



Church of St Nicolas Itchingfield

Annual Reports and Financial Statements of the Parochial Church Council

For the year ended 31st December 2010

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Annual Report for 2010

From the Rector

I started work in the Benefice as a whole and this parish in particular in June. Unfortunately the interregnum had been long (18 months) and the parish, as any parish is waiting for a new incumbent, had been somewhat in limbo during this period.

Addressing the challenges that face St Nicolas', either in terms of diminished membership or the financial position is going to take time to resolve. It will not happen overnight and will require a great deal of patience on the part of church members and the village as a whole. However I have 'fallen well' in coming to a great part of the country and to a parish that is livelier in social cohesion than many places of bigger population that I have encountered.

I believe there is a great deal of affection for the church in the village and I would like to think that this will be reflected in terms of support for it in whatever way is needed.

My job here is to proclaim the Kingdom of God, to be an intercessor, a pray-er, that is, someone who stands between God and his people in this place and to encourage others to do the same. I make no apology for this. My vision for the church here is to bring God and the possibility of having a relationship with him to the people, rather than trying to make the institution a 'pillar of the community'.

I would like to thank the Rev David Robinson, Ian Howard and the various clergy who have stood in and helped during the interregnum and on occasions since, and to John Wickenden for playing the organ. I should like to thank the Treasurer, Paul Hallett, the PCC members, those on the various committees and groups, those working so hard to raise funds and to the congregation who have been a great support to me in these first few months.

Jesus said 'The last will be first and the first last' so last, but by no means least I particularly wish to thank my two Churchwardens, Tony West and Wendy Dorkings. How fortunate I am in having two wise heads to advise me. I am never sure how much people appreciate how hard churchwardens work and these two certainly do. One of my prayers is that new people would come forward, not only to share in a life of faith as part of our congregation, but to share the burden of looking after its affairs. Finally I wish to thank Lucy, Mihret and Dagme for being who they are, their love and support and not being afraid of being truthful when I do something daft!

PCC Membership

Members are either ex officio or elected at the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

Rector: Rev. John Gay
Church Wardens: Mr Tony West
Mrs Wendy Dorkings

Deanery Synod
Representatives: Mrs Carol Shepherd
Mr Paul Harris

Elected Members: Mr David Redston
Mr Maurice Nicholls
Mr Martin Hennock
Mrs Miriam Coghill
Mr Bob Dorkings
Mrs Mary Slaney (Secretary)
Mr Paul Hallett (Treasurer)
Mrs Barbara Hibbs
Mrs Nikki Bristow

Committees

The PCC's Standing Committee has the power to transact business of the PCC between its meetings, subject to any directions given by the PCC, and its members were the Rector (Chairman), Mr David Redston, the Church Wardens, and Mrs Carol Shepherd. Other ad hoc committees and working parties are convened by the PCC as required.

Church Attendance

There were 77 people on the Church Electoral Roll, 25 of who were not resident within the Parish. The average Sunday attendance counted during October was 35.

Review of the Year

Work of the PCC

- The PCC held six business meetings in the year with an average attendance of 85%. The Standing Committee met in between the PCC meetings.
- David Redston continued as Lay Chairman of the PCC until Reverend John Gay was able to take the chair following his appointment in June. We were extremely grateful to David for stepping in and doing such a good job as Lay Chairman. Sadly David resigned from the PCC in September.
- The Rector was appointed and installed on June 15th by the Bishop of Horsham, at a very moving service at Slinfold, St Peter's.
- Throughout the year we continued with the same Sunday service schedule and content, without evensong but with additional festival services. John Wickenden agreed to play organ at all our Holy Communion and special services and has been a great asset.

- Our thanks to Rev'd David Robinson and ministers from 'Clergy on Call', for conducting many of our services including funerals, baptisms and marriages during the vacancy. Ian Howard led our family worship services for which we were very grateful. The music group continued to play for our family services.
- The additional workload placed on the churchwardens during the vacancy was onerous. However, now that Reverend John has been appointed, the work load has eased.
- A suggestion box was positioned at the rear of church and parishioners were invited to leave written suggestions to improve our worship and these will be revealed and discussed in 2011.
- Unfortunately Paul Hallett resigned as a member of the PCC and he has been very sadly missed. However, we are very grateful that he has continued as Treasurer to the PCC and that he has continued to look after the Electoral Roll for us.
- In January our Churchwarden emeritus, Kenneth Bentall sadly died.
- Church attendance at festival services has been higher this year than last and very good attendances were evident for marriage and baptism services.
- Carol Shepherd was accepted for training in reader ministry, and has the support of the PCC, both spiritually and financially.

