

Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of Christ Church with St Mary Magdalen and St Peter and St Paul, St Leonards on Sea

Christ Church with St Mary Magdalen and St Peter and St Paul St Leonards-on- Sea

Christ Church, London Road, St. Leonards-on-Sea, East Sussex TN37 6GL

Registered Charity no. 1170031

For the year ended 31 December 2017

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Website: www.christchurchstleonards.co.uk

Incumbent: Revd. Luke Irvine-Capel SSC

Independent examiner: Ashdown Hurrey Auditors Limited, Hastings

Bankers: Charities Aid Foundation, West Malling

Christ Church and St Mary Magdalen with St Peter and St Paul, St Leonards-on-Sea

Trustees Annual Report for 2017

Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Revd Luke Irvine-Capel, in:

- The provision and maintenance of the fabric of Christ Church, St Leonards on Sea and its associated buildings;
- Conducting regular Christian worship;
- The celebration of the Holy Eucharist, including on a daily basis at Christ Church; marriages, funerals and baptisms;
- Leaving Christ Church open to the public to enter and benefit from personal spiritual contemplation;
- Promoting the study of Christian teaching, practices and Scriptures;
- The provision of means and encouragement to promote fellowship within the membership of the Churches and the wider community;
- In addition to the above, Christian devotional acts and outreach work is carried out, including:
- Visiting the sick;
- Administering the Sacraments to those unable to attend regular acts of Worship, to the sick and dying;
- Supporting pastoral work;
- Fostering ecumenical links between differing Christian denominations;
- Supporting the work of other local charities.

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'.

For 2016 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church;
- Enabling as many people as possible to become part of our parish community;
- Teaching, baptising and confirming new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that exist within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish;
- Providing assistance to the poor and needy of the parish;
- Maintaining the fabric of the church building as a historic centre and focus of life in the Parish.

Our Mission Action Plan is regularly reviewed and monitored at PCC meetings, and a copy of our most recent revision is included as an index in this report.

What we achieved and how we affected beneficiaries' lives

This year has been another busy one for the Parish, with services, pastoral care and mission and outreach work continuing, many special services and major events being held, including the Deanery Schools leavers service, the school Harvest Festival and Christmas Nativity Play, the Hastings Sea Cadet Carol Service and the Fellowship of St Nicholas Nativity play. We have also implemented some of our Mission Action Plan objectives, including opening a monthly 'Community Cafe' building on the growth and development of the monthly Saturday table sale and refreshments. The Hastings Deanery Review was also implemented in 2017 which saw Fr Luke being licensed as Interim Priest in Charge of the Parish of St Clement and All Saints', Old Town, Hastings, for three years. The clergy of Christ Church have faithfully assisted Fr Luke in this throughout 2017 and our parishes Sunday School leaders have met and shared ideas and plans for their respective work. We fully engaged with the Diocesan Year of the Bible, using many of the resources and materials provided by the Diocese.

Activities

The range of activities for Christ Church can be split broadly into three categories – worship, prayer and pastoral care; fundraising and fellowship; and hosting events staged by local organisations, schools' gatherings to concerts.

Worship, prayer and pastoral care

As well as the usual weekday and Sunday worship during the year, there have been a number of special services, pilgrimages, social occasions and events. Among them:

In January we celebrated the Feast of the Epiphany, followed by a Parish lunch.

On February 28th a pancake party was held to mark Shrove Tuesday.

Over the weekend of March 10th - 12th a group of children from our Parish School joined the Diocesan pilgrim group at the Walsingham Children's Pilgrimage. They were led by Mrs Anne Hanney, Mrs Sharon Blythe, Fr Luke and Fr Sean.

During Lent we offered Stations of the Cross, a weekly Lent lunch and a study group following the Diocesan Year of the Bible material. We observed a full Holy Week during which Fr Luke and Fr Sean attended the Chrism Mass at Chichester Cathedral.

In April members of all sections of our Scout Group (Beavers, Cubs and Scouts) joined in a St Georgetide Mass and then paraded through Hastings with all Scout Groups in the Hastings and Rye District.

In May we celebrated the May Devotion to Our Lady. The Mass and Procession of Our Lady was followed by a Parish Lunch in the Parish Centre.

In May Parishoners and clergy took part in the National Pilgrimage to the Shrine of Our Lady of Walsingham.

The Annual Parish Pilgrimage to the Shrine of Our Lady of Walsingham took place 5th - 9th June.

The School End of Year Mass was celebrated in church on July 21st.

In August Fr Sean attended the Walsingham Youth Pilgrimage as part of the Diocesan group.

In September, we welcomed our Parish School for their Harvest Festival.

The following Sunday we gave thanks for the bounty which the earth brings at our Harvest Thanksgiving Mass and blessing of the Sea. Our Scout Group and School took a full and active part.

