

The Annual Report and Accounts of the Parochial Church Council of Colgate and Roffey

*For the year ended
31st December 2018*



Incumbent

The Reverend Father Russell J. Stagg SSC
The Vicarage, 8 Rainbow Field, Faygate, West Sussex, RH12 0AR

Bank

CAF Bank Ltd,
25 Kings Hill Avenue Kings Hill, West Malling, ME19 4JQ

Independent Examiner

Mrs Alison Styles



Aim and purposes

The Colgate and Roffey Parochial Church Council (PCC) has the responsibility of cooperating with the Vicar, the Reverend Russell Stagg SSC, in promoting in the ecclesiastical parish, the whole mission of the Church - pastoral, evangelical, social and ecumenical. The PCC is also responsible for maintaining the Victorian Churches of St Saviour's Colgate and the attached Churchyard and All Saints Roffey and the associated All Saints Parish Room.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community at both St Saviour's and All Saints. The PCC maintains an overview of worship and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. We 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.

To facilitate this, it is important that we maintain the fabric of the Churches of St Saviour's and All Saints and the Parish Room at Roffey.

Achievements and performance

Worship and prayer

The PCC is keen to offer an arrangement of services during the week, and over the course of the year, that our community finds both beneficial and spiritually fulfilling. At the heart of our worship at All Saints is the Eucharist, which is offered most days throughout the year. On major festivals, such as Epiphany, Ascension Day and All Saints Day, the Eucharist is Sung. Services are also held for major festivals such as Christmas at St Saviours. Morning and Evening prayer is said daily and provides an opportunity for prayers to be offered for the whole parish.

During the month of November, we hold special services during which we offer prayer and give thanks for the lives of loved ones who have died. On Remembrance Sunday, we hold the annual act of remembrance at both war memorials. We are joined by members of the community and representatives of North Horsham Parish Council and Colgate Parish Council respectively.

The churches are kept open every day to provide the community with an oasis of quietness where they can come and pray, light a candle or just spend time.

On Sundays, we provide a pattern of services which enable people to worship in various styles.

All Saints Church:

- The 8am Mass, which has been well attended throughout the year with an average congregation of 18, provides a quiet and contemplative service. On the first Sunday of each month coffee is served after this Mass to provide a time of fellowship.
- The 9.15am Mass is suitable for the whole family from young children to those of more mature years. Over the last year we have seen a marked increase in attendance at this Mass with an average attendance of 68. This year, thanks to Emily and Carolyn Chinn we have started children's activities during this service which the children enjoy, especially sharing them with the congregation at the end.
- The 10.30am Mass is a more traditional service during which our robed choir sing, and our team of servers assist. Although several regular members of this congregation have died over the course of the year, we have also been able to welcome new people. The average attendance at this Mass over the year has been 50.
- On the first Sunday of the Month there is no 10.30am Mass at All Saints and the congregation either worship together with the 9.15am congregation or attend St Saviour's for their Sung Eucharist
- As well as the Masses and Daily Offices, we also hold on Fridays during term time, our Noah's Ark service. This is a popular service for pre-school aged children and their families. We have an average attendance at this service of 30 per week. Thanks to the faithful band of helpers from the congregation and wider community, Noah's Ark continues to thrive and provide an important service which is both needed and valued by many of the Parish and local community.

Thanks to Carolyn Chinn and Sarah Webb we now have a Bible Book Club. Each month one book of the bible is studied. The book club has proved very successful and has been enjoyed by all who have attended.

St Saviours:

- On the first Sunday of each month, joint with the congregation from All Saints, a Sung Eucharist is held at 11.00am according to the Common Worship modern rite and on the third Sunday of each month the 11.00am service is according to 1662 Book of Common Prayer.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their 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, family and friends express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping.

Last year in the parish we have celebrated 16 baptisms, 7 weddings, 1 wedding blessing and 14 funerals in our churches.

Deanery Synod

Three members of the PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church. This year the main topics of discussion have been how we engage in mission throughout our deanery. Towards the end of the year, we said goodbye to our Rural Dean, Canon Guy Bridgewater, as he left Horsham to take up the post of Dean of Bath.

