



Loving God – Loving People – Loving Church –
Loving Copthorne



ANNUAL PAROCHIAL CHURCH REPORTS 2018

Charity Number 1155185



Annual Vestry & Parochial Church Meeting
Sunday 24th March 2019 · 9.50am in Church

Agenda

Annual Vestry Meeting

Minutes of Annual Vestry Meeting 2018 p 4
Election of Churchwardens (2)

Annual Parochial Church Meeting

Minutes p 5
Apologies
Minutes of the Annual Parochial Church Meeting 2018
Matters arising

Electoral Roll – accept new Roll of 118

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

Any Other Business



Copy of the record of the Minutes of

The Annual Vestry Meeting held in the church at 11.15am Sunday 18th March 2018

The meeting was conducted by Barbara Riches (PCC Secretary) in the presence of 41 parishioners.

The Minutes of the Vestry Meeting of Sunday 2nd April 2017 were unanimously approved. Proposer: Jeremy Vevers
Seconder: Nigel Cramp

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 Mary Smith and seconded by Ros Livesey) and Mrs Monica Polley (proposed by Mary Smith and seconded by Mike Livesey) were unanimously elected and duly appointed wardens for the coming year.

There being no further business, the meeting closed.

Barbara Riches, PCC Secretary, 18th March 2018



Minutes of the Annual Parochial Church Meeting
Held on Sunday 18th March 2018
At 11.20am in church

Attendance:

In the absence of an Incumbent, the meeting chose Mike Livesey to chair the meeting. The meeting was attended by forty one parishioners.

Apologies:

Received from: Betty Chatfield, Peter Chatfield, Wendy Colville, Lesley Dawson, Vicky Grant, Janet Green, Penny Harpham, Michael Harpham, Emma Harpham, Jean Hedges, Gillian Hodsdon, Ian Hornsby, Tim Jenkins, Jan Mallon, Cedne Paul, Bob Russell, Alan Tasker, Alex Tasker, Bill Wilkins

MINUTES:

Formal business:

Apologies as noted were accepted.

Proposal: That the Minutes of the APCM 2017 be accepted.

Proposed: David Wheatley

Seconded: David Hornsby

Unanimously agreed.

There were no matters arising from the 2017 reports.

Electoral Roll – It was unanimously agreed that we accept the Roll of 149 members.

Proposed: Eddie Redfern

Seconded: Nigel Cramp

REPORTS:

Annual Report 2017

It was unanimously agreed that all reports – Annual Report, Wardens and Secretary's, Safeguarding officer, Parish Hub, Link, Supporting Mission, Deanery Synod, Trustees and Financial Reports - as previously circulated were accepted.

Proposed: Sandra Cramp

Seconded: Jaqi Davis

Financial Reports and Accounts:

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

Elizabeth gave a presentation of the finances for 2017.

Our deficit of £3,121 in 2016 has grown to £10,288 by the end of 2017.

Increased expenditure largely due to Parish Share increased, Quin expenses, 6 months heat and light for vicarage (Parish Office), and phone line for vestry (new office).

Our income was down due to lower Statutory Fees, less cash collections and fund raising. Planned giving was largely as expected. The Hub income increased due to increased lettings.

The new office – phase 1 of the Link project will cost £136,000.

To address this deficit going forward the PCC decided to reduce our Parish Share for 2018 - £8248 less than 2017 and try to increase fundraising efforts.

She ended by thanking Nigel who handles our Gift Aid, John who does the banking and all who support St John's financially.

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

Questions/comments on the accounts:

Who pays the clergy stipend and do we get a refund during our Interregnum?

The Parish Share covers clergy stipends, pensions, training of new clergy etc. Across the diocese as a whole there is a deficit, which is covered by reduced stipend payments during various parish interregna. We do get a small reduction during an Interregnum.

If everyone on the Electoral Roll paid an extra £1 per week, an additional £7,000 would be raised.

Not everyone on the Electoral Roll attends church. Many people support the Building Fund as well as the General Fund by their planned giving.

Decorating costs for the Vicarage – how much is it costing?

The PCC is responsible for keeping up decorating in the Vicarage. During Simon's time, none was done after he had moved in. We are very grateful for our volunteers who are painting the bedrooms and toilets. The hall, stairs and landing will be undertaken by professional painters (working at heights shouldn't be undertaken by 'amateurs' for safety reasons) and the lounge and dining room will be painted when we have a new incumbent appointed, with their choice of colours. We get a grant of £350 from the Diocese, with a possible additional sum of £350 towards this.

Trevor suggested that we should have a 3 year financial plan.

This was noted.

Adoption of Accounts

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

Proposer: Andy Harpham **Secunder:** Jeremy Vevers

All agreed.

Elizabeth was stepping down from the role of treasurer after 5 years. A big 'Thank You' to Elizabeth for all her hard work and dedication to St John's during this time. We appreciate all she has done for us and our accountants commend her accuracy and efficiency!

Appointment of Treasurer and PCC Secretary

Elizabeth Comber and Barbara Riches were standing down as Treasurer and PCC Secretary.

It was unanimously agreed that Chris Phillips be appointed **Treasurer**

It was unanimously agreed that Cathy Sexton be appointed **PCC Secretary**

Thanks were given to Barbara for her many years as PCC Secretary.

