

Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

Sutton with Seaford

St Leonard's Church, Church Street & St Luke's Church, Walmer Road

Registered Charity no. 1131402

For the year ended 31st December 2020

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Website:	Seafordparish.org.uk
	The Rev'd P J Owen BSc, MA (Until 26 th January 2020)
Incumbent:	Thereafter from 24 th September 2020
	The Rev'd James Hollingsworth, MA
	The Vicarage, 46 Sutton Road, Seaford, BN25 1SH
Independent examiner:	C R Tyler (FCA DChA)
	Chariot House Limited, 44 Grand Parade, Brighton BN2 9QA
Bankers:	Barclays Bank plc, 47 Broad Street, Seaford BN25 1NG

Sutton with Seaford

St Leonard's Church, Church Street & St Luke's Church, Walmer Road

Trustees Annual Report for 2020

Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Revd Paul J. Owen (until 26th January 2020) and then Rev'd James Hollingsworth (from 24th September 2020), in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical
- To know Jesus better and make Him better known
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay
- Providing financial support to those in need and, to other organisations with similar objectives.
- Providing Christian worship, teaching and preaching.
- The parish has previously noted that 'We aspire to glorify God through worshipping him, preaching the gospel, caring for others, and being witnesses to Christ's love.'

What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have borne in mind the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

For 2020 the PCC and parish focus embraced the following - the order not intending to imply specific priorities.

1. Continue to develop the 'Facilitating the Miraculous' vision, in line with the diocesan strategic plans, seeking to enhance the engagement of our membership with our God given objectives.
2. Continue to develop the parish leadership structure and implementation, to allow for greater spiritual and numeric growth of the membership, greater community benefit and improved administrative efficiency.
3. Continue to review and develop our children, family and young people work - seeking to grow God's Kingdom and develop our active, regular membership.
4. Seek to identify further funding possibilities to support the post-holder and resource needs of our parish Children and Family Mission work.
5. Continue to review and develop our corporate worship life and its appropriateness for people of all ages and church experience (whether long or short, contemporary or traditional)

6. Revisit and progress consideration for developments of St Leonard's Church building, in the light of the first round of feasibility study.
7. Seek to further improve our regular committed giving base, further explore strategic income generation and enhanced management of our finances, to enable us to meet our objectives and ensure a stable financial picture.
8. Further develop our small-group structure, leadership and membership numbers
9. Continue to review and develop our pastoral care strategy across the parish.
10. Continue to review and develop the prayer life of our parish.
11. Continue the development and communication of our mission support initiatives (prayerful and financial support of both local and international programs.)
12. Continue to review the skills available amongst our members, inviting and encouraging all to volunteer in some appropriate way to serve our objectives and discover their Christian vocation.
13. Seek to offer further Parish Activities such as Concerts, Open Days, Christmas Magic and fundraising events, inviting the wider community to discover and share something of our faith, heritage and building resources.
14. Continue to give attention to our Safeguarding Procedures, and risk assessment management
15. Complete a quinquennial inspection of St Leonard's Church and continue with works identified in quinquennial inspection of both church buildings.

What we achieved and how we affected beneficiaries' lives

At the time of the APCM the Church Electoral Roll numbered 300 (compared to 316 in 2019, 360 in 2018, 369 in 2017). This decline in Electoral Roll should be a spur to us to review how we can best meet our aims. The growth in Messy Church would be a good example that serves to support the investment we're putting into youth work.

The PCC met for six regular times during the year+. The Standing Committee met between meetings and their deliberations were reported to the PCC.

Leadership

The following sub-committees (some known as teams) are appointed by and report to PCC:

- *The Standing Committee*, which is required by law, and is chaired by the Incumbent (or in his absence the Churchwardens), has power to transact the business of the PCC between its meetings, subject to any directions given by the full PCC.
- *The St Luke's Team* (formerly known as St Luke's Committee) chaired by Mrs Carolyn Plowman. Revd Paul Owen (until 26th January 2020) and then Rev'd James Hollingsworth (from 24th September 2020) attended matters relating to ministry and shared the management of other matters with the St Luke's Team chairperson, deputy wardens and members.
- *The St Leonard's Team* chaired by Mr Tony Willer attends matters relating to the day to day operation of St. Leonard's Church and the Parish Hall.
- *The Mission Team*, chaired by Mrs Elizabeth Morgan-Jones, co-ordinates parish support for overseas and local Christian mission agencies and activities, and recommends grants to be paid by the PCC.

- *The Parish Fabric Committee* oversees maintenance and refurbishment of both churches and hall buildings. PCC appointed Tony Willer as the chairperson.
- *The Communications Team*, chaired by Mr Malcolm Anderson, oversees the use of computer, audio and visual equipment, and manages the production of worship and promotional material for the parish, together with the parish magazine.
- *The GDPR Team*, formed in 2018 to ensure the parish met and continues to meet the new Data protection regulations that came into force in May 2018, the team has overseen the introduction and implementation of the relevant policies and procedures, and facilitated the collection of the appropriate approvals for holding our data.
- *The Safeguarding Team*, chaired by Ms Ruth Saunders, has met to review and further develop the safeguarding training for all those working with children and adults at risk. The team continues to consider good practice and prepare papers for parish use and to consider the directives received from the Thirtyone:Eight (formerly CCPAS) and Diocese.
- *The Pastoral Care Team*, Reader, Mrs Wendy Ogilvie leads the Pastoral Care Team in conjunction with the vicar. The team has continued to meet regularly to review pastoral care offered and to determine how best to meet the pastoral needs of parish members and those drawn to attention whom we may be able to assist.
- *The Children, Family and Youth Team* is led by the Parish Children and Family Missioner, Mr Stefan Bracher. The team continues to review our provision for children, youth and families and to pray for and encourage all our volunteers in these areas.
- Other designated responsibilities are given to various members of the Council or to ad hoc Task Groups, who then report back to the Council.