In October Fr Luke and Fr Sean joined Bishop Martin and other clergy from across our Diocese on retreat at the Shrine of Our Lady of Walsingham. The retreat was led by the Archdeacon of Hastings, the Venerable Dr Edward Dowler.

Fr Luke (District Superior CBS), and other members of our CBS Ward, attended the CBS Festival at St John the Divine, West Worthing, on 21st October.

On Remembrance Sunday we welcomed our Parish Scout Group (9th Hastings, Christ Church) to the Parish Requiem Mass. They shared with veterans and children from our PALS group in laying wreaths at the Great War memorial in church.

Our Advent theme began to explore the 'Year of Prayer' which is to be observed in the Diocese of Chichester during 2018. Children and staff from Christ Church Primary School introduced the Year of Prayer during the Parish Mass on Advent Sunday.

As well as these special services, we continued to try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer, learning about the Gospel, and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish
- Missionary and outreach work.

Acts of worship were carried out on every day of the year, and pastoral care continued through, in particular, the visiting of, and on occasions taking Communion to, parishioners who through sickness or age were unable to come to church.

The average attendance at the main Services at the church was **95** over 16 years and **11** under 16 years, and the number reported to be recorded on the Electoral Roll on 31 December 2017 was **136**. Easter attendance was **232** (180 communicants). Christmas Attendance was **358** (189 communicants).

In addition to our regular services, we enable our community to celebrate and thank God in the milestones of the journey through life. Through baptism, we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commit their loved one into God's keeping. This year, the Rector and Curate celebrated **5** baptisms and took **9** funerals. There were no weddings in 2017.

The Parish held evenings of prayer, discussion, reflections for Lent and Advent. Lent lunches were also held on Fridays throughout Lent, raising funds for the Additional Curates Society.

Ecumenically, the parish shared a Good Friday walk of witness with the Roman Catholic Church, the local Baptist Church and St Leonards Church. Fr Luke and Fr Sean share in the local Fraternal meetings.

Mission and outreach work

The year saw church members looking further outward in their mission and outreach, including:

- Supporting through contributions of food to the Seaview project, working with and supporting the homeless.
- Supporting through volunteering with the Snowflake night shelter project

- Serving as Local Governors at our Parish School.
- Serving as Trustees of the Sarah Brisco Trust and the St Mary Magdalen Education Trust.
- Serving as Board members of the Christ Church House Improvement Society Ltd.
- Parishioners contributing staple foodstuffs and toiletries to the Hastings Food Bank.
- The hosting of two weekly Alcoholics Anonymous meeting.
- Fr Luke and Fr Sean attended the Town Team meetings and Community Forum meetings.
- Members of the Sewing group and other parishioners contributing to charity by knitting hats and clothing, which were then donated to the charity.
- Parishioners supporting through volunteering to lead our Scout Group and serve as members of the Scout Group committee.
- Parishioners lead the monthly Community Cafe.
- Parishioners arrange and run a monthly table sale that provides, not only, a regular source of income but, also, an opportunity for outreach and fellowship with the wider community through refreshments and conversation.
- Christ Church Choir continued to participate fully in church services, including a Parish Christmas Carol Service and celebration of Holy Week.
- Parishioners lead, as a result of the Year of the Bible initiative, 'Open the Book' assemblies.
- Parishioners lead a weekly Bible reading group.
- Members of the congregation made pilgrimage to the Shrine of Our Lady of Walsingham in June 2017. Fr Luke, Fr Sean, Anne Hanney (Headteacher) and Sharon Blythe (Christ Church School) led a group of children from our school during the Walsingham Children's Pilgrimage. We joined with the Diocese of Chichester Group. Our children's costs were subsidised by a grant from the St Mary Magdalen Education Trust.
- The church bells, were rung each Sunday, and on special occasions.
- In addition to serving as Vice-Chair of Governors of Christ Church Primary and Nursery School, Chair of the Board of the Christ Church House Improvement Society, Chair of the Christ Church Old Buildings Trust and Chair of the St Mary Magdalen Education Trust, Fr Luke continued to serve the Diocese and wider Church as the Bishop's Hon. Assistant Liturgical Chaplain (Hastings Archdeaconry), member of the Diocesan Board of Finance (DBF), Bishop's Council, Operating Sub-Committee, Diocesan Board of Education (DBE), Diocesan Synod, Deanery Synod, Deanery Standing Committee, Trustee of the Anglo-Catholic Ordination Candidates Fund, Trustee of the Cleaver Trust, Trustee of the Confraternity of the Blessed Sacrament, and Chaplain (SCC) RNR TS Hastings. In February 2017 Fr Luke was appointed as Interim Priest in Charge of the Parish of St Clement and All Saints', Old Town, Hastings. This is for a finite period of up to three years.