It was unanimously agreed that Eddie Redfern be appointed **Safeguarding Officer.**

Elections

PCC

2 vacancies which can be filled by co-opting during the year.

Sidespersons

The following were unanimously re-elected for 2018:

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

Auditor

Our current Accountants, Frith & Co were taken over by another company Moorgate Chartered Accountants during 2017, with an increase in fees. As we don't need our accounts to be audited, we can allow PCC to appoint an Independent Examiner later on.

Any Other Business

Sandra gave a vote of thanks to Sue and Monica for their wardens' duties during the Interregnum, keeping services and fundraising etc organised with help from PCC and others.

Eddie said that DBS checks will be due for renewal later this year. He will inform those affected.

Monica prepared the church for a Wardens' retirement by explaining that the role of church warden is generally seen as 'both wardens having to be in church every Sunday' – which is not the case. Sue and I would be worshipping here each Sunday whether we were warden or not, and with a good team of Sidespeople, St. John's does not need both of us 'at the back' every Sunday.

Church Wardens are the legal owners of the church plate, must keep an inventory of all church property, and with the PCC, manage the upkeep of the church and churchyard. The wardens thanked everyone for their support and help in keeping church activities running during the interregnum. It takes a good team to maintain our services and maintenance of church and grounds – we are lucky to have a good team of supporters at St John's to keep us going until a new incumbent is appointed.

There being no further business, the meeting closed at 12.05pm.

Barbara Riches, PCC Secretary

Reports

From the Vicar:

'A new command I give you: love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.' (John 13 v 34-35)

Our witness as a Church community is best demonstrated by the way we serve and the way we love. When the love of God is at work in us people will notice a genuine difference in our attitude. These Annual Reports show how much our congregation is involved in committing to bless our local village and make our church an effective place of welcome and worship.

I am particularly encouraged in how we as the church community have gone through a process of change. Recent initiatives such as new patterns of worship times and styles, the 'Open the Book' (bible story telling) at the local schools and the 'Alpha Course' at the Hub. These and the many existing activities that St John's already does have all contributed to increase in church attendance, mission & evangelism and a desire amongst individuals to know more about the Christian faith.

I am incredibly grateful for everyone's contributions whether written down or not. There are so many people engaged in serving the Church in large ways and small, visible and often invisible - and I would like to express my thanks for all those groups and individuals who do so much in the life of the church and parish.

In all this it is so important to remember God's wonderful love and faithfulness and that we can continue to trust Him as we look forward to the years ahead as we grow in love for Him and one another.

Wim Mauritz

Church Wardens' Report

This past year has certainly been a 'game of two halves'. When it started, we were still in Interregnum. Fortunately, all the help that we were being given by everyone continued, taking the load off our shoulders. Thank you and please don't stop!

The new Church Office was completed in May and Nigel and Barbara were able to move in during June. A huge thank you to David Wheatley and Richard Polley for overseeing the project and to the craftsmanship of Dave Connor and his team. It looks from the outside as if the office has always been there, blending in well with the rest of the church building. Thank you also to our talented team for finishing off various areas.

In the middle of the year our prayers were answered and Revd Willem Mauritz found us and liked the look of the parish of Copthorne. We have been very blessed to be able to welcome not only Wim but also Kirsty, Sophie and Ellie to St. John's. Wim's induction on 1st August by the Bishop of Chichester, was a very joyous occasion.

Since September, we have seen several changes. New services have been introduced, without neglecting the traditional worship that many enjoy. The 11am Service of the Word is bringing people of all ages to St. John's, giving the opportunity to worship in a more contemporary style. It is very encouraging to see this congregation grow in faith and friendship.

As usual, there are many to be thanked. We are so grateful that you give your time and energy so generously, whether it is assisting with the day to day running of the church, helping to keep the churchyard a tidy and a peaceful place for those who wish to come and remember loved ones, or running the **fundraising** events, which are enjoyed by so many. Together we can make St. John's an environment that is welcoming, caring and full of faith.

Monica Polley and Susan Williams

Safeguarding Officer's report for 2018

During the last year we have ensured that those working with children have renewed their DBS checks, with only one or two to be finalised. In January of this year a number of church members joined the 'Open The Book' storytelling team taking Bible Stories to both the Junior and Infant school. As a result, the Storytellers were required to undergo safeguarding training as part of the 'Open The Book' training and also a DBS check.

There have been no known safeguarding incidents and the Safeguarding Officer attended a 'Domestic Violence' Safeguarding course within the Diocesan standards.

Eddie Redfern, Parish Safeguarding Officer

Secretary's report

On the work of the Parochial Church Council 2018

The PCC this year started with 18 people and increased to 19 from September when Wim joined and is made up of the two churchwardens, vicar, treasurer, secretary, electoral roll officer, safeguarding officer, three deanery synod members and nine members of the laity. The PCC met 12 times during the year, including one extraordinary meeting held in September to discuss the new church service times.

Every meeting has included a report on the finances for the year to keep track of the income and expenditure to ensure it was as close to the budget as possible.

A report was also presented at each meeting detailing the usage and work carried out on the Parish Hub. This year a valuation of the commercial letting value of the South room was obtained in line with the terms of the lease and, as a result, the rent charged to Worth Parish Council was increased. Parking at the Hub was highlighted as an issue during the year with parking on the footpath and kerbs causing damage. Double yellow lines have been painted and appropriate 'No Parking' signs have been put up. The situation is still being monitored and, if necessary, a metal fence will be placed along the footpath. Air conditioning was installed in the South Room and black out blinds are currently being installed in the main hall.