Pastoral Care

Throughout 2018, Fr Russell has been supported in his pastoral care of those in the parish by Fr Kevin Humphrys our SSM Curate as well as Canon Michael Godwin. Marigold Butler still provides some support which is greatly appreciated.

Some members of our parish are unable to attend church due to sickness or age. Fr Russell with the assistance of Reg Webb, Alan Payn and Jane Bellinger have visited these members at their request and have taken Holy Communion to them in their homes.

Open Door on a Thursday in the All Saints Parish Room continues to reach out to those in our local community, providing a listening ear, friendship and company to those in need. We are thankful for Jenny St Romaine and Pam Killner for their leadership.

On the first Monday of each month the community gather at St Saviours Church for Cuppa and Chat. This gives local people an opportunity to meet and socialise.

Mission and Evangelism

Helping those in need is a demonstration of our faith. Over the past year, we have had collections for several missionary and charitable organisations including collections for The Children's Society, Crawley Open House, Family Support Work and The Chestnut Tree House. We also collect donations of food and other items for the Horsham Food Bank.

Outreach

Throughout the year our churches were visited by the seven schools within our parish for various curriculum activities including art, english and history. At Christmas all the schools in the parish

use our churches for their Christmas Carol Services. Fr Russell also takes half termly assemblies in all the schools in the parish.

At Christmas, both our churches start our Christmas Eve celebrations with Crib services which attract 100's of families.

Our outreach programme also includes our monthly Cuppa and Chat at St Saviour's and weekly Open Door at All Saints as well as our Summer Fair which has both fundraising and outreach dimensions.

The parish fully embraces social media by having a website, Facebook page and Twitter account.

Financial Review

In 2018, the total receipts of the General unrestricted fund were £75,222 and are detailed in the financial report. The Summer Fair in June raised a record £2,670 and the Holmbush Gardens Open Day raised £2,384 for the General fund. A Gift Day in November resulted in an extra £1,660 for the General Fund.

Also, in November, we held a stewardship campaign, alongside the 140th anniversary of the consecration of All Saints Church, that resulted in an increase in the number of people joining our various planned giving schemes.

The largest expenditure of the General fund was £44,000 paid to the Diocese for our share of all Churches' parish ministry costs incurred by the Diocese. The Parish ministry cost is the cost of the housing, stipend and pension costs of the clergy and a standard sum for Diocesan central costs, clergy training and a contribution to central church funds. This year the PCC has had to pay separately for church insurance which amounted to £4,200 in 2018.

There was a deficit of £330 over the year on the General fund.

The All Saints Boiler Appeal received the gift aid tax reclaim which then allowed the surplus of £1,263 to be transferred back to the General fund as several donors had stipulated that their gifts were for the new boiler or for general funds if excess was received to pay for the boiler.

The PCC also made payments to four trustees for expenses incurred on behalf of the PCC.

Reserves Policy

It is PCC policy to maintain a balance on the general unrestricted fund which equates to one month's worth of unrestricted payments as a contingency against unforeseen situations.

As well as holding the above general reserves from time to time the PCC receives restricted legacies for expenditure for particular purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the legacy is received.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular, we want to mention our churchwardens at All Saints, Sarah Webb and Brian Double, and our churchwardens at St Saviours, John Sired and Rosemary Lane, who have worked so tirelessly on our behalf and Carolyn Chinn for all the hard work she has put in managing our finances.

At All Saints, there are so many who work hard to keep our church functioning, but especial thanks must go to all those who make sure our church is open daily; to Wendy and Brian Double who keep it clean and tidy for our worship; to our sacristan team led by Reg Webb assisted by Randolph St Romaine; to our flower ladies who skilfully decorate our church week by week; our Choir, Servers and Eucharistic Ministers, Readers and Intercessors who all add to the beauty and dignity of our worship; to those on our fundraising team headed by Randolph St Romaine without whom our finances would not be so healthy, to Julie who banks our money week by week, to our sidespeople who make sure everyone receives a warm welcome, to Carolyn and Emily Chinn for the work they do with our young people and finally to all who serve on our PCC.