Hosting events

Every Sunday morning we host Jo Holden of Holden & Co Solicitors who offers free legal advice to members of the local community, particularly in benefit and housing advice.

In June we hosted the service of celebration for pupils leaving first and primary schools in the Diocese of Chichester.

The Parish Centre Hall and Christ Church Crypt continued to be resources for the community. As well as hosting church fundraising events and after-service fellowship, Christ Church Hall was used by the 'active arts' group, AA, yoga, Tai Chi, A team, and the Community Forum, in addition to our own Beaver, Cub and Scout Group. The congregation at Christ Church is encouraging the local community to make more use of the Hall, including running a table top sale coffee morning each month. The PCC have agreed to make our hall and/or crypt available to Hastings Borough Council as part of the Severe Weather Emergency Plan (SWEP) to accommodate the local homeless community when the temperature drops below freezing.

We welcomed regular visits to church from different classes from our school.

Christ Church hosted the St Nicholastide (6th December) nativity play for the Fellowship of St Nicholas (FSN).

We welcomed Christ Church Primary School for their Christmas Nativity play and also TS Hastings (Sea Cadet Corps) for their Christmas Carol Service.

The church was used to host several concerts throughout the year and a good ongoing relationship is developing with the Hastings Philharmonic Choir and Chamber Choir. We look forward to developing this partnership in 2018.

Repairs to the fabric of the church building

The storm damage to our tower, reported last year, was repaired during July and August 2017.

The woodworm infestation in the organ and choir gallery, also reported last year, was also addressed during 2017, following the advice of our architect, the Archdeacon and DAC Secretary, the Diocesan Organ adviser and the direction of the Chancellor of the Diocese.

Financial Review

During 2017 the PCC held a Stewardship Campaign. This was the first campaign for several years. A new stewardship brochure was produced and distributed, identifying different ways in which people can financially contribute to the mission and ministry of the Church in this Parish. The PCC agreed to register with the Parish Giving Scheme (PGS), enabling a more direct means of reclaiming Gift Aid thus helping with our cash flow.

In both 2016 and 2017 the PCC have been able to 'balance the books' thanks to the receipt of generous donations and legacies. There was an especially large one-off donation in 2017. Without these donations and legacies the deficit of expenditure over income would have been more than £50,000 in both 2016 and 2017. The PCC have maintained their reserves and, with the exception of ongoing repair and maintenance costs, have kept expenditure under tight control. However, the PCC are resolved to address this unsustainable financial position. If is not addressed, the unpalatable truth is the capital deposits and other assets currently held will have been fully drawn down by 2030.

The PCC have taken the opportunity of having a comfortable reserve to initiate a three to five year financial plan, revisiting Stewardship throughout 2018 as well as reviewing our income streams, asset management and expenditure. In setting the budget for 2018, a reduction in Parish Ministry Costs (PMC) to the Diocese was agreed, for a one year period, to £50,000. Legacy income is now hypothecated for specific projects and not included in our general income. The PCC are now also responsible, along with every other PCC in the Diocese, for paying our insurance premium directly to the Ecclesiastical Insurance Group. It no longer forms part of the PMC calculation.

In 2018 the PCC will be asked to receive and adopt the business plan which, it is hoped, will move us to a more sustainable and viable financial future.

Why we hold some money in reserve

The PCC discussed the following factors in arriving at their reserves policy:

- Money should only be kept in reserve for specific reasons – whilst the Bible clearly indicates that we should not hoard, it is also clear that sensible planning for known events and a contingency for emergencies are important.
- In 2016 a combination of current year non-recurring items (legacies and donations) together with the inclusion of the funds of St Peters PCC led to a significant increase in the value of Unrestricted Funds. There has also been a reclassification of previous legacies that are now known not to have been accompanied by specific requests for their use. In 2017 despite income from legacies and donations of over £53,000 there was still an excess of expenditure over income of almost £19,000.
- Without in both years, these current year special receipts, the ongoing income is insufficient to meet the ongoing costs of the Church. The largest item of cost being the Parish Share. Whilst there is no immediate cause for concern given the current levels of cash and other reserves, it remains prudent to make reserves for both ongoing costs, special repair and maintenance costs (for the Church, Church Hall and St. Peters Hall), and the possible loss of income from St. Peters Hall.

Policy: It is the policy of the Church to keep six months running costs (£60,000), and hall incomes (£10,000) to cover any unforeseen emergencies. The PCC will also keep in reserve sufficient funds to enable both the Church, and both Church Halls to be kept in both good and substantial state of repair. Currently an amount of £40,000 is considered to be a reasonable estimate.