The discussions at the meetings at the start of the year focused on getting the parish office completed (Phase 1 of the Link) and the vicarage ready for the new incumbent. The office was finished and move took place in June. The decoration of the vicarage was completed and Wim and his family moved in in July ready for Wim's induction on 1st August.

Following the completion of Phase 1 of the building work, funding for phase 2 will be sought and this will be looked at in earnest during 2019.

When Wim arrived, he wanted to change the church services to introduce an informal service as well as the quiet communion service and the traditional service held each Sunday. An extraordinary PCC meeting was held in September to discuss the change and it was agreed that the 8am quiet service would remain unchanged, the 10am traditional service would move to 9.30am and the new informal service would be at 11am. The first services at the new times were held in October. Although the change of time from 10am to 9.30am has proved difficult for some members of the congregation, overall the new service structure has been well received and the 11am service has proved popular and attracted new members to the church.

Until this year, the Parish magazine had been printed in-house but during the year, the finances of the magazine were looked at closely and quotes for getting the printing out sourced were obtained and it was found to be cost effective, and a lot less work, to outsource the printing of the magazine. The first issue printed externally was in December.

Cathy Sexton, PCC Secretary

The Parish Hub in 2018

2018 saw the popularity of The Parish Hub continuing, with casual lettings for parties, wedding receptions and funeral wakes up by 35% on 2017. One wake hirer sent us the following: "At a time when we were at our lowest we discovered The Parish Hub. From the outset we were confident that we had found a gem and we weren't disappointed. The venue was perfect and the catering was magnificent, as were the staff. We would have no hesitation in recommending the Parish Hub's Funeral Package. We can only reiterate that we were overwhelmed by the service provided from beginning to end."

Regular hirers saw increased sessions for Sunshine Pre-School and the personal training and gym clubs but we were unfortunate to lose the Thursday evening Weightwatchers hire.

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 film shows to quiz evenings, all of which attract churchgoers and non-churchgoers alike as well as helping to raise funds. A well attended Christmas Market, superbly organised by Kate Bagnall, our Marketing manager, was a great success.

Joelle Rabelle, our Hub administrator, has handled all the booking enquiries and reservations 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 2018 generated £30,400 of income with operating expenses for the period of just over £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 £15,000 at the year end. Following an independent valuation of the South Room (required every three years) a rent increase to £6,400 per year from May 2019 has been agreed with Worth Parish Council. As part of the agreement, the Hub Trustees will pay 50% of the costs to install air-conditioning in the South Room, making it much more agreeable should we have a repeat of 2018's very hot summer. This will be completed in Spring 2019.

Thanks go to Richard Polley, in his role as hardware facilities manager, for dealing most efficiently with a variety of plumbing and electrical glitches, false alarms and other "mechanical" upsets. 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

The Church Office and The Link

The building of the new Church Office and alterations to the vestry were completed on time in May 2018, with Barbara and Nigel moving into their new accommodation during June. Thank you to everyone who helped with the move and the refitting of cupboards and shelving in the vestry.

Unfortunately, Joelle Rabelle and Kate Bagnall have had several grant applications for funding towards the remaining build of The Link turned down but they are working hard on a detailed application for a Heritage Lottery Fund grant, which has to be completed by May 2019.

Due to health issues, I shall be standing down from my role this year. I would like to thank all of you who have contributed financially to the project to date, and to those who have extended their pledges until the end of this year.

*David Wheatley
Chair of Building Development*

Link Fundraising

During the last 18 months we have spent a considerable amount of time attending events, courses and researching charities/projects which have helped us to identify the correct approach and foundations/grant providers in relation to the building of The Link. This has also meant that we have been able to form relationships with Mid Sussex Voluntary Action (formerly Horsham & Mid Sussex Voluntary Action) and Mid Sussex District Council in order to have increased our knowledge further with our Fundraising Bid Process. We have now identified a number of grant providers who we plan to approach in the next 9 months depending on deadlines and funding rounds, which should ensure we have the correct timescales in place when starting the actual build. The different bodies have specific rules in this regard so the balance and timing is vital. We are delighted that we now have a proposed build date which means that we can start to forward the applications in earnest. We are putting a lot of our efforts into the National Lottery Grants for Heritage which we have identified as a strong partner for the specific work we intend to do. They have recently announced significant changes to the process which should positively affect the application. We are also very fortunate to have met an extremely experienced individual with a very successful track record of funding applications, who has agreed to assist us in the bid writing process over the coming months. We are feeling positive and excited by the prospect of working with him and achieving an excellent outcome.

*Kate Bagnall - Marketing Manager
Copthorne Parish Hub*

Deanery Synod Report 2018/2019

The Parish of St John's Copthorne is part of the East Grinstead Deanery, which forms part of the Diocese of Chichester, within the Church of England. At St Johns we have three elected Lay Deanery Synod Representatives which represent our Parish at Deanery Synod meetings for a three year term. The Synod has met three times this year.