At St Saviour's thanks must go to those who decorate our church weekly with beautiful flower arrangements, to those who volunteer to clean and polish the brass and finally to Suzie Standish and those who turn up month by month to provide Tea and Coffee at Cuppa and Chat.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of the Incumbent, the assistant curate, churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services and members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members are encouraged to attend initial training into the workings of the PCC.

The full PCC met on several occasions during the period. During this year the main topics of discussion at the PCC were the need for a car park at Roffey, our finances including our Stewardship campaign in November and the future of Mission and outreach in our parish.

An important item of every PCC agenda is Safeguarding and Promoting a safer church. The PCC has fully complied with section 5 of Safeguarding and Clergy Discipline Measure 2016 and have implemented all the guidance given under the House of Bishops' guidance on safeguarding children and vulnerable adults. The guidance given regarding safeguarding arrangements on parish's websites have also been implemented.

Administrative information

All Saints Church is situated in Crawley Road, Roffey and St Saviour's Church is situated in Forest Road, Colgate. The Parish is part of the Diocese of Chichester within the Church of England. The correspondence address is: The Vicarage, 8 Rainbow Field, Faygate, West Sussex RH12 0AR.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently exempted from registration with the Charity Commission.

PCC members who have served at any time from 1st January 2018 until the date of this report was approved are:

Ex Officio members:

Incumbent:	The Reverend Father Russell Stagg SSC (Chairman)
Assistant Curate:	The Reverend Father Kevin Humphrys
Churchwardens:	Mr Brian Double (All Saints) Mrs Sarah Webb (All Saints) Mr John Sired (St Saviour's) Mrs Rosemary Lane (St Saviour's)

Elected members:

Mr Johny Armstrong
Mrs Elsie Dale Armstrong
Miss Carol Barnes (Electoral Roll Officer)
Mrs Marigold Butler (from April 2018)
Mrs Ruth Calvert (Vice Chairman)
Professor Jim Castle (Deanery Synod)
Mrs Carolyn Chinn (Treasurer)
Mrs Wendy Double
Mr Peter Game (from April 2018)
Mr Martyn Lewis
Mr Roger Ottley
Mrs Hilary Rodriguez-Azcona (Deanery Synod)
Mrs Sue Spence (Deanery Synod)
Mr Robert Stephens
Mr Randolph St Romaine
Mr Paul Williams (PCC Secretary)
Mrs Rosalie Williams (From April 2018)



Approved by the PCC on 26th March 2019
and signed on their behalf by the Reverend Father Russell Stagg (PCC Chairman)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Summary of Financial Receipts and Payments

	<i>Unrestricted</i>		<i>Restricted</i> Fund/s	<i>Endowed</i> Fund/s	Total All Funds 2018	<i>Total</i> All Funds 2017	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	66,883	829	2,376	-	70,088	31,229	
Charitable activities	2,978	-	-	-	2,978	604	
Other trading activities	4,595	-	-	-	4,595	2,107	
Investments	16	-	271	-	287	66	
Other receipts	750	-	-	-	750	1,832	
Total received	75,222	829	2,647	-	78,698	35,838	3
Expenditure on:							
Cost of raising funds	35	-	-	-	35	-	
Charitable costs	73,851	1,055	1,745	-	76,651	41,390	
Trading costs	2,317	-	-	-	2,317	454	
Other payments	-	-	-	-	-	-	
Total paid	76,203	1,055	1,745	-	79,003	41,844	5
<i>Reconciliation of funds:</i>							
Net income or (net expenditure)	(981)	(226)	902	-	(305)	(6,006)	
Transfers between funds	651	552	(1,203)	-	-	-	
Transfers in from previous parishes	-	-	-	-	-	66,518	
Net movement in funds	(330)	326	(301)	-	(305)	60,512	
Bank accounts at 1 January 2018	14,730	1,187	44,595	-	60,512	-	
Bank accounts at 31 December 2018	£14,400	£1,513	£44,294	-	£60,207	£60,512	A&L

The Parish of Colgate (St Saviour's) and Roffey (All Saints)
Statement of Assets and Liabilities