This policy is reviewed annually.

Structure, governance and management of the charity

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 Revd Luke Irvine-Capel	Chairman
Curate:	The Revd Sean Gilbert	
NSM Curate:	The Revd Dr Richard Ralph	Secretary
Wardens:	Mrs Susan Shaw	Vice Chairman
	Mrs Maureen Harman	

Elected Members

Mrs Carol Sherwood	Electoral Roll Officer
Mr Donald Barber	Treasurer
Mr Michael Hart	
Miss Jessica Campbell	Assistant Safeguarding

Miss Maureen Mason
Mrs Celia Manning
Mr John Read
Mrs Anne Hanney

H&S and Maintenance
Assistant Safeguarding

Deanery Synod

Mr George Brice
Miss Louise Fisher
Mrs Maureen Harman
Mrs Elizabeth Mackay

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, curate), the churchwardens and members of the Deanery, Diocesan or General Synods and 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

Structure, governance and management

As required by law, a Standing Committee met to transact PCC business between the PCC meetings.

A Maintenance Committee worked with the Rector and Wardens in managing the fabric of the buildings.

Christ Church Church of England (VA) Primary School

The Parish School is situated on Woodland Vale Road, St Leonards On Sea, East Sussex, TN37 6JJ. After much discussion and debate, during 2017 the School Governors voted to convert the school from Voluntary Aided status to an Academy with the Diocese of Chichester Academy Trust (DCAT). As an Academy the school is now governed by the Directors of DCAT with a Scheme of Delegation to the Local Governing Body. The Directors appoint members of the Local Governing Body, as well as determine policy. The Trust are also the employers of the school staff, not the Local Governing Body. The Directors of the Trust have appointed Fr Luke, Fr Sean, Mrs Jane Hart, Ms Hollis Curtis, Mrs Susi Singh, Mr Peter Fairless, Mrs Anne Hanney, Mr Russell Thorne, Mr Graham Marcroft and Ms Maureen Harman as members of the Local Governing Body.

Christ Church St Leonards on Sea House Improvement Society Ltd

From 1st January 2017 the new governance arrangements of the Society came into place. There is now a Board of Directors, chaired by Fr Luke. The Company Secretary is Trevor Davies and the Managing agents continue to be FPE. Fr Richard Ralph is in attendance at Director's meetings. The Directors have the responsibility of administering and maintaining St Richard's House, Pevensey Road, St Leonards on Sea, East Sussex. During 2017 the Board of Directors undertook a significant programme of works at St Richard's House to ensure compliance in areas of Health and Safety, as well as upgrades to the flats to improve the standard of housing for our tenants. There are no longer shareholders of the Society, but members. The registered address is Christ Church Parish Office, 2 Christ Church Courtyard, London Road, St Leonards on Sea, TN37 6GL.

St Mary Magdalen Educational Charity

The charity is registered with the Charity Commission (306495). The charity offers cash grants to individuals and organisations that will tend to facilitate education in accordance with the principles of the Church of England. The charity mainly operates within the parish of Christ Church and St Mary Magdalen, St Leonards on Sea or in the wider Borough of Hastings. The Trustees are chaired by the Rector. Mr Bryan Pringle retired as a Trustee and the Treasurer at the end of 2017.

Christ Church St Leonards Old Buildings Trust

The charity is registered with the Charity Commission (1087321)

The objects of the Trust are:

1. The advancement and promotion of theological education and training for lay and ordained persons in the Church of England.
2. Meeting rooms for the Ecclesiastical Parish of Christ Church and St Mary Magdalen, St Leonards on Sea.
3. Accommodation for clergy and their families within the Church of England.
4. For other charitable purposes connected with the Church of England

The Rector, Ms Maureen Harman, Miss Maureen Mason, Bishop Peter Wheatley, Bishop Nicholas Reade serve as Trustees. Mr Andrew Knight became clerk to the Trustees during 2017 following the retirement of Mr Richard Chevis.

Risk Review

The risks facing the PCC include the state of repair of the church and the financial requirements to meet its stated activities, including payment of its Annual Parish Share. The structure of the church is continually monitored by the Fabric & Maintenance committee and the Church architect (Quinquennial Inspection carried out during 2015 and an Archdeacon's Visitation), and the finances are controlled by careful budgeting and encouragement and appeals to the worshippers and visitors. In 2017 a stewardship campaign was held during Lent.

There have been no serious incidents or other matters relating to this charity over the previous financial year that we should have brought to the attention of the Charity Commissioners but have not.

Organisational Structure

The PCC is responsible inter-alia for promoting the mission of the Church, the parochial budget and all expenditure there under, the care and maintenance of the fabric of the church. The PCC is also the normal channel of communication between the parishioners and the Bishop of the diocese. All members of the PCC are volunteers.

