



To All Councillors on the Finance & General Purposes Committee,

You are hereby summoned to attend a Meeting of the Finance and General Purposes Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on

THURSDAY 28 April 2022, at 7.30pm.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.

G.C. Burt 
Clerk to the Council

21 April 2022

AGENDA

1. Chairman's Announcements
2. Apologies for absence.
3. To Receive Declarations of Interest and notification of Changes to Members' Interests.
4. Public Session.
5. Minutes of the meeting held on 30 March 2022, previously circulated; to confirm and sign as a correct record.
6. Matters Arising – not separate agenda items.
7. To approve payments and note any receipts for March 2022, Appendix A.
8. To note Current and Reserve bank reconciliation to 31 March 2022, Appendix B
9. To note Bonus Saver Reserve bank reconciliation to 31 March 2022, Appendix C.
10. To consider any expenditure recommendations from other Committees over and above current budgetary provision.
11. To consider Grant applications from.
 - a. Women's Hall - Appendix D. (Refer to application for 15/12/2021)
 - b. St Mary's Church Transformation Project -Appendix E.

c. Victim Support - Appendix **F**.

(Grant summary Appendix **G**.)

(CIL summary Appendix **H**.)

12. Any other matters for information only.

13. Date of Next Meeting – **Wednesday 25 May 2022**

Committee Members: BB, PB, RM, **KP**, EB, DH, **CG**, PD

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

Date: 20/04/2022

Billingshurst Parish Council Current Year

APPENDIX A

Time: 11:11

Current Bank A/c

List of Payments made between 01/03/2022 and 31/03/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2022	Parkfield Retail Ltd	CARD	6.23		Misc ironmongery
01/03/2022	HAGS-SMP Ltd	013053	149.28		Play equip. spares
01/03/2022	Sussex Land Services Ltd	013054	630.00		Var: Poppies/benches/gardening
01/03/2022	West Sussex County Council	013055	16,208.59		Feb salaries
01/03/2022	Victim Support	013056	75.00		Grant / replace cheque
01/03/2022	Clares Office Supplies Ltd	013057	91.06		Stationery
01/03/2022	Signquick	013058	18.00		Lib. Car Park noticeboard sign
01/03/2022	Jigsaw M2M Ltd	013059	180.00		Flood Monitor Broadcast licenc
01/03/2022	ICA Electrical Contractors Ltd	013060	246.00		FWT / Loos
01/03/2022	Rentokil Initial	013061	257.40		Public toilets sanitary serv.
01/03/2022	Billingshurst Comm. & Conf. Ce	013062	975.47		Q4 Parish Office utilities
01/03/2022	Ellis Whittam	013063	6,888.82		Annual sub + extra HR advice
01/03/2022	Surrey Hills Solicitors LLP	013064	240.00		Advice: FWTs & Tennis Club
01/03/2022	Horsham DC	CARD	79.00		Garden Waste bins
03/03/2022	Netcom IT Solutions	DD	533.56		IT support
14/03/2022	Restream Inc.	CARD	14.99		Streaming Serv.
14/03/2022	Network One	DD	433.18		Phones etc
15/03/2022	A272 Design	SO	490.20		TWEET advert
15/03/2022	Wilbar Associates	BACS	-3,654.00		Reimb of cheque presented x2
15/03/2022	Wilbar Associates Ltd	BACS	9.00		Inputting error correction!
16/03/2022	NALC	CARD	38.93		Training: N/Planning
16/03/2022	Billingshurst Comm. & Conf. Ce	013065	528.15		Garage rental Feb & March 2022
16/03/2022	South & South East in Bloom	013066	15.00		In Bloom seminar
16/03/2022	Horsham District Council	013067	446.00		Bin emptying
16/03/2022	Ellis Whittam	013068	240.50		HR + H&S insurance
16/03/2022	Surrey Hills Solicitors LLP	3069	420.00		Legal advice
16/03/2022	Tennant UK Cleaning Sol.	DD	161.40		Sweeper service/repair
18/03/2022	Netcom IT Solutions	DD	162.72		IT support
28/03/2022	SSE	DD	112.00		Electricity 83a High St
29/03/2022	Business Stream	DD	200.66		Water etc - Public toilets
30/03/2022	Surrey Hills Solicitors LLP	013070	1,575.00		Legal advice
30/03/2022	West Sussex County Council	013071	20,011.79		March salaries
30/03/2022	Horsham District Council	013072	77,333.00		Pvn of Neigh Warden Serv 21-22
30/03/2022	Colin Ellis	013073	15.48		LW mileage
30/03/2022	Greg Burt	013074	25.02		In Bloom seminar mileage
30/03/2022	Playsafe Playgrounds Ltd	013075	5,052.00		Replacement of Trim Trail kit
31/03/2022	Horsham District Council	013076	358.80		Var Bin emptying
31/03/2022	Sussex Land Services Ltd	013077	998.40		Misc fencing + tree wks
31/03/2022	West Sussex County Council	013078	477.36		Payroll serv Oct 21 - Mar 22
31/03/2022	Billingshurst Comm. & Conf. Ce	013079	420.04		Room hire
31/03/2022	Southern Electric	013080	146.14		Energy / Street furniture
31/03/2022	CNG Energy Ltd	013081	6.28		S/C Gas meter 83a High St
31/03/2022	NatWest	BACS	17.50		Bank charges
31/03/2022	EE & T Mobile	DD	25.00		Mobile phones
31/03/2022	Sussex Land Services	SO	2,328.11		G Main - March
31/03/2022	Tennant UK Cleaning Sol.	DD	161.40		Sweeper maint/repair
31/03/2022	Netcom IT Solutions	DD	340.92		IT support

Continued on Page 2

Date: 20/04/2022

Billingshurst Parish Council Current Year

Page 2

Time: 11:11

Current Bank A/c

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			135,489.38		

11:20

Current Bank A/c

Cash Received between 01/03/2022 and 31/03/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
29/03/2022	B / Community Transport	102548	Q1-4 Phone and IT	1,364.32
04/03/2022	Billingshurst CCC	102547	Cleaning reimb	2,818.11
04/03/2022	Billingshurst CCC	102547	IT/Phones reimb.	1,534.28
17/03/2022	Billingshurst CCC	102548	Feb salary reimb.	2,348.83
31/03/2022	Billingshurst CCC	102549	March sal & p/roll bureau reim	3,650.57
01/03/2022	Dauwood Pre-Sch	BACS	G Rent 2 of 2	96.25
10/03/2022	Fowlers Letting Ltd	BACS	Flat rent 83a	734.80
10/03/2022	HDC	BACS	Env Cleansing Grant 2021-22	23,764.03
31/03/2022	NatWest	BACS	Bank interest	1.16
10/03/2022	Saxon Wield	BACS	Garage rent refund	5.39
07/03/2022	WSCC	BACS	C4C rent: 21-22	568.87
15/03/2022	WSCC	BACS	C4C Rent: 18-19; 19-20; 20-21	1,706.61
Total Receipts				38,593.22