Worship

Public worship was suspended on Tuesday 17th March. From January 1st 2020 until Sunday 15th March 2020 the average attendance at services on a normal Sunday were reckoned at St Leonard's to be 111 and at St Luke's 33

After 17th March both St. Leonards and St. Lukes were closed to public worship on account of Covid-19. Worship services moved online through "Seaford Parish Church" YouTube channel. (<https://www.youtube.com/channel/UCw8DCugsLF6ca%ugyabU5CA>).

There were periods in the year where both churches were open to Public Worship whilst we also made the services available online.

Weddings were mostly cancelled or postponed except for one held on 1st August 2020, which was allowed within the governments guidelines at the time.

The average attendance at services on a normal Sunday (with comparative figures for 2019, 2018 and 2017 in brackets) was reckoned at St Leonard's to be 111 (143, 150, 164) adults and 03 (5, 5, 3) children and young people; and at St Luke's 33 (36, 45, 44) adults and 0 (0, 0, 0) children.

During the year in the parish there were the following: Baptisms, 2 (6, 4, 4); Thanksgiving Services for the birth of a child 0 (0, 2, 1); Weddings 1 (3, 4, 8); and Funerals 31 (45, 59, 61).

Facilitating the Miraculous

This task group did not meet during 2020 but has not forgotten the hope and prayer for a cohesive, well connected church. It is hoped that the group will meet again in 2021.

Children, Youth and Families

In January 2020 Stefan Bracher joined the team in Seaford Parish, St Leonard's and St Luke's Churches. Messy Church attendance had approximately 10 children and 10 adults in attendance in January. There were 13 members in the youth group called Lamsjegna. Within St Leonard's tot's

group there were approximately 20 people (toddlers and parents) and 15 people within St Luke's tot's group, who were attending regularly.

Stefan had been meeting with a list of people designed to encourage community development. This ranged from Church members, community leaders and local schools. During this process the Coronavirus pandemic hit the UK.

In mid-March groups stopped meeting in a face-to-face manner. This greatly impacted all of the groups which had been running and halted community development with children, young people and families, especially through the developmental links with local schools and local clubs. This area has been extremely difficult to get into with both time constraints and school restraints with Covid-19 situations.

There had been an emphasis to move everything the church does online, in that aspect Stefan's film, TV and media background had been used to develop the online presence for the whole Church, largely within the filming and editing of Church services. This then developed to help expand the Churches online presence within the community and around the world. Unfortunately, this did impact on the availability of time to rearrange the children, youth and family work in a Covid-19 world. Currently this is still impacting on time dedicated to children, youth and family work within the parish, resulting in planning being behind for areas of development.

Messy Church

From when the pandemic hit, Messy Church has not missed a service. Instead, the Messy Church congregation grew as the team delivered to local families, this started with 22 children packs being delivered to 12 families. In January 2021, this raised to 61 children packs being delivered to 33

families. This number has grown month on month by 6-8 (approx.) children. Additionally, Messy Church had been allowed to meet again, mid 2020. Previously Messy Church had been meeting in St Leonard's Hall, however we moved into the Church building due to having too many people to fit in the hall but to also help members of the community engage in the Church building and to help them feel that this is part of their community. Meetings were then again suspended after Christmas, due to a rise in Covid-19 cases.

October half term seen families being able to come together and join in with 3 days of Messy Church, after plans for a children's holiday club had to be postponed. These Messy Church services had been organised and set up in conjunction with Covid-19 restrictions. A total of 45 children and 32 parents, came across the 3 days with a third coming back for other days over the week. Messy Church Christmas services also had very similar numbers to October half term attending in person services. These services were also available online and had been set up in line with Covid-19 restrictions. Throughout all services there were new families attending.

Tot's Group

By March there had been 18 children and 18 parents (approx.). The tot's group in St Leonards grew to 35 people, a point where considerations had to be made to creating a booking system as space

was limited. The tot's group also grew in St Luke's to 20 people. The youth group was also showing signs of growth, with 1 extra member coming into the group.

The tot's groups were also forced to close due to the pandemic; the way our tot's group is organised, it relies on parents being present with children. Under the Covid-19 guidance, parents could not meet, however children could. Unfortunately, as the group had not been set up in the same way as a nursery or day-care, this was not a way that could be used by the Church. This meant that the groups could not function within the restrictions in place. The tot's group had been allowed to meet for a short time just after the Summer, however consideration had been taken to be cautious as other restrictions were getting tighter as those, allowing us to open, became slightly looser. The decision had been taken not to open that group during that time. Shortly after, the restrictions once again tightened and people were not allowed to attend our type of tot's group at all. During this time we

*"My favourite part of October half term
Messy Church was the Watt Family plays" –
Young person*

have also not been running the tot's group online, this had been and continues to be an area of concern. This is down to a range of issues, which have impacted due to Covid-19. However, the tot's group will have their first meeting virtually in February 2021.