New representatives are told of their responsibilities and of the issues facing the Church by existing representatives, and receive such additional training as required. Officers of the PCC, including the Secretary and Treasurer are appointed at the first meeting of the PCC after the Vestry Meeting.

As indicated, members of the PCC also serve as representatives on the Deanery Synod.

The church is run entirely by volunteers as the clergy are remunerated by the Church Commissioners. Without the work of these volunteers, Christ Church would not function.

Fabric

Combined report of the Churchwardens and the Maintenance Working Party on the fabric of the church 2017

During this year annual maintenance has been implemented with reference to the guidelines drawn up by English Heritage and our architect.

The heating systems, alarms, electrical appliances, organ, fire extinguishers, lightning conductor, and font mechanism have all been serviced as required. Light bulbs and fittings have been replaced where necessary and minor plumbing repairs have also been done.

More dramatically, requiring scaffolding, boarding around the bell tower has been made safe/replaced. A fall of masonry from the north end of the church has been investigated and also made safe.

The garden areas in the courtyard are being well maintained, and the drains around the Church kept clear, as has the boundary of the Church's north side. The south side lower gully, at the time of writing, is due to be cleared. The Parish Centre will be properly painted and repaired within the next few months.

The Churchwardens would like to thank the Maintenance Working Party, the Gardening Group and those who turn up regularly to clean, polish and scrape (candle wax), for everything they do to maintain our beautiful church. Some of the above will be pleased to learn that, thanks to a very kind donation, we have some oil candles in the Church.

Special thanks are due to Peter, our Sacristan, and to the late Ernie Spurr, both of whom work/worked so hard to see that everything, and everybody, is in order.

Sadly, Ernie died earlier this year. He always made sure we had doughnuts on Fridays, chocolates from his Belgium trips, and sweets for the children. We miss him greatly.

Maureen Harman, Churchwarden
Sue Shaw, Churchwarden
The Maintenance Group

Safeguarding Policy

The Parochial Church Council (PCC) has adopted the Safeguarding Policy of the Diocese of Chichester. Our Safeguarding Officer is Mrs Jane Hart. She is assisted by Mrs Anne Hanney and Miss Jessica Campbell. During 2017 the Diocese launched a new Safeguarding Website

<https://safeguarding.chichester.anglican.org> all the policies and procedures, adopted by the PCC, are available here and, also, on our Parish website.

Safeguarding Report

During 2017 the PCC and wider Parish community undertook C1 safeguarding training provided by the Diocesan Safeguarding team. Fr Luke, Fr Sean, Fr Richard Ralph and the retired clergy also undertook the required C2 level of training. The Diocese launched the Simple Quality Protects (SQP) safeguarding audit tool, and the PCC appointed a sub-committee of members to implement and undertake the level 1 SQP audit. This will be completed by Easter 2018. The SQP level 1 audit forms the Safeguarding Report for the APCM in 2018.

Christ Church Bell Ringers

Christ Church has a strong band of bell ringers numerically, with a dozen or so regular attenders at our Monday night practices, and all eight bells frequently manned on Sundays: an unprecedented situation in my 33 years of ringing here. The tower also benefits from a good spirit of cooperation with ringers from the three Hastings towers which have bells hung for change ringing: All Saints, Christ Church Blacklands, and St Clements. This again is a comparatively recent phenomenon and a very welcome one. Bell ringers tend generally to be rather defensive about their art. Those who object to the sound of bells make a disproportionate amount of noise themselves, and when someone approaches us in public and demands to know if we are the bellringers, we brace ourselves for an onslaught. I'm very pleased to report, though, that we have had nothing but positive approaches recently, and from many people. This may be tempting fate, but it is good when people with favourable views take the trouble to make those known to us.

The bells themselves continue in good condition following their complete overhaul in 1999.

Alan Pink

9th Hastings (Christ Church) Scout Group

2017 started off with a few changes within the group. We said a fond farewell to Trudi Adams who has been with the group for several years, taking over as Akela and then becoming our Group Scout Leader, a position which I have now taken over.

We continue to have 3 healthy sections, Beavers, Cubs and Scouts. Beavers meet on a Monday evening, Cubs on Wednesdays and Scouts on Tuesdays. Each are led by Leaders Juliet, Duane and Sean and provide an exciting and well balanced programme for the kids.

The 9th continue to attend as a Group in church as part of their celebration of St George in April and St Francis of Assisi, our Group's Patron Saint, linked with the Blessing of the Sea/Harvest Festival in the Autumn. Recently, the Group have also taken part in Remembrance Sunday, a service I hope to continue. They made their own Poppy Crosses which are placed in All Souls Chapel.