Date: 20/04/2022

Billingshurst Parish Council Current Year

APPENDIX B

Time: 11:00

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/03/2022	452	3,813.00
Business Reserve Account	31/03/2022	329	136,817.01
			<u>140,630.01</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
27/08/2021 012946	Surrey Hills Solicitors LLP	1,506.00	
10/01/2022 013027	West Sussex County Council	19,685.82	
07/02/2022 013039	Wakoos Centre 4Children Ltd	1,000.00	
07/02/2022 013048	Aurac Sound & Vision Ltd	40.00	
07/02/2022 013.51	Meadows Wellbeing	20.00	
01/03/2022 013054	Sussex Land Services Ltd	630.00	
01/03/2022 013058	Signquick	18.00	
01/03/2022 13062	Billingshurst Comm. & Conf. Ce	975.47	
16/03/2022 013065	Billingshurst Comm. & Conf. Ce	528.15	
16/03/2022 013068	Ellis Whittam	240.50	
30/03/2022 013070	Surrey Hills Solicitors LLP	1,575.00	
30/03/2022 013071	West Sussex County Council	20,011.79	
30/03/2022 013072	Horsham District Council	77,333.00	
30/03/2022 013073	Colin Ellis	15.48	
30/03/2022 013074	Greg Burt	25.02	
30/03/2022 013075	Playsafe Playgrounds Ltd	5,052.00	
31/03/2022 013076	Horsham District Council	358.80	
31/03/2022 013077	Sussex Land Services Ltd	998.40	
31/03/2022 013078	West Sussex County Council	477.36	
31/03/2022 013079	Billingshurst Comm. & Conf. Ce	420.04	
31/03/2022 013080	Southern Electric	146.14	
31/03/2022 013081	CNG Energy Ltd	6.28	
			<u>131,063.25</u>
			9,566.76
<u>Receipts not Banked/Cleared (Plus)</u>			
31/03/2022 102549		3,650.57	
			<u>3,650.57</u>
			13,217.33
	Balance per Cash Book is :-		13,217.33
	Difference is :-		0.00

Date: 12/04/2022

Billingshurst Parish Council Current Year

APPENDIX C

Time: 13:37

Bank Reconciliation Statement as at 31/03/2022
for Cashbook 3 - Bonus Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	31/03/2022	104	186,369.62
			<u>186,369.62</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,369.62
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,369.62
		Balance per Cash Book is :-	186,369.62
		Difference is :-	0.00

9/4/22

11 APR 2022

Re Women's Hall

Dear Greg,

Enclosed are the paid invoices for the Women's Hall.

At the meeting on 15th December it was agreed we would be awarded £2000.

In your email of 16th December you said that more funds would become available in April 2022 and that further consideration would be given to the original request we had made.

I hope the Committee will be able to look again at our

application and that they will be
able to award us a further
£3000.

If you need more information
please email me at

Best wishes,

Jane Chittenden
Chair of Women's Hall Trustees



APPLICATION FOR CIL FUNDING

1.	Name of Organisation	St Mary's Church, Billingshurst
2.	Name, Address and Position of Contact in Organisation	Rev David Beal Vicar St Mary's Church Office 12 East Street RH14 9PY
3.	Telephone Number of Contact	01403 782332
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No Yes 1132788
5.	Amount of CIL requested	£ 26,240.00
6.	For what purpose or project is the grant requested?	Installation of new glass doors to the West entrance. These will allow access into the church for those with access needs and is critical part of major works at the church that allow the building to be open to the community to use and enjoy in a way unprecedented till now.
7.	What will be the total cost?	£ £360,000 (for first phase)
8.	When will the money be spent?	Within two years
9.	Who will benefit from the project?	The whole of Billingshurst community. Our three main objectives are to encourage community, celebrate heritage and promote environment. We have a lot of support from schools, clubs and local organisations. All are invited to use it.
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	The whole community

Please submit this form together with a covering letter giving any other information which you feel will support the application including quotations, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

Signed _____ Date 21.04.2022

Name (In capitals) Tim Foulsham



St Mary's Church Office
East Street, Billingshurst, RH14 9PY
Tel: **01403 782332**
Email: **office@stmarysbillingshurst.org**
Vicar: **Reverend David Beal**
Charity number: 1132788

To:
Parish Clerk, Mr Greg Burt
Billingshurst Parish Council,
Billingshurst Centre,
Roman Way,
Billingshurst,
West Sussex
RH14 9QW

21.04.2022

Dear Mr Burt and Councillors of Billingshurst Parish,

This letter accompanies a CIL application from St Mary's, Billingshurst. The application is for a considerable sum, £26,240.00, and is the quoted cost from our quantity surveyors for a totally new set of access friendly glass doors at the West end of the Church, the main entrance.

As explained on the application, these doors are a critical part of a large scheme we are undertaking that will completely transform the interior of the church building. Gone will be the pews that so restrict what the church can be used for and instead will be a building of space, versatility and facilities. The transformation's guiding principles are inclusion and accessibility, and this is for the whole of Billingshurst community. There is a lot of work to do and the church has a good team working on it. All our plans and much more detail about the project can be found on our website at <http://www.stmarysbillingshurst.org/transformation>.

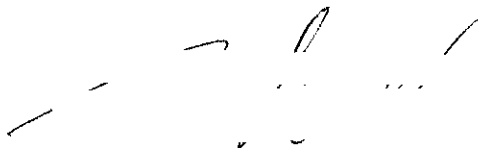
The doors themselves are a particularly appropriate item for the Parish Council to fund as they are a symbol of this historic building opening up to the community in a way it has never done before. The church will be made available for the community to use in many different ways and these are listed on our website, but perhaps one of the best of them is that the church will remain open to members of the community to visit whenever they like during daylight hours. Should the Parish Council be able to fund the new doors that will allow this they would be opening up a facility for the community for potentially centuries to come.

If this item is really too expensive for the Council to fund there are other items that they could consider. There is for example the conversion of a set of ready existing interior glass doors to access-friendly doors. This would cost £7,630.00 and is itemised on page 7 of the quantity surveyor Grants' Order of Costs.

The reason for our CIL application now is that St Mary's Transformation Project has reached a point when fund raising can be made in earnest. Our webpage went live only a few weeks ago and we have a fundraising campaign now underway. We are not though at the beginning of this journey and have funds already set aside for the project.

We would be most grateful indeed for any financial assistance the Parish Council can give us towards helping St Marys realise this inspirational project that will enormously benefit the community for years to come.