Ignite - Youth Group

The youth group moved to an online presence where most young people were able to join in and using online games, challenges, etc. as messages of faith had been given out weekly to the young people using Zoom meetings. Thy Kingdom Come's prayer programme worked well to keep meetings short and to the point for a period. It became clear that young people were getting tired of being online as we entered the summer months. It was agreed, with other volunteers, to take some time to break and give young people some time away from regular meetings, where they did not feel obligated to attend. As Covid-19 restrictions eased the group re-joined together in the summer for a BBQ as they met James, our new minister.

To make a start on making the youth group more inclusive for new members, the decision of a name change had been acted upon. The previous name had been made of the initial of each of the young people who attended. The youth group worked together to come up with names that would work with three different age ranges for the development of children and youth work in the future. Ignite had been the name chosen for the youth group and Sparks for the name of a new children's group.

"Thank you so much for the help and support the Church has shown us at this really difficult time and just being there to talk to" - a family with critically ill members in hospital with Covid-19

Sparks - Children's Group

From the back of the October half term, a new team had been formed to develop the children's group, Sparks, for ages 4-11. This will split into 2 separate groups once numbers begin to grow or when we come back to meeting in face-to-face sessions.

Summary

The main way for the Church to be able to engage has not been a new way of doing Church, in fact it is an old way being refreshed. Going into the community, being visible and able to speak with people about the faith everyone has is the step that needs to be taken and developed for online content to work. This has been the case with the young people and children's work, meeting them where they are, in a knocking the door sense of the phrase, to be able to just say hi and find out how people are doing. That goes hand in hand with online content, not one over the other. This year has been an exceptional challenge and has given us many lessons to learn from for the future of the Church's survival. The children, youth and family teams can only develop with your continued giving and praying support.

Rev'd James Hollingsworth became a Governor of Cradle Hill Community Primary School and of Seaford Head Secondary School in December.

Pastoral Care

The Pastoral Care in the parish is coordinated by a team led by Reader Wendy Ogilvie. This care covers three areas:

- **Pastoral Care visiting at home and in hospital**
- **Pastoral Care in Residential establishments for the Elderly**
- **Pastoral Care for those who arrive in church and are in need**

All pastoral care work functions under the direction of the parish and national safeguarding policies and guide lines and practices are regularly discussed and reviewed.

Pastoral Care Visiting: A team of seven people (including stipendiary clergy) visit the sick and housebound although under Covid restrictions much of this work is currently carried out over the phone. Clergy do, however, visit end-of-life situations. There are currently about 90 on our visiting list.

Pastoral Care in Residential Establishments for the Elderly: under normal circumstances services are held on a regular basis in five homes with special services at Christmas and Easter. Again, under current restrictions, we have given gifts

of knitted Nativities at Christmas and Spring bouquets at Easter; we aim to show our love and continued prayer for staff and residents and these gifts are graciously accepted.

Pastoral Care for those who arrive in church in need: during the week, both churches are open in the mornings and visitors are welcomed by Church Watchers who can listen and pray and signpost for more in-depth help. During services, there is a Prayer Ministry Team who aim to minister to people with prayer.

Current Covid-19 restrictions both increase the need and decrease accessibility but by frequent phone calls and prayers offered for those struggling, we see gracious answers as we bring the people and their needs before God. In addition, we send out a pastoral letter every two weeks to those who are not online and have run several elderly people to get their vaccinations.

Prayer

At the start of 2020, in addition to prayer activities in homegroups, we were able to hold 2 parish prayer groups each week on Friday and Saturday mornings, and a monthly meeting on Sunday evening. Prayer Ministry Teams continued to offer ministry at both St Leonard's and St. Luke's churches on a regular basis. The suspension of public worship in March, presented opportunities to adjust to meet the new conditions. Saturday morning prayer meeting has continued each week via Zoom. Since, the Churches have been able to open for private prayer, a variety of booklets, cards and written prayers have been supplied to take away, there are opportunities for lighting candles, and post prayer requests. These are then prayed for in confidence by a small team. The regular Clergy pastoral provided a vehicle in which to circulate information on national and organisations prayer initiatives ie praying for the nation & Covid pandemic to those without access to the internet. The parish website & notice sheet providing similar information. The Parish prayer Diary published bimonthly provides daily topics for prayer concerning the needs of the world, the nation, parish and our local community and encourages focused prayer by all. 'Thy Kingdom Come' in 2020, was marked by daily Prayer meetings each day from Ascension to Pentecost via Zoom. This format then continued each Wednesday until end November. From Autumn, various prayer trees have provided a focus for folk to post requests and pray for each other's needs. St Lukes@7 (informal worship & prayer) has continued this year on Zoom as have a number of Homegroups. In November, in response to the Archbishops' initiative, the Vicar led prayers at 6pm daily on Facebook and this continues until the present time. Prayer ministry has continued in both churches subject to Covid restrictions or by telephone.

Other Charitable Giving and Mission Support

The PCC honoured its commitment to give grants to fifteen various Christian mission partners and mission and development agencies in the UK and overseas totalling an equivalent of 10% of given parish income as a sign of our partnership in sharing the Gospel with the wider world.

There were no additional opportunities for fund raising during the year and donations were reduced in comparison with last year due to the general fall in income.

It was possible to collect and send 45 filled shoeboxes for distribution to either a family or elderly people through the Link to Hope charity working in Eastern Europe. There was an on-going collection of food and household products throughout the year, some being sent to Waves, the local church charity supporting Seaford families in need and some to the Chichester Diocesan Family Support Work Food Bank with a special Christmas Appeal which included toy and gift items. Produce from the Harvest Festival Service was included, with the fresh food being welcomed by a shelter for the young homeless in Newhaven. Fleece blankets have been sent to the Beachy Head Chaplaincy Team.

