

THE ANNUAL REPORT AND ACCOUNTS OF THE PAROCHIAL CHURCH COUNCIL OF COLGATE AND ROFFEY

*For the year ended
31st December 2020*



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



The Parish of Colgate and Roffey is a Registered Charity No. 1186553

Aim and purposes

The Colgate and Roffey Parochial Church Council (PCC) is responsible for cooperating with the Vicar, the Reverend Russell Stagg SSC, in promoting 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

Like everywhere else in the world, 2020 has been a challenge for our worship and prayer life due to the Coronavirus pandemic. During the two periods of National Lockdown, our Churches were forced to close for public worship and private prayer. When opened, those able to attend our worship have been limited in numbers to maintain social distancing.

During the first period of lockdown from March 2020 to May 2020, we were prevented from opening our church building for both public worship and private prayer. Also, the clergy were not even allowed to enter the church buildings to record or live stream worship. As a result, a temporary oratory was set up in the Vicarage from where services were live-

streamed via YouTube and Facebook. These services included the daily and Sunday Masses, Sunday Evensong and the complete Easter Triduum.

From Sunday 10th May, we were allowed to open our churches for both public worship and private prayer, although limited in numbers and in a Covid Secure manner. We decided to continue to live-stream many of these services as some people were feeling vulnerable or in isolation.

In November, we were delighted to welcome the new Bishop of Lewes to celebrate, preach and confirm on All Saints Day. On the following day, we entered our second period of National Lockdown. This time our churches were able to remain open for private prayer and live-streaming services.

During this year, the need to provide worship that people could access from their homes was paramount. As a result, we have invested time, resources and money in delivering online live-streamed worship from our church buildings. To achieve this, we have installed broadband into our buildings. A positive outcome of this is that members of the community, both regular church attenders and non-church attenders, including two local residential homes, are now joining us for worship.

In November, although in the middle of the National Lockdown, we were able to gather in a Covid Secure manner for an outdoor 'Act of Remembrance' on Remembrance Sunday and Remembrance Day, at which members of our local Parish Councils were able to join us.

In December, we also managed to gather for an outdoor Carol Service in Roffey, but due to rising numbers of Covid cases, we had to abandon the Community Carols at Colgate and the outdoor Crib Service at Roffey we had planned.

Due to the pandemic, our Noah's Ark pre-school worship and Bible study group have been put on hold.

Last year in the parish, we celebrated 1 baptism, no weddings or wedding blessings, and 3 funerals in our churches.

Deanery Synod

Due to the Covid-19 pandemic, there were no Deanery Synod meetings in 2020.

Pastoral Care

Throughout 2020, Fr Russell has been supported in his pastoral care of those in the parish by Fr David Howland, our Associate Vicar, and Canon Michael Godwin. Until August, when he left to take up a new role at Christ Hospital, Nick Brown was our Pastoral Assistant and provided contact with members of the congregation through telephone support. Carolyn Scott was selected to train for ordained ministry and provides support, especially in being the primary contact for those wishing to attend our services. Marigold Butler still provides some support which is greatly appreciated.

Unfortunately, our Thursday Morning Open Door at Roffey and our monthly Cuppa and Chat at Colgate have been put on hold due to the pandemic restrictions.

Mission and Evangelism

Helping those in need is a demonstration of our faith. Over the past year, we have collected 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

Due to the pandemic, the nature of our outreach has changed. Our church buildings have been our greatest asset for outreach during this difficult time. Our local community have found them to be, as one local resident recently emailed to say, "an oasis in a time of difficulty, a place where you can connect with those you cannot be with."

Fr Russell has led a team of volunteers on the Kilnwood Vale Estate, providing a contact point for those in need, whether practical or pastoral. Other members of our congregation have also been involved in support groups in different parts of the parish.

The parish fully embraces social media, having a website, Facebook page and Twitter account and has been live-streaming services to YouTube and Facebook Live.

Financial Review

In 2020, the total receipts of the General unrestricted fund were £70,652 and are detailed in the financial report.

The most significant expenditure of the General fund was £33,000 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 £4,478 in 2020.

The PCC also made payments to four trustees for expenses incurred on behalf of the PCC, and Nick Brown was paid a monthly salary until July 2020 as our Pastoral Assistant and Parish Administrator.

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 as 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, Carol Barnes and Brian Double, and our churchwardens at St Saviours, John Sired and Rosemary Lane, who have worked so tirelessly on our behalf and Thomas Becker for all the hard work he has put into managing our finances.