Kind regards

A handwritten signature in black ink, appearing to read 'Tim Foulsham', with a long horizontal line extending to the left.

Tim Foulsham
Chair, St Mary's Transformation Project.

ORDER OF COST

Version 4

ALTERATIONS AND ADAPTATIONS - PHASE 1

AT

ST. MARY'S CHURCH

BILLINGSHURST



grant associates
(CHICHESTER) LIMITED
CHARTERED QUANTITY SURVEYORS

14, Walnut Avenue, Chichester
West Sussex PO19 3EE
T: 01243 780565
E: office@grant-associates.co.uk
W: www.grant-associates.co.uk

11th June 2021

GACL reference 2747

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1.00 PROJECT PARTICULARS	3
2.00 ASSUMPTIONS AND EXCLUSIONS	4
3.00 ORDER OF COST	5

PROJECT PARTICULARS

1.00 Scope of the Works

1.01 The proposed works comprise adaptations and alterations to the existing church

2.00 Drawings

The Order of Costs has been prepared from the following drawings

HMDW Architects Ltd.

C261-02	001		Ground floor plan existing
	050	D	Tower plans
	051	C	Tower cross section views
	101	C	Ground floor plan proposed
	130		Screen existing
	131		North aisle screen proposed
	132		Chancel screen proposed
	151		Staircase layout and details
	152	A	Toilet layout and details

McCarey Simmonds

MS04799	01	P1	Ground floor showing structure over
	02	P1	Mezzanine floor showing structure over
	03	P1	Bell ringing floor showing structure over
	04	P1	Cross section A-A
	05	P1	Cross section B-B
	06	P1	Cross section C-C

3.00 Basis of the Order of Cost.

3.01 The Order of Cost has been based on rates of Labour and Material as at third quarter 2021. It has been assumed that the works will take approximately 4 months. Provision for increased costs should be added if the project proceeds beyond these dates.

3.02 Works to be carried out by a properly constituted building company with all necessary levels of insurance and supervision. Rates include for builders overheads and profit

3.03 Works to be carried out as one continuous contract

4.00 Assumptions and Exclusions

4.01 A list of Assumptions and Exclusions has been set down hereafter.

ASSUMPTIONS AND EXCLUSIONS

1.00 Assumptions

The following assumptions have been made in preparing this Order of Costs.

1.01 Costs for structural work and foundations have been set down by the Quantity Surveyor

1.02 In the absence of detailed costs, estimates for the Electrical & Mechanical Installations have been set down by the Quantity Surveyor.

1.03 The works will be standard rated for VAT

2.00 Exclusions

The following exclusions have been made in preparing this Order of Costs.

2.01 Provision of any new Furniture, Furnishings, Floor coverings, Specialist Fittings and Fixtures beyond those clearly set out in the schedule

2.02 Professional and Statutory Fees

ST. MARY'S CHURCH, BILLINGSHURST	quant	unit	TOTAL
ORDER OF COST			-
Demolition & Alterations			-
Asbestos survey	1	item	930.00
General site clearance	1	item	800.00
Remove existing tower staircases / ladders and dispose	1	item	1,760.00
Carefully record and dismantle the entrance screen and set aside	1	item	2,280.00
Adapt upper floors to infill existing openings and form openings for new staircases	1	item	2,010.00
Reposition sign board	1	item	300.00
Upper Floors			-
Structure to form new mezzanine floor			-
steel beam	1	item	2,010.00
main beams	14	m	3,440.00
timber joists	13	m2	1,940.00
Structure to form raised floor to wc area	9	m2	930.00
Structure to form storage floor over wc's	9	m2	930.00
Insulation	31	m2	1,770.00
Boarding	31	m2	1,670.00
Stairs			-
New staircase ground > mezzanine	1	item	21,720.00
Balustrade to mezzanine	8	m	5,990.00
New staircase mezzanine > ringing room	1	item	17,790.00
New staircase ringing room > belfry	1	item	17,790.00
Demountable ladder for access to high level storage	1	item	2,320.00
Windows and external doors			-
New glass doors to west entrance	1	item	26,240.00
Refurbish / overhaul existing west doors	1	item	3,840.00
Internal walls			-
Studwork	39	m2	3,210.00
Vestry Screens			-
Adapt salvaged screens and refit	1	item	4,430.00
Allowance for additional materials and doors	1	item	4,050.00

ST. MARY'S CHURCH, BILLINGSHURST	quant	unit	TOTAL
Internal Doors			-
Single	2	nr	1,420.00
Double doors to high level storage cupboard	2	nr	2,060.00
Double doors to mezzanine storage cupboard	3	nr	4,260.00
Overhaul doors to nave and reposition in opening	1	item	2,220.00
Upgrade to power operation	1	item	5,410.00
Supply of ironmongery	1	item	2,030.00
Wall Finishes			-
Plaster / plasterboard and skim to new walls	78	m2	2,680.00
Remedial work to existing plaster / wall finishes	1	item	2,570.00
Ceramic tiling (pc sum for supply £55.00/m2)	4	m2	460.00
Floor Finishes			-
Remedial work to existing floors generally	1	item	830.00
New vinyl flooring (PC £40/m2 for supply) WC area	9	m2	1,010.00
New oak flooring (PC £90/m2 for supply) Mezzanine	13	m2	2,260.00
New skirtings	40	m	1,280.00
Ceiling Finishes			-
New plasterboard and skim	21	m2	710.00
Remedial work to existing ceilings	1	item	1,600.00
Decoration			-
Internal - assumed decoration to all tower levels	1	item	6,320.00
Fittings			-
Mezzanine cupboards	1	item	7,210.00
Cupboards under stairs	1	item	3,760.00
Sanitary Installation			-
Fix only the following			-
WC suites	2	nr	970.00
Wash basins	2	nr	860.00
Grab rails etc.	2	nr	1,860.00
Soil waste and vent pipework, including provision for future tea point	8	nr	1,130.00

ST. MARY'S CHURCH, BILLINGSHURST	quant	unit	TOTAL
			-
			-
			-
Hot and Cold Water			-
Pipework and connections to new fittings	8	nr	2,260.00
			-
Adapt and extend existing cold water system	1	item	4,260.00
			-
Local water heaters	1	item	1,690.00
			-
Heating			-
			-
Electric heating to toilets	1	item	1,900.00
			-
Electrics - to WC's, lobby & mezzanine			-
			-
Mains and distribution	1	item	5,520.00
			-
Small Power	10	nr	1,530.00
			-
Lighting points to new areas	20	nr	3,050.00
			-
Allowance for standard light fittings - PC £100 each	20	nr	4,170.00
			-
Switch plates etc	1	item	2,030.00
			-
Special lighting	1	item	7,640.00
			-
Extract ventilation	2	nr	1,490.00
			-
Fire and smoke installation	1	item	7,660.00
			-
Earthing and Bonding	1	item	930.00
			-
Builders work for services	1	item	1,950.00
			-
SITE WORK			-
			-
Drainage			-
			-
Allow for survey and general cleaning out of existing system	1	item	800.00
			-
New drain runs	30	m	3,080.00
			-
New manholes	3	nr	3,390.00
			-
Connection to existing foul drain system	1	item	1,130.00
			-
External Services			-
			-
Extend water and power	1	item	1,900.00
			-
Trenches	30	m	3,080.00
			-
External Works			-
			-
Allowance for general making good existing	1	nr	2,600.00
			-
Sub-total - carried forward			243,120.00