In addition Beachy Head Chaplaincy Team, Diocesan Schools, Diocesan Family Support Work, and Waves received grants from the parish income.

In the UK we have continued to support by publicity, prayer and grants Church Army through two of their Centres of Mission in Hackney and Southampton, Homelink a Lewes based charity helping people who are homeless or threatened with homelessness through an interest-free rent deposit scheme and Bible Society who work both at home and abroad.

In the wider world we continued our support by publicity, prayer and grants for Sarah and Pola Chhin and their family in Cambodia, Ian Meldrum working with one of the Caring and Sharing projects in Brazil, Festo and Grace Kanungha who are Church Missionary Society partners currently transferring their work in Tanzania to Cornwall (they were additionally supported with a donation from a ring fenced fund of a legacy). The Gomez family who run a home and ministry for street children in the Philippines, Danny Gill who flies as a pilot with Missionary Aviation Fellowship in South Sudan, Chris Chester a former parishioner who supports schools in Zambia by installing and maintaining computers with Mission Direct and Samara's Aid programme working with widows and orphans in Syria.

Community

SVET (Seaford Voluntary Emergency Team)

We ran our service from March 17th, 2020 and closed our helpline on 31st December 2020. Although we are still monitoring and supporting other activities, in the background. During this time, we actioned over 3000 deliveries of shopping, prescriptions, and occasionally other essentials, in 290 days.

We continue to be supported by funding provided by St Leonards. It was felt essential that those who were most vulnerable and shielding felt safe when handling the financial side of their shopping. Therefore, with the added security clients felt that the church was overseeing, financial aspects, gave them greater security. This has made an enormous difference to us and to those using our service. A special mention must go to Stefan and to Stephen for supporting us with this.

We would also like to thank Ruth, the St Leonards safeguarding officer, who alongside myself and the Rev Arwen at St Peters and St Andrew's acted as our safeguarding officers. Ruth was able to support us and on more than one occasion gave advice and practical support.

We are aware that we still need to reconcile all our accounts and are in the process of doing this. I am sure that there are many other unsung heroes in the congregation, who helped, print, and deliver our initial leaflets, helped to promote our service, and volunteered for us in a myriad of other activities. I would also like to thank members of the congregation who were shielding and used our services, to protect their own health and that of the whole community.

This was a whole community effort, and it would not have been possible without the support of St Leonards and St Luke's, the PPC and the congregation. I would be grateful if these thanks are passed on to all those concerned and may be used in whatever way the church sees fit to record the efforts of the parish, 'in loving their neighbour as themselves.'

Parish Mission Support Team

We were able to hold our first meeting of 2020 in February before we locked down: from then we conducted our business by emails. We recommended the distribution of funds to our Mission Partners but donations were much reduced with the general fall in income for the parish.

Here is a reminder of those we support and the member representing them on the team.

Beachy Head Chaplaincy Team - Jill Tansley.

They have maintained their much appreciated presence at the head all year. On-going collection of fleece blankets in the parish.

Bible Society – Pru McLean.

Many of their bookshops and ministries in 88 countries are at risk of closure due to the pandemic, national lockdowns and ensuing plummeting Bible sales and income.

Cambodia Action – Liz Morgan-Jones.

Sarah's work with M'rup Russey and the Cambodian government to look after vulnerable children and Pola's building work has continued with the household crammed into their temporary accommodation during lockdowns.

Caring and Sharing – Jayne Bass.

My Father's House in Olinda, Brazil is no longer a residential home. The team still led by Ian Meldrum has spent much time this year distributing food parcels to those in need nearby.

Church Army – Bob Carrington.

The two Centres of Mission: one in Southampton led by Tim and Kathy Hyde and one in Hackney led by Stephen Plumb have continued to reach out to their local communities.

Church Mission Society – Sara Sage.

Festo and Grace have been greatly impacted by the pandemic. Grace, who has started working for the local diocese, together with their three children are now living in Liskeard, Cornwall waiting for Festo to obtain his visa to leave Tanzania to join them. We supported them with a donation from the Dollin Trust this year.

Diocesan Schools – no rep. R

receive a regular distribution of mission fund monies.

Diocesan Family Support Work – Liz Morgan-Jones.

The work has continued for those in need during this difficult year. Thank you for supporting the regular collection of food during 2020.

Homelink – Diana Dixon.

They have received a great demand for providing housing and it has proved challenging to conduct interviews via telephone and the internet.

LAMA – Esther Keenan.

All but one of the young people had been able to return to family members enabling the house to close. They have used the time for renovation work. It has been difficult letting staff go who had been friends for a long period of time.

Link to Hope – Hazel Bramley.

45 shoeboxes (30 for family and 15 for the elderly) were sent off in November with lots of extra knitted items to Eastern Europe. 20,768 boxes sent in total from the UK.

MAF – Sylvia Coombe and Ali Gill.

The organisation reached their 75th anniversary but with all celebrations put on hold. Danny Gill is still based in South Sudan as a pilot and was able to get to the UK on furlough.

Mission Direct – (no current rep). Chris Chester was unable to visit Zambia and has supported the schools remotely as far as they can.

Samara's Aid – Diana Dixon.

Working in Syria they have established an Outreach Centre for Widows and Orphans which is providing support to educate the most vulnerable children. They have set up a programme to grow wheat locally.

Waves – Carolyn Plowman/Geraldine Grimble.

Have been supporting families remotely while the centre in Church Street is closed.

