

**The Parochial Church Council of the Ecclesiastical
Parish of Gossops Green and Bewbush, St Alban's**

**Trustees Annual Report and Annual Financial Report
for the year ended
31 December 2019**

HMRC ref no: EW65928

The Parochial Church Council of the Ecclesiastical Parish of Gossops Green and Bewbush, St Alban's

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Officers and professional advisers

Trustees:

Ex Officio:

Incumbent: Revd. Ann Alexander (Chair)
Curate: Revd. Elizabeth Green (from June 2019)

Wardens: Mr Ken Graham (until July 2019)
Mrs Caroline Edwards (Vice Chair)
Mr Roger Gibson (from October 2019)
Secretary: Mrs Sarah Jane Higson (until April 2019)
Mr Alan Magrath (from April 2019)*
Safeguarding officer: Mr Andy Hoare

Elected members: Robert Higson
Jenny Graham
Sue Richardson
Beverly Killick
Patricia Newall (until April 2019)
Sarah Jane Higson
Andy Hoare (from April 2019)
Jane Sharpe (from April 2019)

Deanery Synod: Sarah Jane Higson
Merle Martin

**Despite being an ex-officio position this person has not taken up the role of a voting member of the PCC.*

Treasurer: Mr James May

Registered office: St Alban's Parish Office
St Alban's Church Hall
Gossops Drive
Crawley
West Sussex
RH11 8LD

Independent Examiners: Darren Harding ACA FCCA DChA
Richard Place Dobson Services Limited
1-7 Station Road
Crawley
West Sussex
RH10 1HT

Trustees Annual Report for 2019

Our aims and purposes

The Parish of Gossops Green and Bewbush consists of two main neighbourhoods on the west side of Crawley.

Gossops Green and Bewbush PCC has the responsibility of co-operating with the Vicar, the Revd Ann Alexander, in:

- The promotion of the gospel of the 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, social, evangelistic and ecumenical.
- Practical and spiritual support and care for all people living in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay;
- Maintaining the fabric of our buildings for worship and community life in order to facilitate our mission and outreach.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, our Vicar and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'. The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake. For 2019 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church and making their experience of worship a welcoming and accessible one.
- Enabling as many people as possible to become part of our parish community;
- Teaching, baptising and nurturing new and existing believers;
- Considering how services and outreach events can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament and helping to serve some of the needs of our local communities.
- Offering worship and prayer and learning about the Gospel in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish;
- Raising money and giving material support to various charities and missionary organisations;
- Reaching out to the unchurched through the provision of a variety of outreach events;
- Maintaining the fabric of our church buildings as a focus of life for the various communities we serve.

What we achieved and how we affected our beneficiaries' lives

Attendance at worship

The church family welcomes visitors from within as well as outside the parish boundary. Our main building for worship is left open and unlocked during daylight hours and is a place of prayer and peace for those who need this when difficult times arise. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life to take part in the life of our churches. We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

There were 72 parishioners on the parish electoral roll at time of the 2019 APCM although as this was the year when the electoral roll was completely renewed this does not reflect the numbers of regular worshippers and several more have since been added to the roll. The average weekly attendance at weekly Sunday services (Christmas and Easter services are not included in the count) was 60 adults and 12 children, but this number increased significantly at festivals (over Christmas Eve and Christmas Day, Easter etc).

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The wide range of services offered, from 'Out of the Box' non-Eucharistic family worship to the more traditional sung Eucharistic services as well as special services such as Taize, Feast Day evening services, Carol Service, Crib Service etc for example continues to engage and attract a wide range of individuals. Morning Prayer continues to attract worshippers new to church who do not come to more formal services.

In 2019 much work has focussed on making our worship more welcoming and accessible to new people outside of the church including renewing the way we do family worship, reviewing and developing the Out of the Box service. The website continues to be improved and developed as does St Alban's growing social media presence, allowing those outside our churches to find out more easily what is going on. We also use A Church Near You as another avenue to publicise services.

Provision of the church buildings for people to enjoy

As noted above, our St Alban's is left open during the day and people often come in to pray or just sit in a quiet and sacred space. We celebrated 5 baptisms and 4 funerals in our church during the year. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

One of our main focuses has always been to explore ways in which our congregation and church buildings can be used for events that are of value to our local community in addition to church services.