ST. MARY'S CHURCH, BILLINGSHURST		quant	unit	TOTAL
				-
				-
Sub-total - brought forward				243,120.00
PRELIMINARIES				-
				-
Management - working foreman	17	weeks		10,000.00
Site labour and material handling	17	weeks		6,150.00
Scaffolding	1	item		4,500.00
Small tools	17	weeks		2,300.00
Health & Safety and Welfare	17	weeks		2,300.00
Power, lighting & telephone	17	weeks		580.00
Cleaning & Protection	1	item		1,010.00
Insurance	0.55%			2,836.24
				<hr/> 272,796.24
DESIGN AND CONSTRUCTION CONTINGENCY		10%		27,279.62
				<hr/> 300,075.86
VAT - ASSUMED ALL STANDARD RATED		20%		60,015.17
TOTAL ORDER OF COST		SAY	£	<u><u>361,000.00</u></u>

**The Parochial Church Council of the Ecclesiastical
Parish of St Mary's, Billingshurst,
In the Diocese of Chichester.**

**TRUSTEES ANNUAL REPORT
AND FINANCIAL STATEMENTS for 2021.**

<i>Contents:</i>	Annual Report 1-7
	Report of the independent examiner 8
	Statement of financial activities 9
	Balance sheet 10
	Notes to the Accounts 11-23
<i>Address:</i>	St Mary's Church, East Street, Billingshurst, West Sussex, RH14 9PY
<i>Incumbent:</i>	The Revd. David Beal
<i>Independent Examiner:</i>	James Peach Kreston Reeves LLP, A2 Yeomans Gate, Yeomans Way, Worthing, West Sussex, BN13 3QZ
<i>Bankers:</i>	Santander UK plc Customer Service Centre Bootle, Merseyside L30 4GB

Our aims and purposes

St Mary's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend David Beal, in promoting the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. The PCC is also responsible for maintenance of the Church Centre complex of St Mary's Billingshurst.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Mary's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services 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, the incumbent and the PCC have considered the Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion. We try to enable ordinary people to live their faith as part of our parish community through

- o Worship and prayer, learning about the Gospel and developing their knowledge and trust in Jesus
- o Provision of pastoral care for people living in the parish
- o Missionary and outreach work
- o Youth and Children's work: Under the leadership and guidance of Ben Sheldon, our half-time youth worker, this has continued to flourish and grow.

To facilitate this work, it is important that we maintain the fabric of the Church of St Mary's and the Church Centre Complex.

Achievements and Performance

Worship & Prayer

The PCC are keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling.

Our ability to do this has been drastically affected by the Covid-19 pandemic. The year began with a lockdown that forced the closure of the church building; when we were able to reopen it was some time before we were able to include congregational singing as a part of our worship.

For the first half of the year, we continued to provide weekly video services for people of all ages, enabling people to worship even when the church building was closed. From the summer onwards, as restrictions on worship were eased, attention was focused on rebuilding the worshipping life of the church community.

Throughout the pandemic, whenever possible, we held a service of Holy Communion at 10:00am. In the second half of the year, we were able to reintroduce congregational singing.

We held occasional family services at 4:00pm when it was possible to do so; on some Sundays families gathered together with the children at 4:00pm.

When singing was allowed again, we began running weekly evening services at 7:30pm, with music provided by the band, and the teaching delivered in a more interactive manner.

As the year progressed, it became clear that we needed to revise our worship pattern to provide for a weekly service to which families could bring their children. We were unable to run children's groups concurrently with our Sunday worship, as most of the team who ran this work had moved away or stepped down from their roles.

From the beginning of Advent, we ran the following pattern:

First Sunday of the month: one service for all ages at 11:00am, followed by a shared picnic lunch in church.

Other Sundays: an all-age service at 9:30am, followed by Parish Communion at 11:00am

2nd and 4th Sundays: Informal worship at 7:30pm

The expectation is that this pattern will change as our church continues to recover from the pandemic and grow.

Towards the end of the year, our Saturday morning prayer in church at 9:00am resumed; Morning Prayer on Tuesday-Friday remained suspended, with the hope of resuming this in 2022.

All are welcome to attend our regular services. At present there are 185 parishioners on the Church Electoral Roll. 19 of whom are not resident within the parish. One parishioner was removed through death. The average weekly attendance counted during October was 112 (47-2020), an increase in attendance as we return to more normal times following COVID-19.

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

Our ability to offer these services continued to be impacted by the continuation of COVID-19 government guidelines which restricted numbers attending our church building reducing attendance for the majority of 2021.

Deanery Synod

Two members of the PCC sit on the deanery synod. This provides the PCC with an important link between the parish and wider structures of the church.

The Church Centre Complex

We want our church to be open to our community for private prayer. Unfortunately, due to areas of the church valuable artifacts not kept in a secure place we have felt unable to leave the church always open for private worship. We are however pleased that a rota of parishioners has enabled us to open the church on two days each week.

We are in the process of planning the transformation of the church, and once we can do so we will review the expansion of opening the church for private prayer.

Pastoral Care

Like all other areas of our church life, our ability to offer youth and children's work has been massively impacted by Covid.

The one regular service that we managed to maintain for most of the year was Baby Zone. When practically all other services for new parents had been withdrawn, the existence of Baby Zone has been hugely appreciated by the families who made use of it. Our thanks are due to Emma Eade and her team for managing to find a Covid secure manner in which to continue this.

Online children's work and youth work has also prominently featured during the pandemic. Until the summer there were weekly online resources offered by our Youth Worker, Ben Sheldon, and Mary Beal.

For almost all the year, we were unable to visit the Primary School; we were able to provide occasional online resources for the school to use. In November, David Beal was invited to share in an enrichment day organized for the 6th Form at the Weald School.

After 7 years in post, our Youth Worker Ben Sheldon stepped down from his role in October. We are indebted to Ben and his wife Lydia for all that they have contributed to our life together at St. Mary's; and in particular for all that they have done for the young people of our church and community.