Homegroups

In so many ways this has been a very tough year for Homegroups. The restrictions imposed by Covid-19, the forced isolation, lack of fellowship, could have been highly destructive.

But, homegroups and their leaders have been remarkably resilient and innovative. Resilient because for the most part they are still 'meeting' and active - and not just holding the bands of friendship and fellowship together, but strengthening them. Innovative because of the ways and means that have been employed to maintain the structures and deepen the relationships.

There are losses, particularly in the area of leaders. Kate Ranger, David and Linda Parsons, Alan and Chris Thomas, Rev Colin and Margaret Rudge, Carolyn Plowman, and Wendy Ogilvie (Cheneys group) have stood down, and the groups under temporary leadership of assimilated into others. My heartfelt thanks goes out to those for their generous service, and to others who have taken temporary responsibility for groups, at least until Covid passes. As a result only one group has completely closed, with the others having made temporary arrangements to carry on meeting together.

I mentioned innovation. Over the past year I have heard of homegroups 'meeting' by doing bible studies by text, now that's commitment. Others circumventing the guidelines (at the time) by having two meetings during the day of six members in their garden! WhatsApp groups have been set up, prayer circles. Contact between members by phone, and of course 'Zoom' has had an increasing influence on how homegroups gather. It reflects great credit on homegroup leaders in particular as they have learned new skills and techniques in the way of leading group meetings.

Their innovation has fed their resilience. Their refusal to just give up has resulted in their study and reflection of a wide range of topics. Groups have considered areas like; book of Revelation; Fruit of the Spirit; Ephesians; Prayer; Books and courses done include, 'Mission-shaped Living'; 'Transformed by the presence of Jesus'; 'Heroes of the Bible'. One homegroup has also re-watched the Sunday Sermons and 'chewed over' them to ensure they get the most possible from them.

The past year has certainly been full of set-backs, and could be termed 'bitter-sweet' in its experiences. There is no doubt that as we go into the year of 2021 homegroups face considerable challenges as they begin to reform and re-establish themselves, finding where they fit in the vision of the church community in the post-Covid setting. However I am confident that on the past showing both Homegroup Leaders and their homegroups will be up for the challenge.

Ministry to Schools

During 2020 most face to face work in our schools had to be put on hold.

WAVES were unable to continue their recently established 'Munch Lunches' for families during the holidays so cooked meals for distribution together with craft packs. The Youth Worker from the Baptist Church recorded videos that primary schools could use until assemblies can resume.

Di Bradford from Seaford Community has recorded her Bible Stories so schools can download to use at their convenience.

Stefan Bracher, our own Children, Youth and Family Missioner contacted schools to see if they needed help at this time.

The Scripture Union booklet, 'It's Your Move' provided by Churches Together in Seaford was taken to each primary school in June to distribute amongst their Year 6's in preparation for their move to secondary school.

And after a break of a couple of years the Gideons were able to donate Youth Testaments for the Year 7's at Seaford Head School just before Christmas.

Individuals and churches throughout the town received the dedicated prayer topic sheet updating them on school matters three times during the year.

Our vicar, James has been appointed a governor at both Cradle Hill and Seaford Head schools.

As ever please continue to pray for those from St Leonard's and St Luke's who work or volunteer in our schools. And that the churches in Seaford will work together to continue building helpful relationships with all our local schools - Annecy, Bowden House, Chyngton, Cradle Hill, Cuckmere House, Seaford Head School, Seaford Head Sixth Form Centre, Seaford Primary and St John's.

Many thanks to all those who have continued to give donations and to those who arranged the flowers whenever possible. A special thank you to Margaret Smith who has organised the volunteers and carried out numerous duties throughout the year to keep the displays looking at their best. Yes, we managed to decorate the church with fresh flowers over the summer months including for the wedding of Paul Owen's son Stephen and his bride Jade at the beginning of August: then again for James' licensing, Harvest and Christmas. At other times the special Remembrance Sunday arrangement saw us through lockdown 2 and the pedestal display for the New Year is standing up well!

Hopeful news/date for your diary..... we are planning our next Parish Flower Festival for 22nd to 27th September 2021.

Buildings and Fabric

This last year has required a great deal of care and protection for our Church buildings, and the coming year promises to require even more. Unfortunately most of this work has been put on hold, due to the unprecedented situation the world has found itself wrapped up in. We must however always remember that we are not the owners of these buildings, nearly the present custodians, and as such have to do all we can to preserve them for future generations.

At St. Leonard's Church, In 2019 we refurbished the Choir Vestry kitchen area, and at that time also purchased a hand-basin and water heater for the toilet area, we are still awaiting the water board work to a stop-tap in the road before we can fit them. Our internal stop-tap has seized, and we can't turn the water off otherwise.

The associated works surrounding the leak in the tower roof, refurbishment of the weather-vane and replacement flagpole is priced and ready to go, and we are currently seeking to secure all of the funding as well as securing any grants that may be available. If enough funding is available we also plan to refurbish the clock faces, although the costings for that are quite high at present. As we have a war grave in the churchyard, the War graves commission have fitted a plaque free of charge, this is situated next to the Lychgate. The damaged window along with another loosened window were priced up, and an order for the work required ready to go. Just before putting the work in hand, we were informed that recent rule changes mean that a faculty has to be put in place first, so the work will take a little longer to begin.

A great deal of electrical work will soon be required, and our thanks go out to Ken Holt for his ongoing (very laborious) pre assessment work, in identifying the nature and scope of work to be priced up by the electrical contractors.