Finance

- The fall in standing order giving during the year was offset to some extent by an increase in gift aid giving at services. We also received legacies totalling £5,250, and a donation of £1,000 from the Barns Green Half Marathon Committee towards fabric repairs.
- The total receipts received were £38,523, a little more than £4,000 higher than in 2009.
- The fall in planned giving standing orders during 2009 resulted in an agreed reduction in the Parish contribution paid to the Diocese. A sum of £16,000 was paid which represented 57% of the full cost of the ministry.
- The costs of heating the church more than doubled in 2010, as our use of heating oil rose during the cold weather. The snow also caused damage to the large Cedar of Lebanon tree near the Priest's House, with £893 being spent on tree surgery.
- The "BIG Mag" magazine contributed a surplus of £1,400 during the year, but has now become an independent local charity in its own right. The BIG Mag will no longer appear in the PCC accounts.
- No major building maintenance work took place during the year, and the planned inspection of all the timber in the church was deferred until 2011. As a result, the total payments for the year were £30,331, almost £9,000 lower than in 2009.
- Given the increased receipts and lower payments, a surplus of £8,192 was achieved in 2010, enabling £8,000 to be transferred to the Reserve Fund. However, this surplus was largely as a result of legacies received, and deferring building maintenance. The current level of receipts is only sufficient to cover the normal running costs of the church, and it is likely that significant funds will have to be raised in order to meet imminent building maintenance costs.

The Church Building

- Substantial time and energy was spent in the first part of the year attempting to compile a submission for funding from English Heritage to meet some of the anticipated costs of the necessary repair and maintenance work recommended in the 2009 Quinquennial Inspection Report. Compiling the application was a major effort in its own right, but after communication with English Heritage it became clear that our application would require more substantial evidence in its support than we were then in a position to give and it was, therefore, decided to delay such application until we had sufficient supporting material.
- As a consequence, our Architect undertook a detailed survey of the valley gutter between the two roofs and a Timber Consultancy has now been appointed to undertake the necessary inspection of the Church's timber work. (As a result of the valley gutter inspection, a repair had to be made to part of the roof). Our Architect has also been requested to obtain quotations for repairs to other aspects of the church's fabric such as the Rainwater Goods.
- As well as obtaining sufficient evidence to convince English Heritage of the strength of our case, we have also been busy in two other respects. Much work of a maintenance nature has been undertaken by various working parties drawn from both congregants and friends of the Church. Gutters have been cleaned and "patched-up", exposed wood-work suitably dressed with oil and much moss and debris cleared. At year's end immediately before the Christmas festival Services, to add to our woes a substantial fall of mortar from the ceiling over the Chancel required that part of the church to be cordoned-off pending an inspection by the Architect and subsequent repair.
- At the same time, much effort has gone into fund-raising, not only because we need the money, but also because we have to demonstrate to English Heritage and other potential grant-making bodies that we are not looking to them alone to fund the repair and maintenance of the Church. In this context, useful sums have been raised by our help given by the Half Marathon, Mags Fisher's Table-Top sales and a grant from Itchingfield Parish Council. Plans have also been made for a Bridge Drive and Door to Door collection throughout the Parish during the coming year.

Accounts

The accounts on the following pages are prepared on a "Receipts and Payments" basis in line with the Church Accounting Regulations. Mr M R P Power ACA is the Independent Examiner.

The Annual General Meeting will be held on Sunday 10th April 2011.

On behalf of the PCC

Rev John Gay, Rector

ST NICOLAS CHURCH, ITCHINGFIELD
RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31st DECEMBER 2010

Receipts	Unrestricted General Fund £	Restricted Churchyard Fund £	Restricted Fabric Fund £	2010 Total Funds £	2009 Total Funds £
Voluntary Income					
Tax Efficient Planned Giving	8,915	560		9,475	12,001
Collections at services	1,822			1,822	1,475
Gift Aid Donations	5,631			5,631	4,421
Wall Safe	446			446	387
Other Donations	2,144	5	1,026	3,175	1,500
Income Tax Recovered	4,658	0		4,658	4,708
Legacies received	5,250			5,250	0
Grant from the Parish Council		1,000		1,000	1,000
				31,457	25,492
Activities for generating funds					
Magazine (Note 1)			2,562	2,562	2,988
Sussex Historic Churches Ride & Stride	106			106	0
				2,668	2,988
Income from Investments					
CBF Deposit Fund interest	192			192	577
CBF Investment Fund dividends	915			915	888
Current Account interest	6			6	5
				1,114	1,470
Church Activities					
Fees payable to PCC	2,795			2,795	3,362
Fees payable to Diocese (Note 2)	490			490	492
Other	0			0	554
				3,285	4,408
Total Receipts	33,369	1,565	3,588	38,523	34,358

Notes to Receipts

1. The PCC resolved that income from the Magazine be credited to the Fabric Fund, and income from Investments to the General Fund.

2. Some fees collected needed to be passed on to the Diocese to contribute towards stipend costs. A corresponding amount therefore appears in the Payments section of the accounts.