Our first Deanery Synod Meeting was held on Wednesday 13th June at St Margaret's, Ifield. This was attended by Andy and Angela. Cards thanking parishes for their parish shares were handed out. Several new incumbents were announced to be joining our Deanery: Steve Burston had just started at St Johns, Crawley, Adam Wogan started at St Mary's East Grinstead on 30th July and Wim Mauritz joined us at St John's Copthorne on the 1st August.

Our second Deanery Synod Meeting was held on Tuesday 25th September at St Swithun's East Grinstead. A presentation on the work of the Children's Society was given by Jessica Meale, Relationships Manager for the Chichester, Winchester, Guildford and Portsmouth areas. She presented some startling facts concerning children in the UK suffering abuse and slavery. The Society's goals are to improve and strengthen children to meet their full potential in life by offering security, strength and stability. As a parish, support can be given to the Children's Society by getting their monthly prayer email; using and supporting their award-winning resource for youth workers; using and supporting their schools resource for students with issues; and celebrating Christingle.

The finance presentation looking at the Diocesan budget for 2019 was given by Catherine Dawkins and Philip Bowden. The Parish Share provides 80% of the Diocesan income and is generally not increasing in line with expenditure. They explained the expenditure would have to increase to cover the cost of training new ordinands and an increase in clergy stipends, NI and fees. They gave details of the economies they were making. However, Parish Ministry costs are being increased by 3.2% primarily because of the training increases. They are asking for a 5% increase in Parish Share pledges across the Diocese, which would result in a balanced budget.

Our third Deanery Synod Meeting was held at Christ the Lord Church Broadfield on Tuesday 26th February. This was a transition meeting as Julia Peaty was retiring as Rural Dean after nine years to be replaced by Angela Martin. Julia was thanked for her hard work and presented with a small gift. There then followed a presentation by Jayne Prestwood, Officer for Lay Vocation and Ministry, covering the diocesan strategy for finding and resourcing lay people and supporting existing lay ministry within the church. The meeting discussed Bishop Martin's Episcopal Visit to the Deanery on 8th to 10th April, providing an opportunity for parishioners to meet him and ask questions in less formal surroundings. Finally, the planned half day Deanery Healing Conference is to be held at Furnace Green on 8th June.

Angela Vevers, Andy Harpham, Ian Hornsby

Supporting Mission

Heather Johnstone has been our CMS Mission Partner in Tanzania since 2014. We regularly receive link letters giving the latest news about the Rehema Project which she manages. Rehema means “voice of the voiceless” and this empowerment initiative is aimed at the most disadvantaged women and children in the diocese of Mara. In addition, Heather keeps in touch by email and we look forward to welcoming her to St Johns later this year when she is on leave. Heather is regularly prayed for in our services.

The project has struggled financially this year as many missionary families have had visas denied and had to return home and this has affected the income stream of the Rehema Cafe which provides work for some of the ladies in Musoma. We have also provided financial support to enable a girl in a safe house to go to school and proceeds from the Lent Lunches will provide sewing machines to enable recently trained girls to begin their sewing careers.

Mary Smith

Support was also given to:

Children's Society (boxes & Christingle)

Water Aid

Tear Fund

Family Support Work

Open House, Crawley

Royal British Legion

Legal Documentation Relating to the Parish Hub (updated December 2018)

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. The 2018 review, to be effective May 2019, has resulted in an agreed annual rent of £6,400 per annum, from that date. The next review will take place in 2021 to be effective from May 2022. 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 2018 - £15k).

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 2018

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Website: copthornechurch.org

Incumbent from August 2018: The Reverend Willem Mauritz,
The Vicarage, Church Road, Copthorne, RH10 3RD

Independent Examiner: Alexandra Durrant, 10A High Street, East Grinstead.
RH19 3AW

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

Trustees Annual Report for 2018

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 of residents of Copthorne.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, the PCC 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 2018 we discussed and planned the following objectives and activities to fulfil our aims:

- Living our faith at the heart of our community
- 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, producing 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 regularly attending the Sunday and weekday services. We contend that voluntary attendance to Christian worship is a major demonstration of the public benefit of our activities.

We started the year in interregnum and, with the help of clergy from the Deanery, the Churchwardens maintained most of our usual service pattern. The number of people on our Electoral Roll, given at the Annual Parochial Church Meeting, held in April, had risen to 149.

A full church welcomed the Reverend Willem Mauritz and his family on August 1st, when the Bishop of Chichester inducted 'Wim' to be our new incumbent. In the Autumn, Wim started an extra service on Sundays at 11 am intending to attract a younger congregation. This informal service, with activities for the youngsters, has become very popular, and has attracted many young families, lapsed worshippers and indeed many of the existing congregation. The number attending church on a Sunday has increased by some 20% as a result of this initiative. The Audio-Visual system is used extensively in our services enabling songs not available in our hymn books, film clips and photos to be used to enhance our worship.

"It's so good to see so many new faces and families at the new service."

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 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. This year we were part of the national celebration of the end of WW1 with bell ringing from noon. 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 traditional 'Nine Lessons and Carols' service before Christmas was well attended, as were the services held over Christmas – the sheep and donkey in the churchyard stable attracted many to take part in the Crib service.

