | - | (15,000) | (20,000) | |
| | £423,579 | £309,096 | £71,172 | £803,847 | £826,669 | |

9. Debtors

| | Unrestricted Funds | Restricted Fund/s | Endowed Fund/s | Total Funds 2017 | Total Funds 2016 | Notes |
|--------------------------------|-------------------------------|------------------------------|---------------------------|-----------------------------|-----------------------------|--------------|
| | £ | £ | £ | £ | £ | |
| Income tax recoverable | 2,701 | 16,711 | - | 19,412 | 3,565 | |
| Prepayments and accrued income | 2,309 | - | - | 2,309 | 1,164 | |
| Other debtors | 1,431 | - | - | 1,431 | 2,531 | |
| | £6,441 | £16,711 | - | £23,152 | £7,260 | |

10. Creditors: amounts falling due within one year

| | Unrestricted Funds | Restricted Fund/s | Endowed Fund/s | Total Funds 2017 | Total Funds 2016 | Notes |
|--|-------------------------------|------------------------------|---------------------------|-----------------------------|-----------------------------|--------------|
| | £ | £ | £ | £ | £ | |
| Deferred income | 250 | - | - | 250 | 40,130 | |
| Accruals for utilities and other costs | 4,435 | - | - | 4,435 | 4,752 | |
| Other creditors | 3,141 | 5,068 | - | 8,209 | 7,684 | |
| | £7,826 | £5,068 | - | £12,894 | £52,566 | |

11. Creditors: amounts falling due after more than one year

| | Unrestricted Funds | Restricted Fund/s | Endowed Fund/s | Total Funds 2017 | Total Funds 2016 | Notes |
|-----------------|-------------------------------|------------------------------|---------------------------|-----------------------------|-----------------------------|--------------|
| | £ | £ | £ | £ | £ | |
| Other creditors | - | 15,000 | - | 15,000 | 20,000 | |
| | - | £15,000 | - | £15,000 | £20,000 | |

The Parochial Church Council of St John the Evangelist, Copthorne
Statement of Financial Activities
For the year ended 31 December 2017

12. Prior year Statement of Financial Activities comparative figures for this year

| | Unrestricted Fund | Restricted Fund/s | Endowed Fund/s | Total Funds 2016 |
|---|----------------------|----------------------|-------------------|---------------------|
| | £ | £ | £ | £ |
| Income and endowments from: | | | | |
| Donations and legacies | 56,153 | 31,399 | - | 87,552 |
| Charitable activities | - | - | - | - |
| Other trading activities | 40,184 | - | - | 40,184 |
| Investments | 56 | 1,892 | - | 1,948 |
| Other receipts | 41,188 | 784 | - | 41,972 |
| Total income | 137,581 | 34,075 | - | 171,656 |
| Expenditure on: | | | | |
| Raising funds | 9,692 | - | - | 9,692 |
| Charitable activities | 73,309 | 2,953 | - | 76,262 |
| Other trading activities | 52,701 | 13,126 | - | 65,827 |
| Other expenditure | - | - | - | - |
| Total expenditure | 135,702 | 16,079 | - | 151,781 |
| Net gains (or losses) on investments | - | - | 6,495 | 6,495 |
| Net income or (net expenditure) | 1,879 | 17,996 | 6,495 | 26,370 |
| Transfers between funds | (12,461) | 12,461 | - | - |
| | (10,582) | 30,457 | 6,495 | 26,370 |
| Other recognised gains/(losses): | | | | |
| Gains/(losses) on revaluation of fixed assets | - | - | - | - |
| Other gains/(losses) | - | - | - | - |
| <i>Reconciliation of funds:</i> | | | | |
| Net movement in funds | (10,582) | 30,457 | 6,495 | 26,370 |
| Total funds brought forward | 444,449 | 182,855 | 58,809 | 686,113 |
| Total funds carried forward | 433,867 | 213,312 | 65,304 | 712,483 |

14. Statement of funds

| | Balances b/fwd 1 Jan 2017 | Income | Expenditure | Transfers, other gains and losses | Balances c/fwd 31 Dec 2017 |
|--|---------------------------------|-----------------|-------------------|---|----------------------------------|
| | £ | £ | £ | £ | £ |
| Faith Arnold Trust | 35,607 | - | - | 3,214 | 38,821 |
| Payne Grave Trust | 300 | - | - | - | 300 |
| Church Yard Trust | 29,397 | - | - | 2,654 | 32,051 |
| Total of all endowed funds | 65,304 | - | - | 5,868 | 71,172 |
| Fabric fund | - | 1,280 | (1,590) | 310 | - |
| Annex Fund | 60,452 | 105,581 | (14,797) | - | 151,236 |
| Building fund | 152,860 | - | (595) | 5,595 | 157,860 |
| Church Yard fund | - | 2,484 | (3,027) | 543 | - |
| Total of all restricted funds | 213,312 | 109,345 | (20,009) | 6,448 | 309,096 |
| General fund | 18,680 | 132,699 | (136,539) | (6,448) | 8,392 |
| Designated building fund | 410,313 | - | - | - | 410,313 |
| Legacy fund | 4,874 | - | - | - | 4,874 |
| Total of all unrestricted funds | 433,867 | 132,699 | (136,539) | (6,448) | 423,579 |
| Total funds | £712,483 | £242,044 | £(156,548) | £5,868 | £803,847 |

The endowed fund comprises the Payne Grave fund, Churchyard and Faith Arnold Funds.

The restricted funds comprise the Fabric fund, Church yard, Building and Annex funds. Restricted funds are not invested permanently, but are to be spent within reasonable timescales.

The unrestricted fund includes a designated sum £410,313 from the sale of the church hall which is now within the assets of the PCC as a part of the new Parish Hub.

The Parochial Church Council of St John the Evangelist, Copthorne
Statement of Financial Activities
For the year ended 31 December 2017

15. Related parties and transactions

St John's Sunshine Pre School is a separate charity, a related party to this PCC. The following members of this PCC are trustees of that charity:

Rev'd Dr S Hill (until June 2017)

Mrs B Riches (until June 2017)

During the year £5,591 (2016 - 5,055) was paid by St John's Sunshine Pre School to the PCC for rental of the parish hub.

At 31 December 2017 the PCC, of which Mr E Livesey is a trustee, owed Mr & Mrs E Livesey £20,000 (2016 - £25,000).

Independent Examiner's Report to the PCC of St John's Church, Copthorne for the Year Ended 31st December, 2017

This is my report to the Parochial Church Council of the Ecclesiastical Parish ("PCC") of St John's Church, Copthorne, on the annual report for the year ended 31st December 2017 set out on pages 9 to 19

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

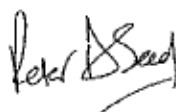
It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - a. to keep accounting records in accordance with section 130 of the Charities Act; and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter D Seed ACA

Moorgate Accountancy Ltd
Chartered Accountants
Moorgate House
7b Station Road West
Oxted, Surrey RH8 9EE

13 March 2018



The Shape of Things to Come.....!

Registered Charity no: 1155185