At the end of the year, the PCC decided that we would seek to appoint a Children and Family Worker for St. Mary's. With families having been hit hardest during the pandemic, we feel that at this stage of our recovery from the pandemic we need to focus our resources on the families we presently have attending.

Some members of our parish are unable to attend church due to sickness and age. Reverend David Beal has visited all church members who have requested it, to celebrate communion with them either at their homes or hospital. Also, along with volunteers, David has visited Nursing Homes and sheltered housing in Billingshurst to celebrate communion and to pray with them. It has not been possible to visit each month during 2021 owing to restriction due to the pandemic.

We hope and pray that during 2022 we will be able to expand our activities once again as the threat from Covid begins to recede.

Mission and Evangelism

Helping those in need is a demonstration of our faith. Whilst most of our formal activities have been curtailed throughout 2021, there has been a massive amount of informal care and concern given by church members to neighbours and the community in general. This has been a powerful reminder that much of the most effective mission and evangelism is done outside of organized events when we simply seek to show and share the love of Jesus with those amongst whom we live.

Ecumenical Relations

The church is a member of Churches Together in Billingshurst which was formed during 2020 with The United Reformed Church, Billingshurst Family Church and St Gabriel's Catholic Church.

Our churches have managed to keep the Street Pastors active through the pandemic; unfortunately, Messy Church has been suspended owing to the restrictions we have been living under.

St Mary's has continued to work with the other churches through the Billingshurst COVID support group with the helpline set up in March 2020 at the start of the pandemic, for essential shopping and prescription collections, plus Friendly Voice calls to reach out to those who are isolated and alone, providing a much-needed service to them at this time. The Friendly Voice calls will continue in the future with St Mary's Church taking the lead on this service. During 2021 the demand for shopping and prescription collection fell away as restrictions eased, and people were able to make their own arrangements.

St Mary's have also actively supported the local Food Bank, receiving donations from our parishioners for this much needed service at this time.

Financial Review

Total receipts on unrestricted funds were £107,716 of which £88,502 was unrestricted voluntary donations and a further £11,673 was from Gift Aid. Restricted income of £12,134 was also received and are detailed in the Financial Statement.

The planned giving through the PGS (Parish Giving Scheme) - £39,361 increased by 7%.

The planned giving through envelopes and standing order's - £29,560 has remained at the same level during 2021

Total income, including tax recovered but excluding the legacies increased by 13%

We were grateful for 2 pecuniary legacies of £1,000 from the estate of Audrey Vince and £12,471 from the estate of Stella Moore.

£106,795 was spent from unrestricted funds to provide the Christian ministry from St Mary's Church, including the contribution of £69,318 to the diocesan parish share, to fund clergy stipends, National Insurance and pension, clergy housing, training for clergy, ordinands and lay people, support services for parishes such as safeguarding services, buildings advice and much more.

The sum that the churches in the deanery must find is shared between the churches according to a formula that is based mainly on a head count of the congregations. St Mary's does provide 100% of our parish share.

The net result for the year was an excess of income over payments of £921 on unrestricted funds prior to any transfers. Adding bank balances brought forward at the beginning of the year, and transfers between funds the total unrestricted funds carried forward on 31st December 2021 is £325,115

Restricted Funds

The net result for the year was an excess of payments over receipts of £2,267. Total restricted funds carried forward on 31st December 2021 is £69,526.

Reserves Policy

It is the PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately six months' worth of unrestricted payments as contingency against unforeseen situations.

This has not been achieved in 2021 as although we maintained a good control on expenditure and our income improved over the previous year, income did not increase to the level expected due to the continued impact of COVID-19 during the greater part of 2021 with restricted use of our church building and the lack of income from St Mary's Room lettings, but the trustees expect to rectify this situation during 2022 with a series of planned stewardship campaigns, fund-raising events and the expected increase of income from St Mary's Room lettings as we return to more normal times.

It is PCC policy to invest fund balances with the CBF Church of England deposit fund

Impact of the Covid-19 pandemic

Whilst this report details the accounts for 2021, we need to acknowledge the impact of the COVID pandemic which forced the closure of our church building in the early part of the year, resulting in lost income from fees, fundraising and the use of St Mary's Room.

The good news is that our planned giving through the Parish Giving Scheme and standing orders is holding up well. Because we have not been holding services, the income from envelopes and cash collections has fallen drastically. However, we have managed to also reduce our costs to help this situation. On this basis we have assured the diocese that we intend to honour our commitment to pay a full parish share for 2022.

As we hopefully move forward into 2022 and some form of normality it is the Trustees intention to run a stewardship campaign and promote the facilities we have to offer with St Mary's Room, with expectation of increasing our income.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. We want to mention our Church Wardens Sylvia Tilley and Stuart Wallace who have worked tirelessly on our behalf and all the other members of the PCC for their valuable contribution to our ministry and for keeping the church running.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's the membership of the PCC consists of the incumbent (our vicar), church wardens and members of the congregation who are on the electoral roll of the church. All those who attend our services who are 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 receive initial training into the workshops of the PCC,

The full PCC met nine times during the year with an average attendance of 89%. Given its wide responsibilities the PCC has several committees each supporting a particular aspect of parish life.

These committees which include worship, mission and outreach, fabric (transformation) and finance, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC.

Safeguarding

Safeguarding is now a standing item on the PCC agendas and no safeguarding issues or incidents occurred during 2021

Administration Information

St Mary's Church is situated on East Street, Billingshurst. It is part of the Diocese of Chichester within the Church of England. All correspondence should be addressed to:
St Mary's Church Office, East Street, Billingshurst, RH14 9PY.

The Parochial Church Council (PCC) is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2020) and is registered with the Charities Commission within the meaning as required by the Charities Act 2011

The PCC is a charity registered with the Charity Commission (No 1132788).

PCC members who have served during 2021

Incumbent: The Reverend David Beal

Churchwardens:

Sylvia Tilley	(elected April 2017)
Stuart Wallace	(elected April 2018)

Deanery Synod:

Hazel Barnes	(elected April 2017)	
Sandy Duck	(elected April 2019)	Treasurer

Elected Members:

Retired 2021:

Tim Foulsham	(elected April 2015, re-elected April 2018)
Laura White	(elected April 2018)
Joan Bobker	(elected April 2016, re-elected April 2019)

Retiring 2022

Sharon Ashborn	(elected April 2019) resigned July 2021	
Mary Slaney	(elected April 2019)	
Tony Warren	(elected April 2019)	
Tina Woodhead	(elected April 2019)	Secretary

Retiring 2023

Paul Moss	(elected April 2020)
Robert Chandler	(elected April 2020)
Andrew Colwell	(elected April 2020)