We have been very pleased to work with the Headteacher of Copthorne C of E Junior School in bringing the staff, pupils and their parents into the church for the School's Harvest and Christmas celebrations and for the Leavers service. We were pleased to welcome the staff and children from Fairway Infants School who came for a Christmas story time and church discovery experience. We were delighted to be asked to lead evening sessions for the two Copthorne Beaver Colonies. These, which were an integral part of the Beavers' Faith badge, allowed them to learn about the church building and stories of Jesus.

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 the written requests for prayers, which are read during the Wednesday service.

The Church continues to maintain a close relationship with the Junior School, and we provide three Foundation Governors and two co-opted Governors from Church membership to serve on their Governing body. Wim has led weekly assemblies in the school, and several members of our congregation have completed their training to enable them to participate in The Bible Society's "Open the Book" scheme, which will be launched in the school in January 2019.

At Easter St. John's choir, along with many other local Church groups, took part in "Eternally Yours" at The Hawth theatre in Crawley, a telling of the Easter Story through dance, song, and drama to an audience of about 600.

The choir hosted Concert in September, marking the 100 years since the guns of WW1 were silenced, as well as many other light-hearted anniversaries. This was a lovely evening and well received by the many who came.

"Fantastic concert to celebrate the end of WW1. So enjoyable."

Our church continues to be appreciated by our parishioners and many others as a space where life events are celebrated with joy and thanksgiving. Four weddings have taken place affording us the opportunity to get to know several couples who have started to worship with us, and we held 12 funerals during the year, many of which followed the service with a wake in the Parish Hub. Several of the recently bereaved have begun to join us at services or work parties.

The Parish Hub, opened in 2015, is proving of great benefit to Church and community alike accommodating St. John's Sunshine pre-school, Friday Friends Teas and Mothers' Union meetings. We hold weekly Wednesday lunches during Lent and August, either in the Hub, or in church. All money raised from 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 during 2018 for 10 children, the majority of those being families who do not regularly attend any church.

Church members are encouraged to use their gifts of ministry at services, welcoming, reading lessons and leading prayers: a new music group has been formed to lead the worship at the 11.00 am service to supplement our singers and keyboard players who contribute to the earlier Sunday service.

"I was out for a walk, heard the bells and decided to come to church. Having someone on the door to welcome made all the difference".

Pastoral care and outreach through social events

An important part of our ministry is providing Communion to those too frail to attend church. We hold regular services at our two local care homes, with some care home staff joining with the residents for the service, as well as taking Communion to people at their home. Our thanks go to those who give up their time to lead the worship and singing. We held a Carol Service at Francis Court Care Home and an evening of carol singing at The Gables, with both being well received.

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

Social events are 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. This year's events which have provided fun and hospitality for all, as well as generating funds have included:

"Thank you for keeping your church open". "Beautiful, peaceful, sanctuary, lovely to visit".

- Jazz on the Green, sponsored by the Church, an annual free event for the village, which is always well attended
- 'Vicarage Teas', an institution at the annual village carnival, this year held in The Parish Hub and churchyard as the vicarage was undergoing renovation. The move proved very popular, providing a haven of peace from the stalls and activities on The Green, which attract upwards of 2000 people
- an organ and harp recital in the church, during the carnival afternoon, which many found refreshing
- quiz nights, film and games afternoons
- several Sunday Lunches which allow us to take advantage of the superb catering quality kitchen in the Parish Hub
- Big Breakfasts with speakers on topical subjects bringing local and national situations to our attention. These were arranged by Trevor Hodsdon and were well received.

All social events are advertised around the village and in the Copthorne Magazine, with an increasing number of the Copthorne Chapel and Roman Catholic congregations joining with us and other villagers.

Support for those in need

Supporting those less fortunate than ourselves is an important part of our mission. Planned monthly giving continues to the Church Mission Society, for Heather Johnstone at the Rehema project in Tanzania, which creates work opportunities for vulnerable women so they can support their families, 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.

In the spring we raised money to enable a teenager at the Rehema project to complete a sewing course, giving her the skills to support herself. The house-to-house collection for Christian Aid Week, organised by the Church for the village, raised £3,009.84. We held sales and collections for many charities throughout the year, as already mentioned, and regularly support The Children's Society, via home boxes and the Christingle service, and The Royal British Legion at Remembrance. 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 collection point for groceries and toiletries for Crawley Open House, sending them a large crate of supplies every month to help them care for the local homeless. At Christmas the

"Thank you! St John's Parish Church, for your wonderful harvest donation which will help our work with the homeless and disadvantaged people."
Charlie Arratoon- Director
Crawley Open House Sept 2018

Church members provided festive food in response to the Diocesan Family Support 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 printing and delivery of the bi-monthly Copthorne Magazine is co-ordinated by the Church and supported by local advertising. It contains news, events and reports on Church and local activities with the 2000 + copies being delivered free to every home in Copthorne by a team of village and Church volunteers. The Vicar and Wardens host 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 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.

Mike Livesey leads the Management Team which ensures the smooth running of bookings, financial security and a high standard of upkeep. In addition to our volunteers, the Church employs a Marketing Manager, Bookings Manager, caretaker and assistant, and a cleaner. The PCC expresses its thanks to all who give up their time to keep the building running smoothly.

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 the church building. This annex, to be called "The Link", will help the Church realise its vision of providing hospitality for small groups and for the many who visit the churchyard and tend graves every week. During the interregnum, the first phase of this plan came to fruition with the building of a Parish Office and reorganisation of the vestry utilising money already in the Annex Building Fund to cover the cost of this work.