St Alban's, Gossops Green and Bewbush hosted:

- A summer fair;
- A Christmas fair;
- A Community 'Carol Singing around the Christmas Tree' event;
- Free computer classes for the elderly twice a week;
- Weekly community coffee mornings;
- Weekly Health Walk group for the elderly;
- The Traidcraft Big Brew tea party;
- Lent lunches to raise money to support Crawley Open House homeless charity;
- A flourishing Mothers Union which meets monthly
- Art classes 3 times a year;
- Monthly Age Concern tea parties;
- Community Cream Tea Party;
- Weekly 'Feed Crawley' evenings providing free food for the homeless and people struggling to feed themselves and their families;
- Weekly Slimming World meetings;
- Weekly AA group;

The Barn Church Bewbush is no longer used for regular Anglican services but rather as a resource centre for the parish (for meetings, teaching sessions, social events) and as a community centre. During the last year The Barn has been used by:

- TRX (fitness training);
- Desire2Dance dance school;
- The Barn Pre-School;
- St John's Anglican Church bible study group;
- 'Dare to Shine' healthy eating weekly meetings
- Several one-off party and community social events.
- Elim Pentecostal Church Sunday worship
- Elim Pentecostal Church Christmas day lunch and prayer group meetings

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Provision of pastoral care for people living in the parish

Whilst the vicar continues to provide pastoral care and those licensed to do so bring home communion to the sick, a pastoral care team has been trained to extend this provision by visiting the housebound and those in hospital.

Provision of tangible support to the poor and needy

- The parish continues to support the local homeless hostel, Open House, through financial donations, and the ongoing collection of required items (food, clothing and toiletries). The Lent Lunches raised £463 as a cash donation to the charity.
- The Harvest festival food donations went to the Family Support Work charity
- Our church has supported the work of Christians Against Poverty in Crawley with a monthly financial contribution of £50.
- We supported the work of Link to Hope by sending Christmas shoeboxes filled with goodies and knitted items for projects in Romania, Bulgaria and Ukraine.
- A Traidcraft Big Brew tea party organised by the Mother's Union
- Christmas boxes were donated to young people via the YMCA
- The parish supported Traidcraft
- The Annual Toy Service at St Alban's resulted in a significant donation of toys and toiletries to the Family Support Work charity which supports families that are struggling.
- The Children's Society received a total of £411.53 raised from regular collection boxes.
- We have provided a free venue to 'Feed Crawley', providing free meals and groceries to the homeless and those struggling to feed themselves.

Provision of support to the young

The Parish of Gossops Green and Bewbush continue to support the young of the parish in a wide variety of ways.

- We held a Good Friday Workshop for KS1 and KS2 children;
- We run a weekly Sunday School;
- The clergy led school assemblies in 4 local schools;
- We welcomed local primary and secondary schools into our churches for teaching visits;
- We welcomed 6th Crawley Beaver's visits.
- We took part in Crawley Youth Services annual Gossops Rocks Festival

Teaching and nurturing the Christian faith

- A weekly bible study group
- An annual Lent Course.
- Two 'First Communion Courses' for youngsters to enable them to receive Communion;
- A monthly Saturday prayer group;
- Assemblies in local schools and teaching visits to the church for primary and secondary schools.
- An Alpha course
- Clergy visits to 3 local pre-schools for Easter, Christmas and Harvest teaching sessions

The Future

Several new mission ventures are planned for the year ahead.

- We plan to start a new toddler group
- We are planning two events to provide free lunches for children during the school summer holidays and are encouraging partners from other churches to join us in this venture. Elim Pentecostal Church are working with us, and other churches plan to join us the following year.
- To further combat the growing problem of loneliness within society we intend to revamp the Community Morning in order to comply with the guiding principles of the national network of 'Places of Welcome'. It will then be advertised as a Community Café on the national network.
- We plan to start the Hear Here program within the Community Café. This project entails maintaining hearing aids for people with hearing loss.
- We are beginning a partnership with the River's Project to host a new weekly women's group, reaching out to marginalised women in the community

Development and repair of the buildings:

The parish continues to work towards raising enough money to repair of the tower of St Alban's Church. This is just one part of the buildings development which will include providing a new entrance to the church which is accessible for those with wheelchairs or limited mobility. At present, the only access is either by using a 'main entrance' which has flight of 6 steps or by using the back-door fire exit. The PCC contend that this is not acceptable in this day and age and wish to create a new entrance at ground level, providing access to all. Internal toilets and refreshment facilities are also included in the planned development so that we can then move on to building a new hall for the mission and ministry of the church as well as a community facility. It is hoped that not only will this make the church accessible to all, but will also encourage community groups to use the church. A Buildings Development Group has been formed to take these plans forward.