At St. Luke's Church

We have had to put back out to tender for the replacement windows that were to be installed, and now await site visits and tenders from the companies concerned. A full electrical check has just been carried out, as this is a five yearly requirement, we are currently awaiting the report from this, but should have it in time for the meeting.

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At St. Leonard's Hall

We have not had any major issues to contend with, apart from replacing a few damaged roof tiles, which the builder did for us free of charge.

At 2 Benenden Close

We are still renting out the old Curate house at Benenden Close, and this is providing us with a steady income allocated by PCC to help with Children, youth and family work in the parish. Some income has to be set aside for any necessary repairs, as these will be costly and time critical should they occur. This year happily we only had to clear out the guttering, and empty a blocked rainwater downpipe.

Friends of St. Leonard's.

A way that anyone from either within or outside the town can feel that they are helping to preserve the town's history and heritage. The friends group could play a vital role in assisting your Fabric teams work, by helping to raise funding for costly restoration work. This scheme was proposed a few years ago, but did not get off the ground. Several of the recent quotations and estimates for required works, have convinced us that this may become a vital constituent to our funding of work in the future. Please help us to spread the word.

Tony Willer

Chair of the Fabric Committee.

Our future plans

In 2020 the PCC and parish focus will include the following—though not necessarily in the implied priority order:

- (1) The Lord has blessed us this year. Despite Coronavirus, a parish profile was completed, interviews were had and a new incumbent appointed and licensed on 24th September 2020.
- (2) Stefan Bracher arrived at the beginning of January and has been a God-send in his role of Children Youth and Family Missioner and also with his skills in helping us to connect to families worshipping online.
- (3) The Messy Churches that actually met and virtually met demonstrated that there's growth here that there's a need and desire to engage with God in this way. Messy Church moved from St Leonards Hall into St Leonards Church and from Sunday to a Saturday afternoon to good effect.
- (4) the Financing of The Children Youth and Family Missioner remains a concern.
- (5) the Standing Committee met fortnightly through the year to offer support and leadership with Rev Derreck Lee-Philpot through the interregnum.
- (6) the Group that oversees 'Facilitating the Miraculous' agenda did not get to meet.
- (7) the Alpha course, as run in 2019, did not have an opportunity for a follow up in 2020. There is hope that there might be an Alpha Course in 2021 but it is not clear if this will be online or possible.
- (8) The Pattern of Worship was suddenly adjusted early in the year. The new incumbent adjusted the liturgy further.
- (9) You can read below of the state of the Church's finances. They remain a serious concern that will shortly hamper our ability to do and to support mission unless addressed. As we move out of Covid-19 and into some new normality, as a church family, we will have to address this together.
- (10) Some Home Groups continued to meet by Zoom and others continued to stay in contact by phone.
- (11) Wendy Ogilvie's oversight of the pastoral care strategy has enabled people to remain connected to the Church Family.
- (12) Sue Griffiths has continued to develop the prayer life of the Church.
- (13) Liz Morgan-Jones and others have helped the Church continue to be connected to the different Charities that we support.
14. Continue to review the skills available amongst our members, inviting and encouraging all to volunteer in some appropriate way to serve our objectives and discover their Christian vocation.
15. Seek to offer further Parish Activities such as Concerts, Open Days, Christmas Magic and fundraising events, inviting the wider community to discover and share something of our faith, heritage and building resources.
- (16) Continue to give attention to our Safeguarding Procedures, and risk assessment management
17. Continue to attend works identified in quinquennial inspection of both church buildings.
18. Upgrade Sound and Vision Systems at St. Leonard's Church

19. Revisit and progress consideration for developments of St Leonard's Church building, in the light of the initial feasibility study.

Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

Ex Officio members

<i>Incumbent:</i>	<i>The Rev'd. Paul J. Owen</i>	<i>Chairman Until 26th January</i>
	<i>The Rev'd. James Hollingsworth</i>	<i>Chairman from 24th September</i>
<i>Associate Clergy:</i>	<i>The Rev'd. Derreck Lee-Philpot</i>	

<i>Churchwardens:</i>	<i>Mr Fred Bass</i>
	<i>Capt. Robert Carrington / Lisa Hazle</i>

<i>Deputy Wardens for St Luke's:</i>	<i>Mr Geoff Hall</i>	<i>(until APCM – 28th April 2019)</i>
	<i>Mrs Carolyn Plowman</i>	<i>(member from APCM – 28th April 2019)</i>
<i>Deputy Wardens for St Leonard's:</i>	<i>Mr A David Elliott</i>	
	<i>Mrs Janet Kent ?</i>	<i>Vice Chairman</i>

Elected Members

	<i>Mrs Stephanie Baker</i>	
	<i>Mr Arthur Bradbury</i>	<i>(from APCM - 25th April 2019)</i>
<i>Secretary</i>	<i>Mrs Carolyn Lacy</i>	
	<i>Mr Mark Cheal</i>	

Mr Julian Dinsell

Mrs Ann Fenwick

Mr Stephen Gauntlett

Mrs Lisa Hazle *Treasurer*
(from APCM - 28th April 2019)

Mrs Betty Landrock

Mrs Jane Lane *(from APCM - 28th April 2019)*

Mr Philip Lane *(from APCM - 28th April 2019)*

Mrs Carolyn Plowman *Mrs Julia Lawson*
(from APCM - 28th April 2019)

Mrs Shirley Wallas *Mrs Susan Saunders*
(until APCM – 28th April 2019)

Mr Paul Waller

Miss Heather Willis -----

Deanery Synod

Mrs Hazel Bramley

Mr Julian Dinsell *(from APCM - 28th April 2019)*

Mrs Julia Lawson *(from APCM - 28th April 2019)*

Mrs Susan Saunders *(from APCM - 28th April 2019)*

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 18 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd. James Hollingsworth, PCC Chairman

.....