The churchyard is well cared for, which is much appreciated by villagers. We are grateful to receive monies from the Payne Grave Deposit Fund, Faith Arnold Trust, our restricted Graveyard Fund and Worth Parish Council to help to pay for the upkeep of the churchyard. This year we have employed a part time groundsman, who has been a great help keeping it tidy.

Most of the routine maintenance of the church and churchyard is done by volunteers from the Church and community at the "First Saturday" work parties and coffee mornings; team building and refreshments are an important part of these occasions. Volunteer cleaners and flower arrangers keep the church tidy and attractive week by week. The PCC is 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 £151,753 and are detailed in the Financial Report £19,054 more than last year.
- The planned giving through envelopes and banker's orders has increased 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 £50,000 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 £63,730 plus the insurance, which we are now liable for and so we have reluctantly reduced to £51,000 the amount we can pay the diocese in 2019.
- St. John's has 15 employees. In 2016 we 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 £26,348 at the end of 2018 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 Willem Mauritz	From Aug 2018
Wardens:	Mrs Susan Williams	

Mrs Monica Polley

<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
	Mr Paul Simmons	Until 2020
	Mr Geoffrey Truesdale	Until 2020
	Mrs Christine Wheatley	Until 2019
	Mr David Wheatley	Until 2019

<i>Appointed Members:</i>	Mr Christopher Philips	Treasurer
	Mrs Cathy Sexton	Secretary
<i>Co-opted Member:</i>	Mr Eddie Redfern	Safeguarding Officer
<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 ensures he is up-to-date with Diocesan Safeguarding Policies and that the PCC is advised of any changes. In addition, he maintains the DBS register of those working with children and vulnerable adults or in leadership roles at St. John's. 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 Rev'd W Mauritz.

Signed

Date

The Parochial Church Council of St John the Evangelist, Copthorne
Statement of Financial Activities
For the year ended 31 December 2018

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	<i>Total Funds 2017</i>	Notes
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	68,085	30,413	-	98,498	159,959	
Charitable activities	12,299	-	-	12,299	14,177	
Other trading activities	71,233	-	-	71,233	64,386	
Investments	136	2,350	-	2,486	3,522	
Other receipts	-	-	-	-	-	
Total income	151,753	32,763	-	184,516	242,044	2
Expenditure on:				-		
Raising funds		-	-	-	97	
Charitable activities	73,654	9,186	-	82,840	86,742	
Other trading activities	60,853	120,775	-	181,628	69,709	
Other expenditure	-	-	-	-	-	
Total expenditure	134,507	129,961	-	264,468	156,548	3
Net gains (or losses) on investments	-	-			5,868	8
Net income or (net expenditure)	17,246	(97,198)		(79,952)	91,364	
Transfers between funds	710	(710)	-	-	-	7
					91,364	
Other recognised gains/(losses):						
Gains/(losses) on revaluation of fixed assets	-	-	-	-	-	
Other gains/(losses)	-	-	-	-	-	
<i>Reconciliation of funds:</i>						
Net movement in funds	17,956	(97,908)		(79,952)	91,364	
Total funds brought forward	423,579	309,096	71,172	803,847	712,483	
Total funds carried forward	441,535	211,188	71,172	723,895	803,847	

The Parochial Church Council of St John the Evangelist, Copthorne
Balance Sheet
For the year ended 31 December 2018

	Total Funds 2018	<i>Total Funds</i> <i>2017</i>	Notes
	£	£	
Intangible assets	-	-	
Tangible assets	588,777	588,777	
Heritage assets	-	-	
Endowed investments	71,172	71,172	
Total fixed assets	659,949	659,949	8
Stocks	-	-	
Debtors	7,571	23,152	10
Investments	-	-	
Cash at bank and in hand	76,426	148,640	
Total current assets	83,997	171,792	
Creditors: Amounts falling due within one year	(10,051)	(12,894)	11
Net current assets or (liabilities)	73,945	158,898	
Total assets less current liabilities	733,895	818,874	
Creditors: Amounts falling due after more than one year	(10,000)	(15,000)	12
Provisions for liabilities	-	-	
Total net assets or (liabilities)	723,895	803,847	
The funds of the charity:			
Endowment funds	71,172	71,172	
Restricted income funds	211,232	309,096	
Unrestricted funds	441,491	423,579	
Revaluation reserve	-	-	
Total unrestricted funds	441,491	423,579	
Total charity funds	723,895	803,847	14

This Annual Financial Report, for the year ended 31st December 2018, including the notes following,
 was Approved by the PCC and signed on its behalf by
 Monica Polley & Susan Williams, Churchwardens Rev'd. Willem Mauritz

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24th March 2019

The Parochial Church Council of St John the Evangelist, Copthorne Notes to the Accounts
For the year ended 31 December 2018

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 - 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 purposes 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
Notes to the Accounts (cont)
For the year ended 31 December 2018

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:

¾ Fixtures and fittings	25%
¾ Computer equipment	30%
¾ 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
Notes to the Accounts (cont)
For the year ended 31 December 2018