Several Beavers and Cubs have achieved the highest award, the Chief Scout Award in Bronze and Silver. There were also a number of the group in the Hastings Gang Show along with Fr Sean showing off their theatrical skills.

The whole Group rounded off 2017 with a skate party at the YMCA.

I thank all the Leaders, Assistant Leaders and helpers for giving their time voluntarily, the support of the parents and the continued support of the Church. Without them we would not be able to provide such a wonderful opportunity for these children/young people.

Graeme Monk
Group Scout Leader

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd. Luke Irvine-Capel, PCC Chairman

Date: 15 March 2018

Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of Christ Church with St Mary Magdalen and St Peter and St Paul, St Leonards on Sea

Christ Church with St Mary Magdalen and St Peter and St Paul St Leonards-on- Sea

Christ Church, London Road, St. Leonards-on-Sea, East Sussex TN37 6GL

Registered Charity no. 1170031

For the year ended 31 December 2017

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Christ Church with St Mary Magdalen and St Peter and St Paul St Leonards-on-Sea

Registered Charity no. 1170031

Statement of Financial Activities for the twelve months ended 31st December 2017

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	111,204	-	-	111,204	122,069	
Charitable activities	1,810	-	-	1,810	3,566	
Other trading activities	23,948	6,198	-	30,146	29,619	
Investments	3,000	423	-	3,423	3,414	
Other receipts	-	-	-	-	-	
Total income	139,962	6,621	-	146,583	158,668	2
Expenditure on:						
Raising funds	458	-	-	458	161	
Charitable activities	141,999	266	-	142,265	112,322	
Other trading activities	23,072	5,695	-	28,767	31,260	
Other expenditure	-	-	-	-	-	
Total expenditure	165,529	5,961	-	171,490	143,743	3
Net gains (or losses) on investments	4,945	1,052	(5)	5,992	12	
Net income or (net expenditure)	(20,622)	1,712	(5)	(18,915)	14,937	
Transfers between funds	-	-	-	-	-	7
	(20,622)	1,712	(5)	(18,915)	14,937	
Other recognised gains/(losses):						
Trollopes Charity Assets introduced	-	-	-	-	11,689	
Funds ex St Peters PCC	-	-	-	-	181,920	
<i>Reconciliation of funds:</i>						
Net movement in funds	(20,622)	1,712	(5)	(18,915)	208,546	
Total funds brought forward	561,608	13,295	540	575,443	366,897	
Total funds carried forward	540,986	15,007	535	556,528	575,443	

Christ Church with St Mary Magdalen and St Peter and St Paul St Leonards-on-Sea

Registered Charity no. 1170031

Balance Sheet as at 31st December 2017

	Total Funds <u>2017</u>	Total Funds <u>2016</u>	Notes
	£	£	
Intangible assets	-	-	
Tangible assets	110,000	110,000	
Heritage assets	-	-	
Investments	70,526	64,529	
Endowed investments	535	540	
Total fixed assets	181,061	175,069	8
Stocks	-	-	
Debtors	51,783	20,594	10
Cash at bank and in hand	386,224	394,586	15
Total current assets	438,007	415,180	
Creditors: Amounts falling due within one year	(22,540)	(4,806)	11
Net current assets or (liabilities)	415,467	410,374	
Total assets less current liabilities	596,528	585,443	
Creditors: Amounts falling due after more than one year	-	-	12
Provisions for liabilities	(40,000)	(10,000)	13
Total net assets or (liabilities)	556,528	575,443	
The funds of the charity:			
Endowment funds	535	540	
Restricted income funds	15,007	13,295	
Unrestricted funds	540,986	561,608	
Revaluation reserve	-	-	
Total unrestricted funds	540,986	561,608	
Total charity funds	556,528	575,443	

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

Fr. Luke Irvine-Capel , PCC Chairman

Date: 15 March 2018

Notes to the financial report

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 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.

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 cease 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.

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 (date) 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 £1,000 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	20%
<input type="checkbox"/> Audio visual equipment	33%
<input type="checkbox"/> Office equipment	25%