At All Saints, there are so many who work hard to keep our church functioning, but special thanks must go to all those who make sure our Church is opened and cleaned in a Covid Secure manner. This has been especially important this year; the majority of which has fallen to Rosalie and Mike Williams; to Wendy and Brian Double who keep the Church clean and tidy for our worship; to our sacristan Randolph St Romaine; to our flower fairies who skilfully decorate our church week by week; Servers and Eucharistic Ministers, Readers and Intercessors who all add to the beauty and dignity of our worship; to Julie and Chris who bank our money week by week, to Carolyn Scott who maintains our attendance lists and assists me in the technical details of live-streaming as well as studying for ordination and Emily who is always willing to jump in and help when needed.

At St Saviour's, thanks must go to those who decorate our Church weekly with beautiful flower arrangements and to John and Rosemary Sired, always assisted by son John for stepping in to clean and polish the Church and to tackle any jobs that need undertaking.

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 via ZOOM on several occasions during the period. During this year the main topics of discussion at the PCC have been to ensure we provide for the pastoral needs of our parish and ensuring our Church buildings are Covid Secure and all risk assessments are in place and up to date.

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 website has also been implemented.

Administrative information

All Saints Church is situated in Crawley Road, Roffey, and St Saviour's Church is located 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 is registered with the Charity Commission.

PCC members who have served at any time from 1st January 2020 until the date of this report was approved are:

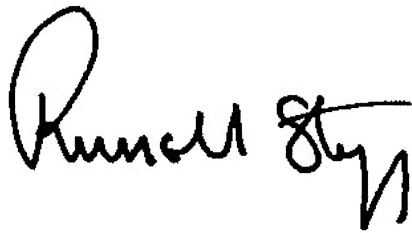
Ex Officio members:

Incumbent:	The Reverend Father Russell Stagg SSC (Chairman)
Associate Vicar:	The Reverend David Howland
Churchwardens:	Mr Brian Double (All Saints) Miss Carol Barnes (All Saints) Mr John Sired (St Saviour's) Mrs Rosemary Lane (St Saviour's)

Elected members:

Mr Johny Armstrong
Mrs Elsiedale Armstrong
Mr Nick Brown (Pastoral Assistant, Deanery Synod)
Mr Thomas Becker (Treasurer)
Mrs Marigold Butler
Mrs Ruth Calvert (Vice-Chairman)
Professor Jim Castle (Deanery Synod until Oct 2020) (co-opted Oct 2020)
Mrs Wendy Double
Mr Peter Game
Mrs Anne Hartwell
Mrs Julie Jones (from Oct 2020)
Mr Martyn Lewis
Mr Roger Ottley
Mrs Elizabeth Rice (from Oct 2020)
Mrs Hilary Rodriguez-Azcona (Deanery Synod)

Ms Carolyn Scott (Deanery Synod)
Mrs Sue Spence (Deanery Synod)
Mr Robert Stephens (until April 2020)
Mr Randolph St Romaine
Mr Paul Williams (PCC Secretary)
Mrs Rosalie Williams (until Oct 2020)
Mr Michael Williams (from Oct 2020)

A handwritten signature in black ink, appearing to read "Russell Stagg". The signature is written in a cursive style with a large initial 'R' and a distinct 'S'.

Approved on behalf of the PCC by the PCC on 23rd March 2020
and signed on their behalf by the Reverend Father Russell Stagg (PCC Chairman)

Independent Examiner's Report to the PCC of the Parish of Colgate & Roffey for the Year Ended 31st December, 2020

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Colgate & Roffey on the annual report for the year ended 31st December 2020 set out on pages 9 to 13

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 matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - a. to keep accounting records in accordance with section 130 of the Charities Act; and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 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.

Examiner's signature
Examiner's name *CAPITALS*

A Styles
.....
Alison Styles
.....

Date

12/04/2021
.....

Examiner's address

3 Oldbury Close, Horsham, RH12 5JZ
.....

Relevant professional qualification(s)
or body *if any*

ACMA
.....