Financial Review

The summary of financial activities shows an increase in receipts which is attributable to an increase in rental income earned from letting out The Barn church to a number of different groups. The summary of financial activities also shows an increase in expenditure and this is a result of increased repair costs with regards to the church tower. As outlined above (see Development and repair of buildings) this part of the church requires significant work in order to make it structurally sound and so further significant expenditure is expected to be incurred over the coming years. The PCC is fundraising restricted funds specifically for this project.

Why we hold some money in reserve

It is the PCC's policy:

- That due to the age and condition of the buildings, it should work towards, and then maintain, a balance on the general unrestricted funds (excluding property) which equates to approximately three months of unrestricted payments as contingency against unforeseen situations. The closing balance on unrestricted funds at the end of 2019 was £42,312 (2018: £40,874) which achieved this.

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Risk Management

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The PCC takes a minimal risk approach to operations. PCC meetings are held every 2 months to discuss risks (including upcoming events) and put in place insurance. With no fixed assets or debtors, the risk of impairment is minimal. Cash handling remains a risk, with segregation of duties taking place throughout the parish where possible. There is a Safeguarding Officer in place in order to ensure that we can manage vulnerable people appropriately.

Safeguarding statement

The PCC of the Parish of Gossops Green and Bewbush has complied with section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults). The PCC of the Parish of Gossops Green and Bewbush is committed to implementing all safeguarding policies and practice guidance issued by the House of Bishops and have adopted the 'Promoting a Safer Church; Safeguarding Policy Statement'. The PCC has implemented the new requirement to have safeguarding arrangements on the front page of the parish's website and in the porch notice board. The parish has also achieved the SQP Level 1 quality assurance assessment.

Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with HMRC. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

In 2019 we held six PCC meetings and an APCM

The members of the Parochial Church Council who served during the year are listed on page 1.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, the churchwardens and members of the Deanery Synods), and 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM). 3 vacancies on the PCC remained unfilled. All members of the congregation are encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by the Revd Ann Alexander, PCC Chair.

Date: 22/4/20

A Alexander

The Parochial Church Council of the Ecclesiastical Parish of Gossops Green and Bewbush, St Alban's

Independent examiners report to the Trustees of The Parochial Church Council of the Ecclesiastical Parish of Gossops Green and Bewbush, St Alban's

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2019 which are set out on pages 1 to 12.

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').

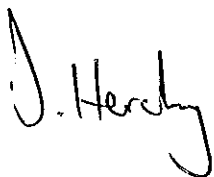
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

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.



Darren Harding ACA FCCA DChA

Richard Place Dobson Services Limited
Registered in England
Company Number 4681154
1-7 Station Road, Crawley, West Sussex, RH10 1HT

Date: 24/04/2020

Receipts and Payments Summary of Financial Activities

	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2019 £	2019 £	2019 £	2018 £
Income and endowments from:					
Donations and legacies	2	39,356	3,410	42,766	45,374
Trading activities	2	32,076	-	32,076	22,047
Other receipts	2	5,006	-	5,006	2,973
Total received		76,438	3,410	79,848	70,394
Expenditure on:					
Raising funds	3	526	-	526	1,578
Charitable activities	3	50,894	-	50,894	55,133
Other payments	3	23,580	600	24,180	11,819
Total paid		74,999	600	75,599	68,530
Reconciliation of funds:					
Net income		1,438	2,810	4,248	1,864
Funds at 1 January		40,874	1,050	41,924	40,060
Funds at 31 December		42,313	3,860	46,173	41,924

Statement of Assets and Liabilities

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2019	2019	2019	2018
	£	£	£	£
Assets:				
Bank current account	42,312	3,860	46,172	41,924

Note 8 has further details on restricted funds.