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	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£	£	£	£	£	
Planned giving (excl. tax refunds)	33,640	-	-	33,640	32,315	
Donations	30,993	-	-	30,993	6,306	
Loose cash collections	9,237	-	-	9,237	9,275	
Fund Raising Events	4,331	-	-	4,331	5,067	
Summer and Winter Fayres	1,825	-	-	1,825	1,811	
Other Special appeals	-	-	-	-	-	
Gift Aid recoverable	8,431	-	-	8,431	8,243	
Legacies	22,747	-	-	22,747	59,052	
Grants	-	-	-	-	-	
Donations and legacies	£111,204	-	-	£111,204	<i>£122,069</i>	
Fees for weddings & funerals	1,810	-	-	1,810	3,566	
Charitable activities	£1,810	-	-	£1,810	<i>£3,566</i>	
Summer fete & Christmas bazaar	1,824	-	-	1,824	1,812	
Coffee and Candles	1,784	-	-	1,784	1,923	
Rent from letting of St Peters Hall	9,328	-	-	9,328	9,083	
Church Hall Letting	11,012	-	-	11,012	10,015	
Grants	-	250	-	250	250	
Walsingham Pilgrimages	-	5,948	-	5,948	6,536	
Other trading activities	£23,948	£6,198	-	£30,146	<i>£29,619</i>	
Bank & CBF deposit interest	1,069	423	-	1,492	1,410	
CBF investment fund dividend	1,880	-	-	1,880	1,939	
HMRC Interest re Gift Aid	51	-	-	51	65	
Investments	£3,000	£423	-	£3,423	<i>£3,414</i>	
Transfer from St Peters funds	-	-	-	-	-	
Total income and endowments on all funds	£139,962	£6,621	-	£146,583	<i>£158,668</i>	

Notes to the financial report (continued)

3 Analysis of expenditure on:

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£	£	£	£	£	
Special appeals costs (e.g. adverts, brochures)	-	-	-	-	-	
Summer fete & Christmas fair costs	-	-	-	-	-	
Planned Giving Costs	458	-	-	458	161	
Grants costs	-	-	-	-	-	
Other fundraising (non-trading) costs	-	-	-	-	-	
Cost of raising funds	£458	-	-	£458	£161	
Missionary and charitable giving	-	-	-	-	-	4
Ministry:						
<i>diocesan parish share</i>	67,156	-	-	67,156	66,163	
<i>other clergy costs</i>	5,838	-	-	5,838	5,447	
Staff	6,568	-	-	6,568	6,664	5
Upkeep of services	3,208	178	-	3,386	2,685	
Church running	14,731	-	-	14,731	12,978	
Sunday school	-	88	-	88	131	
Church maintenance and repair	41,060	-	-	41,060	13,328	
Upkeep of Churchyard	-	-	-	-	-	
Fees for weddings & funerals	1,173	-	-	1,173	2,410	
Grants	400	-	-	400	556	
Financing	-	-	-	-	-	
Bank charges	65	-	-	65	10	
Depreciation	-	-	-	-	-	
Governance	1,800	-	-	1,800	1,950	6
Cost of charitable activities	£141,999	£266	-	£142,265	£112,322	
Summer fete & Christmas bazaar costs	-	-	-	-	-	
St Peters Hall costs	1,603	-	-	1,603	6,863	
Church Hall and Crypt running costs	20,064	-	-	20,064	16,853	
Curate costs	1,405	243	-	1,648	1,914	
Parish magazine costs	-	-	-	-	-	
Walsingham Pilgrimages	-	5,452	-	5,452	5,630	
Other trading costs	-	-	-	-	-	
Cost of other trading activities	£23,072	£5,695	-	£28,767	£31,260	
Total expended on all funds	£165,529	£5,961	-	£171,490	£143,743	

Notes to the financial report (continued)

4 Missionary and charitable giving:

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016
	£	£	£	£	£
Overseas:	-	-	-	-	-
Home:	-	-	-	-	-
	-	-	-	-	-

5 Staff costs

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016
	£	£	£	£	£
a Remuneration					
<i>Wages and salaries</i>	6,568	-	-	6,568	6,664
<i>Social Security costs</i>	-	-	-	-	-
	£6,568	-	-	£6,568	<i>£6,664</i>

6 Governance

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016
	£	£	£	£	£
<i>Independent examination</i>	1,800	-	-	1,800	1,950
<i>Accounts production</i>	-	-	-	-	-
<i>Bookkeeping</i>	-	-	-	-	-
	£1,800	-	-	£1,800	<i>£1,950</i>

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016
	£	£	£	£	£
7 Analysis of transfers between funds	-	-	-	-	-
	-	-	-	-	-

Notes to the financial report (continued)

8 Fixed Assets

a Investments

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds	Notes
	£	£	£	£	
Market value 1 January 2017	52,840	11,689	540	65,069	
Trollopes Charity Assets introduced	-	-	-	-	
Transfer of St. Peters Funds	-	-	-	-	
Net gains and revaluation	4,945	1,052	(5)	5,992	
Market value 31 December 2017	£57,785	£12,741	£535	£71,061	

b Tangible fixed assets

	Freehold land and buildings	Audio visual equipment	Office equipment	Total fixed assets	Notes
	£	£	£	£	
Cost or valuation					
At 1 January 2017	110,000	-	-	110,000	
Additions	-	-	-	-	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
At 31 December 2017	110,000	-	-	110,000	
Charge for impairment					
At 1 January 2017	-	-	-	-	
Additions	-	-	-	-	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
At 31 December 2017	-	-	-	-	
Net book amounts					
At 31 December 2017	£110,000	-	-	£110,000	
<i>At 31 December 2016</i>	<i>£110,000</i>	-	-	<i>£110,000</i>	