Date.....

Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

Sutton with Seaford

St Leonard's Church, Church Street & St Luke's Church, Walmer Road

Registered Charity no. 1131402

For the year ended 31st December 2020

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Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows

	General Fund	Restricted Fund/s	Endowed Fund/s	All Funds 2020	All Funds 2019
	£	£	£	£	£
Income and endowments from:					
Donations and legacies	160,243	32,281	-	192,524	182,673
Charitable activities	9,579	215		9,794	27,398
Other trading activities	1,231	-	-	1,231	7,681
Investments	696	-	-	696	1,316
Other receipts	21,256	15,124	-	36,381	19,553
Total received	193,006	47,621	-	240,627	238,623
Expenditure on:					
Cost of raising funds	1,471	-	-	1,471	3,698
Charitable costs	269,539	3,422	-	272,961	289,158
Other payments	-	14,047	-	14,047	3,640
Total paid	271,010	17,470	-	288,480	296,496
			-		
Net income or (net expenditure)	(78,004)	30,150	-	(47,853)	(57,872)
Transfers between funds					
Gross transfers between funds - in	21,896	21,000	-	42,896	2,084,696
Gross transfers between funds – out	(21,000)	(21,896)	-	(42,896)	(2,084,696)
Other recognised gains/loses					
Gains/losses on investment assets	-	-	-	-	-
Gains on revaluation, fixed assets, charity's own use	-	-	-	-	-
Net movement in funds	(77,108)	29,254	-	(47,853)	(57,872)
Reconciliation of funds					
Total funds brought forward	549,290	251,397	-	800,687	858,560
Total funds carried forward	472,181	280,652	-	752,834	800,687

Notes to the Financial Report

1 Accounting policies

Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)).

The financial statements have been prepared under the historical cost convention \as modified by the inclusion of investments at market value \and the revaluation of fixed assets\.. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members

Funds accounting

Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund

Endowment funds - funds for which the capital must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment

Income and endowments

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably

Donations and legacies

Collections are recognised when received.

Planned giving receivable is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate

Gift aid recovered is recognised when the income to which it is attached is recognised

Grants and legacies are recognised when the formal offer in writing of the funding, is received by the PCC

Charitable activities

Statutory fees for weddings and funerals are recognised when the office occurs

Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a - when received, or b - in the case of concerts: for the year in which the event occurs, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place

Sales of magazines and study notes are recognised when received

Rents from property are recognised in accordance with the rental agreements, when receipt is probable

Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue

Notes to the Financial Report

All other income

All other income is recognised in accordance with the above overall policy

Gains and losses on investments

Realised gains are recognised when the investments are sold

Unrealised gains and losses are accounted for on revaluation at 31 December

Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC

Church activities

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet

Fixed assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to *(date)* there is insufficient cost information available and therefore the cost of such assets is stated at a nominal £1 in the financial statements

All expenditure on consecrated or beneficed buildings and individual items costing under (put in limit, say £1,000) are written off in the year they were incurred

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Land	Nil
Buildings	Nil
Fixtures and fittings	20%
Audio visual equipment	33%
Office equipment	25%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular impairment reviews, provision will be made if there has been any permanent diminution in value

Investments

Investments are stated at market value at the balance sheet date

Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectible

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank

Sutton with Seaford Registered Charity no. 1131402

Statement of Assets and Liabilities

Our financial position at the year-end was

Balance Sheet detailed

		As at 31/12/2020	As at 31/12/2019
Fixed assets			
	6430: St Luke's House	280,000.00	280,000.00
	6431: St Leonard's Church Hall	140,000.00	140,000.00
	6432: 35% of 2 Benenden Close	91,000.00	91,000.00
	6433: Accumulated Depreciation for St. Lukes H	—	—
	6434: Accumulated Depreciation for St. Leonard	—	—
	6435: Accumulated Depreciation for 35% OF 2 Beneden Close	—	—
	Total Fixed assets	511,000.00	511,000.00
Current assets			
	6501: Bank current account	8,178.01	16,365.66
	6505: Bank Saver Account (Premium)	100,271.40	143,699.17
	6506: Bank Saver Account (Reserve)	6,283.55	6,278.63
	6507: Community and Families	18,786.01	3,902.10
	6510: CCLA (CBF) deposit account	119,220.92	118,716.83
	6590: Cash in hand	318.01	19.31
	6592: CYFM Cash in hand	(8.94)	—
	6595: Debtors	—	—
	6596: Affiliated Accounts Bank and Cash	—	—
	6597: Gift Aid Due	—	—
	Z05: Accounts Receivable	6,358.55	12,651.69
	Total Current assets	259,407.51	301,633.39
Liabilities			
	6601: Loans received	—	—
	6602: Accruals	—	356.51
	6603: Creditors - Unpresented Cheques	—	—
	6604: Creditors - Other	—	—
	6605: Loans received	—	—
	6606: PAYE	2,280.10	1,109.34
	6607: Net Wages	(0.11)	—
	6699: Agency collections	1,645.34	1,528.96
	Z04: Accounts Payable	13,647.70	8,951.00
	Total Liabilities	17,573.03	11,945.81
	Net Asset surplus (deficit)	752,834.48	800,687.58

Notes to Financial Report

Reserves

Excess / (deficit) to date	(47,853.10)	—
Z01: Starting balances	800,687.58	800,687.58
Total Reserves	752,834.48	800,687.58

Represented by Funds

Unrestricted	367,518.94	444,790.01
Designated	104,663.05	104,500.05
Restricted	280,652.49	251,397.52
Endowment	—	—
Total	752,834.48	800,687.58

This Financial Report for the year ended 31st December 2020, including the notes following, was approved by the PCC and signed on its behalf by The Revd. James Hollingsworth, PCC Chairman:

.....