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	Total All Funds 2018	<i>Total All Funds 2017</i>	<i>Notes</i>
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Assets:							
Bank current account	14,683	1,313	5,188	-	21,184	22,084	
Diocesan Assigned Fees received	(291)	-	-	-	(291)	648	
Vicar's Discretionary Fund	-	200	-	-	200	155	
CBF Deposit Fund	8	-	39,106	-	39,114	38,921	
Bank and deposit accounts	£14,400	£1,513	£44,294	-	£60,207	£60,512	<i>R&P</i>
	-	-	-	-	-	-	
Gift Aid recoverable	1,507	-	-	-	1,507	3,891	7
Debtors	£1,507	-	-	-	£1,507	£3,891	
	-	-	-	-	-	-	
158 CBF Investment Fund shares	-	-	-	2,551	2,551	2,590	
Investment assets at market value	-	-	-	£2,551	£2,551	£2,590	
	-	-	-	-	-	-	
Total assets	£15,907	£1,513	£44,294	£2,551	£64,265	£66,993	
Liabilities:							
Unpaid Diocesan fees for weddings/funerals	291	-	-	-	291	648	
Accruals	-	-	-	-	-	-	
Total liabilities	£291	-	-	-	£291	£648	

This Financial Report for the period ended 31st December 2018, including the notes following, was

Approved by the PCC and signed on its behalf by

The Reverend Father Russell Stagg, PCC Chairman:



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Date March 2019

Independent Examiner's Report to the PCC of Colgate (St Saviour's) & Roffey (All Saints) for the year ended 31st December 2018

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Colgate (St Saviour's) & Roffey (All Saints) on the annual report for the year ended 31st December 2018.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's statement

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

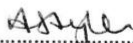
Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

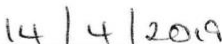
Examiner's signature



Examiner's name CAPITALS

Mrs Alison Styles

Date



The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

- The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, using the Receipts and Payments basis.
- The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
- Analysis of total received:

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	Total All Funds 2018	<i>Total All Funds 2017</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>					
	£	£	£	£	£	£	
<i>Planned giving (excl. tax refunds)</i>	35,532	-	-	-	35,532	9,298	
<i>Cash collections</i>	16,772	829	1,644	-	19,245	14,219	
<i>Gift Aid recovered</i>	10,335	-	-	-	10,335	5,271	
<i>Special appeals</i>	-	-	645	-	645	708	
<i>100 Club income</i>	-	-	-	-	-	483	
<i>Holmbush Open Gardens</i>	2,384	-	-	-	2,384	-	
<i>Gift Day</i>	1,660	-	-	-	1,660	-	
<i>Coffee mornings</i>	200	-	-	-	200	250	
<i>Legacies</i>	-	-	87	-	87	1,000	4
Donations and legacies	£66,883	£829	£2,376	-	£70,088	£31,229	
<i>Fees for weddings & funerals</i>	2,978	-	-	-	2,978	604	
Charitable activities	2,978	-	-	-	2,978	604	
<i>Parish Magazine Advert income</i>	1,918	-	-	-	1,918	100	
<i>Sale of bric-a-brac</i>	7	-	-	-	7	-	
<i>Summer Fete</i>	2,670	-	-	-	2,670	2,007	
Other trading activities	£4,595	-	-	-	£4,595	£2,107	
<i>Bank & CBF deposit interest</i>	16	-	185	-	201	66	
<i>CBF investment fund dividend</i>	-	-	86	-	86	-	
Investments	£16	-	£271	-	£287	£66	
<i>Grants</i>	750	-	-	-	750	1,832	
Total received on all funds	£75,222	£829	£2,647	-	£78,698	£35,838	R&P

- A legacy was received which is going to be spent on replacing the Book of the Gospels.