Liabilities:

At the year end the following estimated liabilities existed (all to be paid from unrestricted funds):

	2019	2018
	£	£
Accruals	1,110	1,080
Other creditors	2,966	690
	<u>4,076</u>	<u>1,770</u>

This Financial Report for the period ended 31st December 2019, including the notes following, was approved by the PCC and signed on its behalf by The Revd. Ann Alexander, PCC Chair:

A Alexander

Date: 22/4/20

Notes to the Annual Financial Report

1. Basis of preparation

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.

2. Analysis of total received

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2019	2019	2019	2018
	£	£	£	£
Planned giving (excl. tax refunds)	26,295	-	26,295	28,428
Planned giving (no tax refunds)	2,422	-	2,422	3,026
Loose cash collections	4,092	-	4,092	3,608
Special appeals	359	3,410	3,769	2,532
Gift aid recovered	6,188	-	6,188	7,780
Donations	39,356	3,410	42,766	45,374
Rental income	25,477	-	25,477	14,796
Goods sold	444	-	444	1,362
Fundraising events	6,155	-	6,155	5,889
Trading activities	32,076	-	32,076	22,047
Fees for weddings and funerals	2,442	-	2,442	2,295
Other receipts	2,564	-	2,564	678
Other receipts	5,006	-	5,006	2,973
Total received	76,438	3,410	79,848	70,394

Notes to the Annual Financial Report

3. Analysis of total paid

	Note	Total funds 2019 £	Total funds 2018 £
Event costs		526	522
Cost of goods sold		-	1,056
Raising funds		526	1,578
Charitable donations	4	1,790	1,726
Parish share to Chichester Diocese	5	21,000	20,688
Salaries and honoraria incl NI	7	1,590	205
Clergy and other people's expenses		1,698	2,174
Mission costs		658	1,035
Insurance		4,245	3,769
Water, gas, electric, and oil		10,541	8,078
Printing and photocopying		1,131	358
Wedding and funeral costs		1,196	2,477
Other regular church running costs		7,045	14,623
Charitable activities		50,894	55,133
Maintenance & redecoration		18,945	8,782
Tower costs		600	-
Accountancy fees		1,080	1,050
Bank fees		120	140
Other payments		3,435	1,847
Other payments		24,180	11,819
		75,599	68,530

Of the 2019 expenditure, £600 (the Tower costs) were restricted and the remainder unrestricted.
All expenditure in 2018 was unrestricted.

4. Charitable donations

Charitable donations in the year included donations to:

	2019 £	2018 £
Christians against poverty	600	600
Childrens society	412	966
Crawley Open House	463	-
St Catherines Hospice	200	-
Traidcraft big brew	115	-
Bishops fund	-	160
	1,790	1,726

Notes to the Annual Financial Report

5. Parish share to Chichester Diocese

The Parish share to Chichester Diocese of £21,000 (2018: £20,688) is for the payment of Clergy and other central costs. The full cost of the parish ministry amounts to £67,043 for the year (2018: £61,343 for the nine month period). The shortfall is absorbed by the Diocese not payable by the parish in future years.

6. Gift aid

Gift aid is recoverable on donations received up to the year end. Due to the preparation on the basis of cash accounting, there is Gift Aid due on December's donation after the year end.

7. Payments to PCC employees

	2019	2018
	£	£
Gross pay	-	-
Honaria payments	1,590	205
Salaries and honaria per note 3	<u>1,590</u>	<u>205</u>

8. Restricted funds

During the prior year the PCC has started fund raising for a building project which will result in take place in phases but will result in the repair of the church tower, construction of a new entrance hall, the upgrade of WCs and the kitchen area, and a new church hall. At the year end all restricted funds related to this project.

9. Related party transactions

During the nine month period there were various donations from trustees to the parish. Due to many being in cash it is not possible to quantify the amounts.

During the period there were various expenses paid for by trustees on behalf of the church (because cash floats are not given out), which were then reimbursed.

Furthermore the utility, council tax, and phone bills of the clergy and curates are paid by the charity, with rent and wages being paid by the Diocese (for which this charity pays through contributions, see note 3).

There were no other related party payments or receipts during the year.