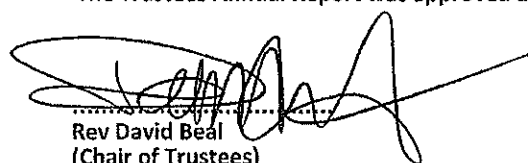
Retiring 2024

Christina Arnold	(elected May 2021)	
Roy Margetts	(elected April 2018) re-elected May 2021	
Simon Witham	(elected May 2021)	Vice Chairman

Co-opted members:

Simon Witham	Appointed November 2020 – May 2021	Vice Chairman
Tim Foulsham	Appointed June 2021	

The Trustees Annual Report was approved and authorised for issue by the Trustees and signed on their behalf by:



Rev David Beal
(Chair of Trustees)

Date: 23 March 2022

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY'S

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

Independent examiner's report to the Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Mary's ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 December 2021.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 2011 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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed:



Dated: 25 March 2022

James Peach, FCA

Kreston Reeves LLP
Chartered Accountants
Worthing

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY'S

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income and endowments from:						
Donations and legacies	2	100,175	12,134	-	112,309	101,124
Charitable activities	3	7,122	-	-	7,122	3,103
Investments	4	419	-	-	419	1,481
Total income and endowments		107,716	12,134	-	119,850	105,708
Expenditure on:						
Raising funds	5	-	-	-	-	250
Charitable activities	6	106,795	9,867	-	116,662	150,505
Total expenditure		106,795	9,867	-	116,662	150,755
Net income/ (expenditure) before net gains on investments						
		921	2,267	-	3,188	(45,047)
Net gains on investments		-	-	1,801	1,801	-
Net movement in funds		921	2,267	1,801	4,989	(45,047)
Reconciliation of funds:						
Total funds brought forward		324,194	67,259	8,625	400,078	445,125
Net movement in funds		921	2,267	1,801	4,989	(45,047)
Total funds carried forward		325,115	69,526	10,426	405,067	400,078

The Statement of financial activities includes all gains and losses recognised in the year.

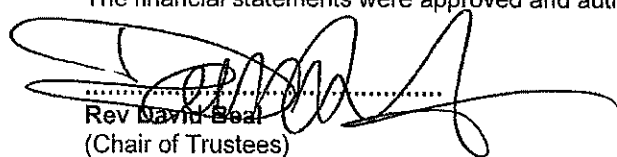
The notes on pages 11 to 23 form part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY'S

**BALANCE SHEET
AS AT 31 DECEMBER 2021**

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	8	127,886	128,574
Investments	9	10,426	8,625
		<u>138,312</u>	<u>137,199</u>
Current assets			
Debtors	10	5,225	10,504
Cash at bank and in hand		264,144	253,045
		<u>269,369</u>	<u>263,549</u>
Creditors: amounts falling due within one year	11	(2,614)	(670)
Net current assets		<u>266,755</u>	<u>262,879</u>
Total assets less current liabilities		<u>405,067</u>	<u>400,078</u>
Total net assets		<u><u>405,067</u></u>	<u><u>400,078</u></u>
Charity funds			
Endowment funds	12	10,426	8,625
Restricted funds	12	69,526	67,259
Unrestricted funds	12	325,115	324,194
Total funds		<u><u>405,067</u></u>	<u><u>400,078</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


Rev David Beal
 (Chair of Trustees)

Date: 23 March 2022

The notes on pages 11 to 23 form part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Parochial Church Council of the Ecclesiastical Parish of St Mary's meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Freehold property	- 50 years straight line
Office equipment	- 5 years straight line

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. Accounting policies (continued)

1.5 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the statement of financial activities.

1.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

1.9 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. Accounting policies (continued)

1.10 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Endowment funds are funds which are held on a permanent basis by the charity.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

2. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Planned giving	65,410	275	65,685	64,843
Collections at all services	1,444	-	1,444	1,436
Sundry donations and appeals	6,945	7,920	14,865	3,726
Reordering	-	2,970	2,970	3,342
Income tax recoverable	11,673	969	12,642	17,387
Grants (charity giving)	1,231	-	1,231	425
Bequests and legacies	13,472	-	13,472	9,965
	<u>100,175</u>	<u>12,134</u>	<u>112,309</u>	<u>101,124</u>
Total 2020	<u>92,972</u>	<u>8,152</u>	<u>101,124</u>	

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

3. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Church hall lettings etc.	1,140	-	1,140	868
Fees from weddings etc.	4,223	-	4,223	1,016
Miscellaneous income	1,733	-	1,733	1,081
Church bookshop (Caritas)	26	-	26	138
Total 2021	7,122	-	7,122	3,103
Total 2020	2,360	743	3,103	

4. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Dividends and Interest	419	419	1,481
Total 2020	1,481	1,481	

5. Expenditure on raising funds

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Raising funds			
Other events	-	-	250
Total 2021	-	-	250
Total 2020	250	250	

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

6. Expenditure on Charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Charitable activities				
Secular charities	1,214	-	1,214	949
Diocesan parish contribution	69,318	-	69,318	74,033
Church running expenses	10,789	-	10,789	17,435
Church maintenance	1,079	5,394	6,473	29,651
Publicity	1,798	-	1,798	1,452
Youth and children expenses	7,334	4,473	11,807	14,489
Depreciation	688	-	688	688
Organist/choir costs	2,300	-	2,300	1,670
Church administration costs	10,995	-	10,995	9,428
Independent examiner's fee	1,280	-	1,280	710
Total 2021	<u>106,795</u>	<u>9,867</u>	<u>116,662</u>	<u>150,505</u>
Total 2020	<u>112,340</u>	<u>38,165</u>	<u>150,505</u>	

7. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 December 2021, no Trustee expenses have been incurred (2020 - £NIL).

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

8. Tangible fixed assets

	Freehold property £	Office equipment £	Total £
Cost or valuation			
At 1 January 2021	137,514	1,400	138,914
At 31 December 2021	<u>137,514</u>	<u>1,400</u>	<u>138,914</u>
Depreciation			
At 1 January 2021	8,940	1,400	10,340
Charge for the year	688	-	688
At 31 December 2021	<u>9,628</u>	<u>1,400</u>	<u>11,028</u>
Net book value			
At 31 December 2021	<u>127,886</u>	<u>-</u>	<u>127,886</u>
At 31 December 2020	<u>128,574</u>	<u>-</u>	<u>128,574</u>

9. Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 January 2021	8,625
Revaluations	1,801
At 31 December 2021	<u>10,426</u>
Net book value	
At 31 December 2021	<u>10,426</u>
At 31 December 2020	<u>8,625</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

10. Debtors

	2021 £	2020 £
Due within one year		
Other debtors	3,397	3,397
Accrued income	1,828	7,107
	<u>5,225</u>	<u>10,504</u>

11. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,414	-
Accruals and deferred income	1,200	670
	<u>2,614</u>	<u>670</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