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

Summary of Financial Receipts and Payments

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	<i>Total All Funds 2020</i>	<i>Total All Funds 2019</i>	Notes
	<i>General Fund</i>	<i>Designated Funds</i>					
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	68,527	382	949	-	69,858	63,340	
Charitable activities	721	-	-	-	721	4,098	
Other trading activities	955	-	-	-	955	5,250	
Investments	-	-	256	-	256	388	
Other receipts	449	-	500	-	949	29,645	
Total received	70,652	382	1,705	-	72,739	102,721	3
Expenditure on:							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	56,222	-	7,869	-	64,091	97,885	
Trading costs	-	-	-	-	-	2,070	
Other payments	-	-	-	-	-	-	
Total paid	56,222	-	7,869	-	64,091	99,955	5
<i>Reconciliation of funds:</i>							
Net income or (net expenditure)	14,431	382	(6,164)	-	8,648	2,766	
Transfers between funds	237	-	(237)	-	-	-	
Transfers in from previous parishes	-	-	-	-	-	-	
Net movement in funds	14,667	382	(6,401)	-	8,648	2,766	
Bank accounts at 1 January 2020	7,247	767	54,974	-	62,988	60,222	
Bank accounts at 31 December 2020	21,915	1,149	48,573	-	71,636	62,988	A&L

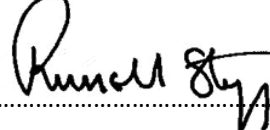
**The Parish of Colgate (St Saviour's) and Roffey (All Saints)
Statement of Assets and Liabilities**

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	<i>Total All Funds 2020</i>	<i>Total All Funds 2019</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>					
	£	£	£	£	£	£	
Assets:							
Bank current account	21,878	747	10,533	-	33,158	23,899	
Diocesan Assigned Fees received	28	-	-	-	28	551	
Vicar's Discretionary Fund	-	402	-	-	402	232	
CBF Deposit Fund	8	-	38,040	-	38,048	39,408	
Bank and deposit accounts	21,915	1,149	48,573	-	71,636	62,988	<i>R&P</i>
Gift Aid recoverable	4,678	-	-	-	4,678	957	<i>7</i>
Debtors	£4,678	-	-	-	£4,678	957	
158 CBF Investment Fund shares	-	-	-	3,237	3,237	3,029	
Investment assets at market value	-	-	-	£3,237	£3,237	3,029	
Total assets	26,593	1,149	48,573	3,237	79,551	66,974	
Liabilities:							
Unpaid Diocesan fees for weddings/funerals	28	-	-	-	28	551	
Accruals	-	-	-	-	-	-	
Total liabilities	28	-	-	-	28	551	

This Financial Report for the period ended 31st December 2020, 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: 23rd March 2021

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 2020	<i>Total All Funds 2019</i>	<i>Notes</i>
	General Fund	Designated Funds					
	£	£	£	£	£	£	
<i>Planned giving (excl. tax refunds)</i>	42,205	-	-	-	42,205	38,644	
<i>Cash collections</i>	18,856	382	464	-	19,701	15,985	
<i>Gift Aid recovered</i>	3,331	-	-	-	3,331	7,915	
<i>Special appeals</i>	-	-	-	-	-	-	
<i>100 Club income</i>	516	-	-	-	516	796	
<i>Holmbush Open Gardens</i>	-	-	-	-	-	-	
<i>Gift Day</i>	3,619	-	-	-	3,619	-	4
<i>Coffee mornings</i>	-	-	-	-	-	-	
<i>Legacies</i>	-	-	-	-	-	-	
<i>Church Broadband</i>	-	-	230	-	230	-	4
<i>Horsham Foodbank appeal</i>	-	-	255	-	255	-	4
Donations and legacies	68,527	382	949	-	69,858	63,340	
<i>Fees for weddings & funerals</i>	721	-	-	-	721	4,098	
Charitable activities	721	-	-	-	721	4,098	
<i>Parish Magazine Advert income</i>	-	-	-	-	-	708	
<i>Sale of bric-a-brac</i>	-	-	-	-	-	-	
<i>Sale of roof lead</i>	-	-	-	-	-	267	
<i>Craft Sale</i>	-	-	-	-	-	10	
<i>Christmas Fair</i>	-	-	-	-	-	2,251	
<i>Summer Fete</i>	955	-	-	-	955	2,014	4
Other trading activities	955	-	-	-	955	5,250	
<i>Bank & CBF deposit interest</i>	-	-	166	-	166	294	
<i>CBF investment fund dividend</i>	-	-	91	-	91	94	
Investments	-	-	256	-	256	388	
<i>Insurance Claims</i>	449	-	-	-	449	12,250	5
<i>Cash Funding</i>	-	-	-	-	-	320	
<i>Grants</i>	-	-	500	-	500	17,075	5
Total received on all funds	70,652	382	1,705	-	72,739	102,721	R&P

- The Parish held various collections during 2020. The congregation made donations towards the funding of broadband services, enabling the live-streaming of all eucharists and mass services. It held a collection for the Horsham Food Bank where £255 was donated. It also had a successful 'Gift Day' held on All Saints Day - its first since 2018 when £3,619 was collected for the General Fund of the church.
- The Parish received an insurance refund for £449 for the loss of a laptop and received a grant of £500 to deal with additional expenditure as the result of the COVID19 pandemic.