The Parish of Colgate (St Saviour's) and Roffey (All Saints)
Notes to the Annual Financial Report

5 Analysis of total paid:

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	Total All Funds 2018	<i>Total All Funds 2017</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>					
	£	£	£	£	£	£	
<i>Summer fete expenses</i>	35	-	-	-	35	-	
Cost of raising funds	£35	-	-	-	£35	-	
<i>Charitable grants and donations</i>	1,100	-	557	-	1,657	349	
<i>Parish share to Chichester Diocese</i>	44,000	-	-	-	44,000	14,980	6
<i>Clergy expenses</i>	4,027	507	-	-	4,534	667	
<i>Vicarage expenses</i>	2,550	-	-	-	2,550	597	
<i>Worship costs</i>	1,955	-	400	-	2,355	711	
<i>Church music costs</i>	5,306	-	-	-	5,306	1,640	
<i>Insurance</i>	4,200	-	-	-	4,200	-	
<i>Water, Gas, Electricity, and Oil</i>	4,861	-	-	-	4,861	704	
<i>Printing & photocopying</i>	1,800	-	-	-	1,800	542	
<i>Hospitality</i>	605	-	-	-	605	211	
<i>Church maintenance</i>	2,263	-	788	-	3,051	20,117	
<i>Miscellaneous expenses</i>	1,184	548	-	-	1,732	872	
Charitable costs	£73,851	£1,055	£1,745	-	£76,651	£41,390	
<i>Summer fete expenses</i>	40	-	-	-	40	40	
<i>Parish magazine printing</i>	2,277	-	-	-	2,277	414	
Trading costs	£2,317	-	-	-	£2,317	£454	
	-	-	-	-	-	-	
Other payments	-	-	-	-	-	-	
	-	-	-	-	-	-	
Total paid on all funds	£76,203	£1,055	£1,745	-	£79,003	£41,844	R&P

- 6 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The full cost of parish ministry amounts to £62,521 for the whole of 2018. This is less than last year because church insurance is now not included in the parish share but payable separately by the PCC.
- 7 Gift Aid is recoverable on donations received up to 30th September 2018, as the last claim was submitted after the year end, covering donations for the quarter ended 31st December 2018.
- 8 Payments to PCC members:
 Expenses were paid to 4 PCC members in the year for reimbursement of expenses incurred on behalf of the PCC.

The Parish of Colgate (St Saviour's) and Roffey (All Saints)
Notes to the Annual Financial Report

9 Statement of funds

	Balances b/fwd	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-18
	£	£	£	£	£
Gage & Grahame White Grave Fund	2,590	-	-	(39)	2,551
Total of all endowed funds	2,590	-	-	(39)	2,551
Gage & Grahame White Grave Fund	170	86	-	-	256
Special Collections	359	645	(957)	-	47
Legacies	1,000	87	-	-	1,087
St Saviours Fabric Fund	12,210	46	-	-	12,256
St Saviours Roof Fund	1,537	-	-	-	1,537
St Saviours Boiler Fund	728	-	(788)	60	-
All Saints Boiler Fund	(381)	1,644	-	(1,263)	-
All Saints Restoration Fund	6,289	31	-	-	6,320
All Saints Parish Hall Fund	22,683	108	-	-	22,791
Total of all restricted funds	44,595	2,647	(1,745)	(1,203)	44,294
General Fund	14,730	75,222	(76,203)	651	14,400
Noah's Ark	403	350	(398)	-	355
Open Door	629	479	(150)	-	958
Vicar's Discretionary Fund	155	-	(507)	552	200
Total of all unrestricted funds	15,917	76,051	(77,258)	1,203	15,913
Total funds	£63,102	£78,698	£(79,003)	£(39)	£62,758

The Gage and Grahame White Grave Fund is an endowment and the income is in a restricted fund to be used for the upkeep of the grave.

The restricted funds also comprise of the All Saints Restoration fund and St Saviours Fabric fund, which holds funds for the upkeep of the respective churches; St Saviours Roof Fund which funds are restricted for use on St Saviour's Church Roof; special collections made for various charities and the All Saints Parish Hall fund which is held for the development of the Parish Hall. During 2017, the Boilers were replaced in both churches. In 2018, the St Saviour's Boiler fund was spent on final expenses, being topped up by the general fund by £60. The All Saints Boiler Fund had surplus funds and some donations made stipulated that they could be transferred to the general fund if not needed to pay for a new boiler. Therefore £1263 was transferred. Restricted funds are not invested permanently, but are to be spent within reasonable timescales.

The unrestricted fund includes a designated sum of £552 which has PCC has contributed to the Vicar's discretionary fund and £507 has been spent in the period. The PCC have designated the net income collected at Noah's Ark and Open Door to be set aside for their respective uses.