12. Statement of funds

Statement of funds - current year

	Balance at 1 January 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2021 £
Unrestricted funds					
Designated funds					
Contingency	9,925	-	-	-	9,925
Vicarage decoration	1,203	(700)	-	-	503
Vicar's contingency	642	-	-	-	642
Fabric	12,162	-	(908)	-	11,254
Flower	31	-	(7)	-	24
Organ	2,074	-	-	-	2,074
Property	130,752	-	-	-	130,752
Social committee	186	-	-	-	186
Social club sale*	218,069	-	-	-	218,069
	<u>375,044</u>	<u>(700)</u>	<u>(915)</u>	<u>-</u>	<u>373,429</u>
General funds					
General Funds	(50,850)	108,416	(105,880)	-	(48,314)
Total Unrestricted funds	<u>324,194</u>	<u>107,716</u>	<u>(106,795)</u>	<u>-</u>	<u>325,115</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

12. Statement of funds (continued)

	Balance at 1 January 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2021 £
Endowment funds					
St Mary's Endowment	8,625	-	-	1,801	10,426
Restricted funds					
Choir	498	-	-	-	498
Churchyard	1,136	-	(57)	-	1,079
Vicarage decoration	1,300	-	-	-	1,300
Flower	239	50	(77)	-	212
Organ	1,246	-	-	-	1,246
Social Committee	90	-	-	-	90
Church reordering	60,193	3,431	(5,261)	-	58,363
St Mary's endowments	2,557	-	-	-	2,557
Youth and children	-	6,228	(4,242)	-	1,986
Children and families	-	2,425	(230)	-	2,195
	67,259	12,134	(9,867)	-	69,526
Total of funds	400,078	119,850	(116,662)	1,801	405,067

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

12. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 January 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2020 £
Unrestricted funds					
Designated funds					
Contingency	9,925	-	-	-	9,925
Vicarage decoration	1,203	-	-	-	1,203
Vicar's contingency	642	-	-	-	642
Fabric	19,665	-	(7,503)	-	12,162
Flower	31	-	-	-	31
Organ	2,074	-	-	-	2,074
Property	130,752	-	-	-	130,752
Social committee	186	-	-	-	186
Social club sale*	218,069	-	-	-	218,069
	<u>382,547</u>	<u>-</u>	<u>(7,503)</u>	<u>-</u>	<u>375,044</u>
General funds					
General Funds	(27,607)	96,813	(105,087)	(14,969)	(50,850)
Total Unrestricted funds	<u>354,940</u>	<u>96,813</u>	<u>(112,590)</u>	<u>(14,969)</u>	<u>324,194</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

12. Statement of funds (continued)

	Balance at 1 January 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2020 £
Endowment funds					
St Mary's Endowment	8,625	-	-	-	8,625
Restricted funds					
Choir	498	-	-	-	498
Churchyard	1,315	-	(179)	-	1,136
Vicarage decoration	1,300	-	-	-	1,300
Flower	239	-	-	-	239
Organ	1,246	-	-	-	1,246
Social Committee	90	-	-	-	90
Church reordering	74,315	7,375	(21,497)	-	60,193
St Mary's endowments	2,557	-	-	-	2,557
Youth and children	-	1,520	(16,489)	14,969	-
	81,560	8,895	(38,165)	14,969	67,259
Total of funds	445,125	105,708	(150,755)	-	400,078

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

Restricted Fund detail

Choir

For the use of the choir for replacement vestments, consumable items and other such purchases.

Churchyard

Used to maintain the churchyard and fund any work required.

Vicarage decoration

For the general upkeep and decoration of the vicarage.

Flower

For the purpose of flowers for use in services.

Organ

For the maintenance and upkeep of the organ.

Social committee

For the use of the social committee in organising social events etc.

Church reordering

For the use in church reordering and transformation including essential repair work.

St Mary's endowments

These funds are held by the Diocese

Youth and Children

Donations have been received to aid youth groups within the church and also a 'youth' worker, who will have a broader area of responsibility than just youth.
Children and families

Designated fund details

These are funds allocated out of the unrestricted fund for specific future purposes or projects.

Endowment fund details

These are historical endowments held by the Church of England on behalf of the church.

*The use of the Social Club sale fund is limited by the following covenants allowing the proceeds to be used only in respect of:

Billingshurst Institute

A site for church or chapel (must be Church of England)

Carrying out divine services

A house for clergy

A house for clerical etc. meetings

A garden for use by any of the above

Any other use that has a spiritual dimension etc connected with the Church of England

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

13. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total funds 2021 £
Tangible fixed assets	127,886	-	-	127,886
Fixed asset investments	-	-	10,426	10,426
Current assets	199,843	69,526	-	269,369
Creditors due within one year	(2,614)	-	-	(2,614)
Total	325,115	69,526	10,426	405,067

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total funds 2020 £
Tangible fixed assets	128,574	-	-	128,574
Fixed asset investments	-	-	8,625	8,625
Current assets	196,290	67,259	-	263,549
Creditors due within one year	(670)	-	-	(670)
Total	324,194	67,259	8,625	400,078

14. Related party transactions

The charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the charity at 31 December 2021.



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	Victim Support (Sussex Area)
2.	Name, Address and Position of Contact in Organisation	Mrs Sue Bartlett, Victim Support Unit 11 Riverside Business Centre, Brighton Road Shoreham by Sea BN43 6RE Volunteer Fundraiser/Admin
3.	Telephone Number of Contact	personal mobile
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No YES 298028
5.	Amount of grant requested	£ £75 or what you feel appropriate
6.	For what purpose or project is the grant requested?	To be able to continue to recruit and train new volunteers to work in Sussex and provide additional training for all volunteers i.e. Domestic Violence, Hate Crime, Fraud, Homicide etc
7.	What will be the total cost? (See 4i & ii of T&Cs)	£700 for first year (approx) for 1 volunteer
8.	When will the money be spent?	Initial training courses are usually 3-4 times a year
9.	Who will benefit from the project?	Victims and witness of crime in Sussex. We support any age, gender, religion and Ethnic background
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	In the last 12 months there were 166 referrals in your parish - 103 being Domestic abuse

Please submit this form together with a covering letter giving any other information which you feel will support the application, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.



Signed ~ Date 14.4.22

Name (In capitals)SUE BARTLETT



Grant Application

I have enclosed my letter about the work of Victim Support in Sussex. There are currently approximately 80 volunteers in Sussex and if none live in your Parish, there will be members allocated to visit the Parish residents if required.

WE ARE VERY GRATEFUL FOR YOUR PREVIOUS GRANTS THAT HAVE BEEN USED TO HELP RECRUIT, TRAIN, SUPERVISE AND SUPPORT NEW VOLUNTEERS IN SUSSEX, SOME OF WHOM WOULD HAVE BEEN ALLOCATED TO WORK IN YOUR PARISH.