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 2020	<i>Total All Funds 2019</i>	<i>Notes</i>
	General Fund	Designated Funds					
	£	£					
<i>Summer fete expenses</i>	-	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	-	
<i>Children Society</i>			99	-	99	-	
<i>Parish share to Chichester Diocese</i>	33,000			-	33,000	46,000	6
<i>Clergy expenses</i>	5,816		131	-	5,947	4,596	8
<i>Salaries and honoraria incl NI</i>	-		4,400	-	4,400	1,650	9
<i>Vicarage expenses</i>	1,247		812	-	2,060	2,535	
<i>Worship costs</i>	1,068			-	1,068	1,613	
<i>Church music costs</i>	2,929			-	2,929	18,187	
<i>Church insurance</i>	4,478			-	4,478	4,478	
<i>Water, Gas, Electricity, and Oil</i>	4,158			-	4,158	4,914	
<i>Printing & photocopying</i>	426			-	426	671	
<i>Hospitality</i>	176			-	176	359	
<i>Church maintenance</i>	2,010		1,526	-	3,536	4,544	10
<i>Church Broadband</i>			219	-	219	0	
<i>Miscellaneous expenses</i>	913		493	-	1,406	8,338	
<i>PPE (Covid-19) expenses</i>			190	-	190		
Charitable costs	56,222	-	7,869	-	64,091	97,885	
<i>Summer fete expenses</i>	-	-	-	-	-	0	
<i>Parish magazine printing</i>	-	-	-	-	-	2,070	
Trading costs	-	-	-	-	-	2,070	
	-	-	-	-	-	0	
Other payments	-	-	-	-	-	0	
Total paid on all funds	56,222	-	7,869	-	64,091	99,955	R&P

- 6 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The average parish ministry cost in 2020 with a full time stipendiary is £74,035.
- 7 Gift Aid is recoverable on donations received up to 30th September 2020, as the last claim was submitted after the year end, covering donations for the quarter ended 31st December 2020.
- 8 Payments to Trustees: Payments were made to B Double, N Brown, Fr R Stagg and Fr D Howland for reimbursing expenses incurred on behalf of the PCC.
- 9 The parish employed a 'Parish and Pastoral Assistant' up to August-2020. This position was fully funded through grants received in 2019.
- 10 The parish invested in a new LED Lightening system at All Saints Roffey at a cost of £1,525.50. That investment was funded by the Restoration Fund.

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

11 Statement of funds

	Balances b/fwd	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-20
	£	£	£	£	£
Gage & Grahame White Grave Fund	3,029	-	-	208	3,237
Total of all endowed funds	3,029	-	-	208	3,237
Gage & Grahame White Grave Fund	350	91	-	-	441
Special Collections	653	869	(317)	(237)	967
Legacies	1,000	-	-	-	1,000
St Saviours Fabric Fund	10,409	103	-	-	10,512
St Saviours Roof Fund	1,804	-	-	-	1,804
All Saints Restoration Fund	6,368	25	(1,526)	-	4,868
All Saints Parish Hall Fund	22,961	97	-	-	23,058
All Saints Sound System	82	20	-	-	102
Grants	11,347	500	(6,026)	-	5,820
Total of all restricted funds	54,973	1,705	(7,869)	(237)	48,572
General Fund	7,247	70,652	(56,222)	237	21,915
Noah's Ark	279	134	-	-	413
Open Door	256	78	-	-	334
Vicar's Discretionary Fund	232	170	-	-	402
Total of all unrestricted funds	8,014	71,034	(56,222)	237	23,064
Total funds	66,017	72,739	(64,091)	208	74,873

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 include: 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 is 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. In 2020 no major fundraising activities were carried out due to the global pandemic and lockdown restrictions. Small donations continued for all restricted funds. New LED lightening was installed in All Saints Church for £1,525.50 funded through the restoration fund. The congregation raised £230 for the installation of broadband in Church, allowing 'life streaming' of all services. Restricted funds are not invested permanently, but are to be spent within reasonable timescales.

The unrestricted fund includes a designated sum of £382 which the PCC has contributed to the Vicar's discretionary fund. The PCC have designated the net income collected at Noah's Ark and Open Door to be set aside for their respective uses. Despite the COVID19 pandemic, the general fund received very generous donations during 2020, where £3,619 were raised on 'Gift Day'. In December, the general fund could record its largest single donation ever received for £10,000. This led to a substantial increase in the reserve position of the general fund of £14,667 in 2020.