The freehold land and buildings comprise the Church Hall of St Peters Church at valuation on transfer into these Accounts. In the opinion of the PCC its current market value is estimated to be £110,000

Notes to the financial report (continued)

9 Analysis of net assets by fund

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£	£	£	£	£	
Investment fixed assets	167,785	12,741	535	181,061	175,069	
Current assets (except cash)	51,783	-	-	51,783	20,594	
Cash at bank and on deposit	383,958	2,266	-	386,224	394,586	
Current liabilities	(22,540)	-	-	(22,540)	(4,806)	
Provisions for liabilities	(40,000)	-	-	(40,000)	(10,000)	
	£540,986	£15,007	£535	£556,528	£575,443	

10 Debtors

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£	£	£	£	£	
Income tax recoverable	16,489	-	-	16,489	16,696	
Prepayments and accrued income	35,294	-	-	35,294	3,898	
Other debtors	-	-	-	-	-	
	£51,783	-	-	£51,783	£20,594	

11 Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£	£	£	£	£	
Deferred income	-	-	-	-	-	
Accruals for utilities and other costs	22,540	-	-	22,540	4,806	
Other creditors	-	-	-	-	-	
	£22,540	-	-	£22,540	£4,806	

12 Creditors: amounts falling due after more than one year

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£	£	£	£	£	
Deferred income	-	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	-	
Other creditors	-	-	-	-	-	
	-	-	-	-	-	

13 Provisions for liabilities

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£	£	£	£	£	
Provision for Church Hall maintenance	20,000	-	-	20,000	10,000	
Provision for Church maintenance	20,000	-	-	20,000	-	
	£40,000	-	-	£40,000	£10,000	

Notes to the financial report (continued)

13 (continued) Provisions for liabilities

The board of trustees have deemed the valuation of the provision for Church Hall and Church Maintenance as reasonable based on the level of maintenance work required, however official quotations have not yet been received.

14 Statement of funds

	Balances b/fwd 1 Jan 2017	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2017
	£	£	£	£	£
DBF Funds	540	-	-	(5)	535
				-	-
Total of all endowed funds	540	-	-	(5)	535
Rector & Churchwardens	-	-	-	-	-
YACC	577	-	-	-	577
Walsingham Pilgrimage Fund	910	5,950	5,452	-	1,408
Sunday School	119	250	88	-	281
Trollopes Charity	11,689	421	421	1,052	12,741
Total of all restricted funds	13,295	6,621	5,961	1,052	15,007
General fund	561,608	139,962	165,529	4,945	540,986
Total of all unrestricted funds	561,608	139,962	165,529	4,945	540,986
Total funds	£575,443	£146,583	£171,490	£5,992	£556,528

The endowed fund comprises an historic bequest

The restricted funds are as set out above. The YACC balance is considered to be a designated account. Restricted funds are not invested permanently, but are to be spent within reasonable timescales.

The unrestricted fund includes designated sums of £20,000 which has PCC has set aside towards the cost future hall maintenance costs, and £20,000 which the PCC has put towards fabric repairs to the Church building

Within the unrestricted funds are balances totalling £331,570 that can be utilised for expenditure by the authority of the Rector and Churchwardens only

15 Analysis of cash and cash equivalents

	Total Funds 2017	Total Funds 2016	Notes
	£	£	
Cash in hand including non-notice deposits	386,224	394,586	
Notice deposits (less than 3 months)	-	-	
Overdraft facility repayable on demand	-	-	
Total cash and cash equivalents	£386,224	£394,586	

16 Related parties and transactions

Certain members of the PCC are also trustees of certain other Charities.

No member of the PCC has any financial transactions with any of these Charities.

The PCC has received a Grant of £250 from the St Mary Magdalene Educational Charity specifically for expenditure on the Church's Sunday School. This income and expenditure is shown within Restricted Funds

Independent examiner's report to the PCC of Christ Church with St Mary Magdalen and St Peter and St Paul

This report on the accounts of the PCC for the year ended 31 December 2017, which are set out on pages 12 to 22, is in respect of an examination carried out in accordance with Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s.144(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of independent examiner's report

My Examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

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

Date: 20 March 2018

S. R. Sampson FCA FCIE DChA
For and on behalf of Ashdown Hurrey Auditors Limited
Accountants and Business Advisors
20 Havelock Road
Hastings
East Sussex
TN34 1BP