As you are probably aware, Victim Support is now a national charity divided into areas and each area is responsible for its own fundraising budget and all funds raised are allocated to individual areas.

In order to minimise accountancy costs, one set of accounts is now produced for all areas nationally and not individual areas, although our budgets and fundraising targets are based on individual areas. I have enclosed a list of donations from Parish councils, which has been circulated, together with a breakdown of Sussex costs. The a National accounts can be found on <https://www.victimsupport.org.uk/more-us/about-us/annual-reports/>

Although Victim Support has become a national charity we are very much committed to the support of victims and witnesses of crimes at a local level and have local offices, Managers and training for Sussex to ensure this takes place..

Yours sincerely

Mrs Sue Bartlett
Volunteer Fundraising
Victim Support Sussex

January 2022

Parish Council Donations 20-21 (April to March)

Aldwick	
Angmering	£250.00
Bersted	£100.00
Berwick	
Billingshurst	£ 75.00
Bosham	£250.00
Brightling	£ 55.00
Cuckfield	
Donnington	£ 50.00
East Preston	£200.00
Fairlight	£ 50.00
Felpham	£150.00
Forest Row	£300.00
Funtington	£200.00
Hassocks	£250.00
Heathfield & Waldron	£200.00
Herstmonceux	£100.00
Hurst Green	£100.00
Hurstpierpoint & Sayers Common	£300.00
Lancing	£500.00
Lindfield	£100.00
Maresfield	£600.00
North Horsham	£500.00
Peasmarsh	
Pevensey	
Petworth	£200.00
Pulborough	£100.00
Ringmer	£200.00
Rustington	£200.00
Shere (Surrey)	£100.00
Sompting	£250.00
Ticehurst	
Upper Beeding	
Willingdon & Jevington	£300.00
TOTAL	£5330.00

VS Sussex Financials 2020/21

	<u>opening balance 1.4.20</u>	<u>income</u>	<u>cost</u>	<u>variance in year</u>	<u>To be repaid</u>	<u>closing reserve balance 31.3.21</u>	<u>Deferred work to 2021/22</u>
SO38VP01 CORE	22942	-450000	439217	-10783		12159	
	22942	-450000	439217	-10783	0	12159	
SO38PN01 YOUNG WITNESS	-1244	-71379	71364	-15		-1258	
SO38PN05 HATE CRIME - WSCC	-5601	-122999	108148	-14851		-20452	10000 CYP website & webchat button
SO38PN06 FRAUD	2894	-57745	57933	188		3081	
SO38VN00 FUNDRAISING	-1293	-22327	235	-22092		-23385	
SOSSPN00 RJ	-224	-68500	64469	-4031	-4255	0	to repay
SO13DN18 COVID I		-30225	30225	0		0	
SO38PN08 COVID II		-50339	50339	0		0	
SO38PN09 BRIGHTON DV		-15554	15554	0		0	
	-5468	-439068	398267	-40801		-42014	

Sussex Area Manager

Please note this is an indicative position, the financial position of VS in Sussex will be subject to the usual audit requirements as part of the national VS audit process.

Grants awarded by Billingshurst Parish Council

Summary

Applicant	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Victim Support Sussex		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	75.00	75.00	100.00	75.00	
Age UK / Village Agent						50.00	50.00	50.00	1,000.00	1,000.00	1,000.00					
the Blind / 4Sight Vision Support	100.00	100.00		50.00	50.00	50.00	50.00	50.00	50.00		100.00	240	250	300	300.00	
Central & South Sussex CAB							100.00	100.00	100.00	100.00	200.00	150		200.00		
St Catherine's Hospice			50.00		100.00			250.00	275.00	100.00	200.00	200	200		200.00	
Billingshurst Community Partnership Limited	1,800.00	1,800.00	1,800.00	1,800.00		1,000.00		100.00	100.00							
Billingshurst Centre						200.00			50.00							
Billingshurst Centre CCTV												2,260.00				
Billingshurst Bowling Club									500.00							
Billingshurst Centre				34.97			2,500.00		2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,020.00	11,966.00	22,000.00
Billingshurst Community Partnership Luncheon Club									561.29	382.36	600.00	600.00	600.00	606.00		
Friends of Station Road Gardens								300.00	400.00							
Billingshurst Community Transport	1,000.00	1,000.00	1,000.00	1,000.00		2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	£2,000.00	2,000.00	2,000.00		
West Sussex Mediation Service	50.00		100.00	100.00	100.00	100.00		100.00	125.00	125.00	150.00					
Kent, Surrey & Sussex Air Ambulance	100.00							50.00		200.00		250.00		250.00	300.00	
Unitarian Chapel	50.00		75.00	75.00	75.00	75.00	75.00									
Royal British Legion	20.00	16.50	16.50	16.50	18.50	18.50	18.50									
West Sussex Mobile Youth Trust				50.00		50.00	50.00									
Outset Youth Action							50.00									
Life Centre						50.00										
Billifest		1,998.68	2,000.00		2,000.00	1,766.49										
St Mary's Church Lighting	175.00	175.00	140.00	140.00												
Disability Awareness				50.00												
Just Different			100.00	50.00												
Girl Guides				100.00												
Billingshurst Football Club			685.00	350.00												

APPENDIX G.

Billingshurst Parish Council					
Community Infrastructure Levy (CIL)					
The Parish Council is obliged to publish details of any CIL monies received in each financial year, and what it has been spent on.					
Year received	Amount received	Spent on.....	Amount spent	Balance	
2018-19 (1 April 2018 - 30 Sept 2018)	2,964.79	Resolving surface water drainage issue to rear of Billingshurst Centre.	1,575.00		
2018-19 (1st Oct 2018 - 31 March 2019)	5,157.92	Perch seat at Manor Fields Play Area	380		
		Install above	98		
		Community Notice Board in Library Car Park	880		
		Sign for above	15		
2019-20 (1st April 2019-30 Sept 2019)	42,483.59	New kitchen at Women's Hall	11,695.24		
		New kitchen at Women's Hall (remaining amount)	1,304.76		
		Two new planters in High St	684.5		
		Xmas Lights power supply	2,760.53		
		New trees on highway	4,050.00		
		Living roof on bus shelter	608.97		
		Cont. to new play area at Dauxwood Pre-School	5,000.00		
2019-20 (1st October 2019-31 March 2020)	23,287.31				
		Water bowser	559		
2020-21 (1st April 2020-30 Sept 2020)	£35,997.11				
		New Litter Wardens base r/o BCCC (Pre works prof fees)	8,664.24		
		New Litter Wardens base	47,711.50		
		New Litter Wardens base	18,888.50		