2 Analysis of income and endowments

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	Total Funds 2017	Notes
	£	£	£	£	£	
Planned giving (excl. tax refunds)	31,694	23,641	-	55,335	92,218	
Loose cash collections	6,284	145	-	6,429	17,697	
Other Special appeals	17,189	526	-	17,715	7,419	
Gift Aid recoverable	12,218	6,101	-	18,319	25,963	
Grants	700	-	-	700	16,662	
Donations and legacies	£68,085	£30,413	-	£98,498	£159,959	
Fees for weddings & funerals	12,299	-	-	12,299	14,177	
Charitable activities	£12,299	-	-	£12,299	£14,177	
Fundraising	14,510	-	-	14,510	14,458	
Parish hub hiring fees	44,277	-	-	44,277	36,901	
Magazine advertisement fees	12,446	-	-	12,446	13,027	
Other trading activities	£71,233	£	-	£71,233	£64,386	
Bank & CBF deposit interest	136	2,350	-	2,486	1,222	
CBF investment fund dividend			-		2,300	
Investments	£136	£2,350	-	£2,486	£3,522	
Other receipts		-	-		-	
Total income and endowments on all funds	£151,753	£32,763	-	£184,516	£242,044	

The Parochial Church Council of St John the Evangelist, Copthorne
Notes to the Accounts (cont)
For the year ended 31 December 2018

3. Analysis of expenditure

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	Total Funds 2017	Notes
Stewardship costs		£ -	£ -	£ -	£ 97	
Cost of raising funds	£ -	-	-	£ -	£97	
Charitable grants and donations	1,334	-	-	1,334	1,520	4
Diocesan parish share	50,000	-	-	50,000	58,248	
Clergy and other people's expenses	708	-	-	708		
Salaries and honoraria incl NI	6,007	7,300	-	13,307	10,659	
Upkeep of services	132	-	-	132	2,583	
Church running costs	7,058	-	-	7,058	2,574	
Sunday school	-	-	-	-	235	
Church maintenance and repair	374	-	-	374	3,488	
Upkeep of churchyard	1,622	1,886	-	3,508	3,258	
Parsonage costs	5,419	-	-	5,419	3,157	
Governance	1,000	-	-	1,000	1,020	
Cost of charitable activities	£73,654	£9,186	-	£82,840	£86,742	
Parish hub running costs	31,575	-	-	31,576	28,736	
Wedding and funeral fees and costs	5,426	-	-	5,426	6,321	
Parish magazine costs	13,590	-	-	13,590	13,800	
Fundraising costs	4,319	21	-	4,340	8,820	
Support costs	5,943	-	-	5,943	2,688	
Loan Interest	-	387	-	387		
New build/major works church		120,367		120,367	9,344	
Cost of other trading activities	£60,853	£120,775	-	£181,628	£69,709	
Total expended on all funds	£134,507	£129,961	-	£264,468	£156,548	

The Parochial Church Council of St John the Evangelist, Copthorne
Notes to the Accounts (cont)
For the year ended 31 December 2018

4. Missionary and charitable giving:

	<u>Unrestricted Fund</u>	<u>Restricted Fund</u>	<u>Endowed Fund</u>	<u>Total Funds 2018</u>	Total Funds 2017
	£	£	£	£	
<i>Other Charities</i>	277			277	-
<i>CMS – Rehemaproject</i>	705			705	980
<i>Royal british legion</i>	210	-	-	210	200
<i>Toilet box</i>	55	-	-	55	52
<i>Diocese - Induction</i>	172	-	-	172	-
<i>Children's society</i>	300	-	-	300	135
<i>Christian Aid – disaster fund</i>	-	-	-	-	-
<i>Farm Africa</i>	-	-	-	-	71
					82
	1,719	-	-	1,719	1520

We have also given CMS £480 and Compassion £31125 which have been paid out of accrued monies set aside in previous years for charitable giving.

5. Staff costs

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2018</u>	<u>Total Funds 2017</u>	<u>Notes</u>
	£	£	£	£	£	
Remuneration						
<i>Wages and salaries</i>	24,182	7,829	-	32,011	32,710	
			-		32,710	

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

Payments to PCC members

The parish secretary, Mrs B Riches, was on the PCC until March 2018, and was paid £1,466 whilst occupying both roles. Administration assistant Mr N Cramp, who is a member of the PCC, was paid £3,175 during the year. The verger, Mrs L Dawson, who is a member of the PCC, was paid £680 during the year. No other PCC members, nor persons closely connected to them, received any form of remuneration.

6. Governance

	<u>Unrestricted Funds</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2018</u>	<u>Total Funds 2017</u>	<u>Notes</u>
	£	£	£	£	£	
<i>Independent examination</i>	£ 1,000			£1,000	£1,020	
		-	-		1,020	

The Parochial Church Council of St John the Evangelist, Copthorne
Notes to the Accounts (cont)
For the year ended 31 December 2018

7. Transfers between funds						
	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	<i>Total Funds 2017</i>	Notes
	£	£	£	£	£	
<i>Transfer for Church Yard expenses</i>	(576)	576				
<i>Transfer for Fabric expenses</i>	1,286	(1,286)				
<i>Transfer for Building loan</i>			-	-	-	
	710	710	-	-	-	

The Parochial Church Council of St John the Evangelist, Copthorne Notes
to the Accounts (cont)