Payments	Unrestricted General Fund £	Restricted Churchyard Fund £	Restricted Fabric Fund £	2010 Total Funds £	2009 Total Funds £
Missionary and charitable giving (see Note 1)					
- Funeral Collections	986			986	232
- PCC Donations and Collections	1,420			1,420	1,641
- Other	355			355	463
				2,761	2,336
Parish contribution to Diocese	16,000			16,000	21,500
Ministry Expenses (see Note 2)	1,931			1,931	579
Fees paid to Diocese	490			490	492
				2,421	1,071
Church running expenses					
- Electricity	240			240	173
- Water	30			30	29
- Heating Oil	1,275			1,275	441
- Maintenance of churchyard		1,240		1,240	1,230
- Tree surgery		893		893	0
				3,678	1,873
Cost of Services					
- Hire of Village Hall	301			301	337
- Organists fees	1,080			1,080	1,294
- Altar requisites	221			221	24
- Stationery and Printing	216			216	251
- Refreshments	299			299	112
				2,117	2,018
Building Maintenance (see Note 3)	1,841			1,841	2,078
Printing of Magazine			1,162	1,162	937
Sundry Expenses	35			35	832
Registration Fees and Subscriptions	315			315	222
Major Building Repairs				0	875
New Building Facilities				0	5,371
Total Payments	27,036	2,133	1,162	30,331	39,113

Notes to Payments

	2010	2009
	£	£
1. Missionary and charitable giving		
- Collections at funerals and school play		
Cancer Research UK	60	
Chestnut Tree Hospice	229	
Help for Heroes	229	
Not Forgotten Association	65	
Cancer Research UK	100	
Oxfam	100	
Sussex Horse Rescue	175	
Petworth Cottage Nursing Home	28	
	986	232
- PCC Donations and Collections		
USPG	490	500
St Patricks Trust	57	122
Royal British Legion	193	228
Church Army	200	200
Family Support Work	50	115
Christian Outreach Relief (CORD)	0	300
Outreach UK	230	176
Horsham Y Centre	200	0
	1,420	1,641
- Other		
Church Aided Schools	320	430
Horsham Churches Together	35	33
	355	463
2. Ministry Expenses (inc Churchwardens)		
(Rector's expenses - half share with Slinfold Parish)		
- General Expenses	184	137
- Telephone	203	240
- Water	0	118
- Council Tax	1,028	-261
- Secretarial help	0	72
- Lay reader training expenses	240	0
- Visiting ministers fees and sundries	277	273
	1,931	579
3. Building Maintenance		
- Organ	106	310
- Heating boiler	0	99
- Roof	485	0
- Electrical equipment	0	0
- Lightning Conductor	112	0
- Fire equipment	252	0
- Architect/Engineer fees	740	785
- Other	147	884
	1,841	2,078

ST NICOLAS CHURCH, ITCHINGFIELD
STATEMENT OF ASSETS AND LIABILITIES AT 31ST DECEMBER 2010

Assets	General Fund £	M. Lacy Legacy £	Restricted Churchyard Fund £	Restricted Fabric Fund £	2010 Total Funds £	2009 Total Funds £
Reserve Fund						
Balance brought forward 1 January	30,452	19,003	0	5,000	54,455	57,784
General Fund Transfers	8,000	0	0	0	8,000	(5,000)
Increase in market value	761	647	0	0	1,408	1,671
	8,761	647	0	0	9,408	(3,329)
Balance at 31 December held:						
Cash (CBF Deposit Fund)	27,885	10,000	0	5,000	42,885	34,885
Investments (1914.16 CBF Investment Fund Shares) - current market value	11,328	9,650	0	0	20,978	19,570
	39,213	19,650	0	5,000	63,863	54,455
CAF Current Account	848	0	(117)	3,462	4,193	4,001
Total Assets	40,061	19,650	(117)	8,462	68,056	58,456
Liabilities	NIL	NIL	NIL	NIL	NIL	NIL

The Choir, Bellringers and Flower funds are not included in these accounts as they are not the property or responsibility of the Parochial Church Council.

Church furnishings are included in the Inventory and vested in the Churchwardens on special trust.

A tax reclaim of £4,220 was received in 2011 from HMRC in respect of Gift Aid donations for 2010.

Approved by the Parochial Church Council on 18th March 2011

And signed on its behalf by:

Rev John Gay..... Rector

Paul Hallett..... Treasurer

REPORT OF THE INDEPENDENT EXAMINER TO THE PCC OF ST NICOLAS ITCHINGFIELD

This report on the accounts of the PCC for the year ended 31 December 2010 which are set out on pages 5 to 8 is in respect of an examination carried out under Regulation 3(3) of the church Accounting Regulations 1997 to 2001 ("the Regulations") and section 43 of the Charities Act 1993 ("the Act").

Respective responsibilities of the PCC and the Examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirements of Regulation 3(3) and section 43(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with terms of Regulation 25.

Basis of the Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43 (7)(b) of the Act and to be found in the Church Guidance, 2001 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures do not provide all the evidence that would be required in an audit, and consequently I do not provide an audit opinion on the view given by the accounts.

Independent Examiner's Statement

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

1. which gives me reasonable cause to believe that in any material respects the requirements
 - to keep accounting records in accordance with section 41 of the Act: and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr MRP Power ACA
Oakwood Farm
Hooklands Lane
Shipley

Date