For the year ended 31 December 2018

8 Fixed Assets

a Investments

	Unrestricted Fund	Restricted Fund/s	Endowed Fund	Total Funds 2017
	£	£	£	£
Market value 1 January 2018	-	-	71,172	65,304
Disposals at carrying value	-	-	-	-
Purchases at cost	-	-	-	-
Net gains and revaluation	-	-	-	5,868
Market value 31 December 2018	-	-	£71,172	£71,172

b Tangible fixed assets

	Freehold land and buildings	Mower	Office equipment	Total fixed assets
	£	£	£	£
Cost or valuation				
At 1 January 2018	588,777	2,385	-	591,162
Additions	-	-	-	-
Disposals	-	-	-	-
Revaluation	-	-	-	-
At 31 December 2018	588,777	2,385	-	591,162
Charge for impairment				
At 1 January 2018	-	(2,385)	-	(2,385)
Additions	-	-	-	-
Disposals	-	-	-	-
Revaluation	-	-	-	-
At 31 December 2018	-	(2,385)	-	(2,385)
Net book amounts				
At 31 December 2018	588,777	-	-	588,777
At 31 December 2017	588,777	-	-	588,777

The Parochial Church Council of St John the Evangelist, Copthorne
Notes to the Accounts (cont)
For the year ended 31 December 2018

9. Analysis of net assets by fund

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	Total Funds 2017	Notes
	£	£	£	£	£	
Fixed assets for church use	410,313	178,464	-	588,777	588,777	
Investment fixed assets	-	-	71,172	71,172	71,172	
Current assets (except cash)	6,339	1,232	-	7,571	23,152	
Cash at bank and on deposit	29,934	46,492	-	76,426	148,640	
Current liabilities	(5,051)	(5,000)	-	(10,051)	(12,894)	
Long term liabilities	-	(10,000)	-	(10,000)	(15,000)	
	£441,535	£211,188	£71,172	£723,895	£803,847	

10. Debtors

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	Total Funds 2017	Notes
	£	£	£	£	£	
Income tax recoverable	4,113	1,233	-	5,346	19,412	
Prepayments and accrued income	1,098	-	-	1,098	2,309	
Other debtors	6,127	-	-	4,127	1,431	
	£11,338	£1,233	-	£12,571	£23,152	

11. Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	Total Funds 2017	Notes
	£	£	£	£	£	
Deferred income	-	-	-	-	250	
Accruals for utilities and other costs	5,051	-	-	5,051	4,435	
Other creditors	-	5,000	-	5,000	8,209	
	£5,051	£5,000	-	£10,051	£12,894	

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

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	Total Funds 2017	Notes
	£	£	£	£	£	
Other creditors	-	10,000	-	10,000	15,000	
	-	£10,000	-	£10,000	£15,000	

The Parochial Church Council of St John the Evangelist, Copthorne
Notes to the Accounts (cont)
For the year ended 31 December 2018

13 Prior year Statement of Financial Activities comparative figures for this year

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2018
Income and endowments from:				
Donations and legacies	55,228	104,731	-	159,959
Charitable activities	14,177	-	-	14,177
Other trading activities	63,268	1,118	-	64,386
Investments	26	3,496	-	3,522
Other receipts	-	-	-	-
Total income	132,699	109,345	-	242,044
Expenditure on:				
Raising funds	97	-	-	97
Charitable activities	77,332	9,410	-	86,742
Other trading activities	59,110	10,599	-	69,709
Other expenditure	-	-	-	-
Total expenditure	136,539	20,009	-	156,548
Net gains (or losses) on investments	-	-	-	-
Net income or (net expenditure)	(3,840)	89,336	-	85,496
Transfers between funds	(6,448)	6448	-	-
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	-	85,496
Total funds brought forward				
Total funds carried forward				

14 Statement of funds

	Balances b/fwd 1 Jan 2018	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2018
Faith Arnold Trust	38,821	-	-	-	38,821
Payne Grave Trust	300	-	-	-	300
Church Yard Trust	32,051	-	-	-	32,051
Total of all endowed funds	71,172	-	-	-	71,172
Fabric fund	-	1,286	(128,116)	(1,286)	-
Annex Fund	151,236	30,208	(128,116)	-	53,328
Building fund	157,860	-	(1,845)	576	157,860
Church Yard fund	-	1,269	(1,845)	576	-
Total of all restricted funds	309,096	32,763	(129,961)	(710)	211,188
General fund	8,392	151,753	(134,507)	710	26,348
Designated building fund	410,313	-	-	-	410,313
Legacy fund	4,874	-	-	-	4,874
Total of all unrestricted funds	423,579	151,753	(134,507)	710	441,535
Total funds	£803,847	£184,516	£(264,468)	-	£723,895

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
Notes to the Accounts (cont)
For the year ended 31 December 2018

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 £5,363 (2017 – 5,591) was paid by St John's Sunshine Pre School to the PCC for rental of the parish hub.

At 31 December 2018 the PCC, of which Mr E Livesey is a trustee, owed Mr & Mrs E Livesey £15,000 (2017 – £20,000).

INDEPENDENT EXAMINER'S REPORT

TO THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN CHURCH COPTHORNE FOR THE YEAR ENDING 31ST DECEMBER 2018

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2018 which are set out on pages 25 – 36.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Alexandra Durrant

Alexandra Durrant Chartered Accountants & Registered Auditors
10a/12a High Street
East Grinstead
RH19 3AW

Dated: 27/09/2019