Date

Notes to the Financial Report

2 Analysis of income and endowments

Total	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Income and endowments						
<i>Donations and legacies</i>						
0101 - Standing Order St Leonard's - Gift Aid	19,327	—	240	—	19,567	20,642
0102 - Standing Orders St Luke's - Gift Aid	6,135	—	—	—	6,135	6,584
0103 - Parish Giving Scheme	57,101	—	—	—	57,101	54,543
0111 - Envelopes St Leonard's - Gift Aid	7,629	—	—	—	7,629	13,912
0112 - Envelopes St Luke's - Gift Aid	680	—	—	—	680	2,500
0201 - Other planned giving St Leonard's - CAF	—	—	—	—	—	—
0202 - Other Planned Giving St Luke's - CAF	90	—	—	—	90	420
0203 - Standing Orders St Leonard's	9,608	—	—	—	9,608	9,827
0204 - Standing Orders St Luke's	4,175	—	—	—	4,175	4,405
0205 - Envelopes St Leonard's	3,073	—	—	—	3,073	1,318
0206 - Envelopes St Luke's	1,320	—	—	—	1,320	1,262
0301 - Collections St Leonard's - Gift Aid	2,535	—	—	—	2,535	3,864
0302 - Collections St Luke's - Gift Aid	—	—	—	—	—	121
0303 - Collections St Leonard's	4,462	—	—	—	4,462	13,027
0304 - Collections St Luke's	1,017	—	—	—	1,017	2,238
0401 - Gift Day St Leonard's - Gift Aid	—	—	—	—	—	—
0402 - Gift Day St Luke's - Gift Aid	—	—	—	—	—	—
0403 - Gift Day St Leonard's	—	—	—	—	—	—
0404 - Gift Day St Luke's	—	—	—	—	—	—
0413 - Boxes St Leonard's	271	—	—	—	271	723
0450 - Bible Appeal	—	—	—	—	—	—
0451 - Organ Humidifier Appeal	—	—	—	—	—	—
0452 - Tower Appeal	—	—	40	—	40	9,997
0551 - Donations St Leonard's - Gift Aid	—	—	—	—	—	—
0552 - Donations St Luke's - Gift Aid	—	—	—	—	—	—
0553 - Donations St Leonard's	762	90	—	—	852	1,200
0554 - Donations St Luke's	23	—	—	—	23	746
0555 - Donations Parish - Gift Aid	1,001	—	—	—	1,001	—
0556 - Donations Parish	17,640	73	970	—	18,683	5,966
0601 - Tax Recoverable on St Len Gift Aid PLG	—	—	—	—	—	—
0602 - Tax Recoverable on St Luk Gift Aid PLG	—	—	—	—	—	—
0603 - Tax Recovery - St Leonard's Other	—	—	—	—	—	—
0604 - Tax Recovery - St Luke's Other	—	—	—	—	—	—
0605 - Tax Recoverable on Parish Gift Aid	—	—	—	—	—	—
0606 - Tax Recovery - Parish	10,385	—	—	—	10,385	12,652
0607 - Tax Recovery - PGS	12,840	—	—	—	12,840	12,786
0701 - Legacies St Leonard's	—	—	31,000	—	31,000	1,500
0702 - Legacies St Luke's	—	—	—	—	—	—
0705 - Legacies Parish	—	—	31	—	31	995
0801 - Recurring Grants Parish	—	—	—	—	—	—
0806 - Non-recurring one-off grants Parish	—	—	—	—	—	—
1279 - CFM Grants	—	—	—	—	—	—
1280 - Alpha	—	—	—	—	—	1,440

Notes to the Financial Report

Total	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Donations and legacies Totals	160,080	163	32,281	—	192,524	182,673
Income from charitable activities						
0950 - PRS Income	—	—	—	—	—	670
1101 - Fees - Weddings & Funerals St Leonard's	5,029	—	—	—	5,029	12,719
1102 - Fees - Weddings & Funerals St Luke's	—	—	—	—	—	—
1103 - Fees - Bellringers	—	—	—	—	—	80
1104 - Fees - Choir	—	—	—	—	—	80
1209 - Coffee Money Donations	474	—	—	—	474	818
1241 - Hall Lettings St Leonard's	1,219	—	—	—	1,219	3,324
1242 - Hall Lettings St Luke's	1,236	—	—	—	1,236	4,694
1243 - Church Lettings St Leonard's	280	—	—	—	280	2,270
1255 - Magazine income - advertising	1,029	—	—	—	1,029	1,173
1265 - Parish Magazine Sales	311	—	—	—	311	317
1270 - Bell Ringers	—	—	—	—	—	—
1271 - Choir	—	—	—	—	—	—
1272 - Flowers	—	—	215	—	215	1,087
1273 - Live Wires/Messy Church	—	—	—	—	—	164
1274 - Slugs/Sunday Club	—	—	—	—	—	—
1275 - Tots Treats	—	—	—	—	—	—
1276 - Vicar's Discretionary Fund	—	—	—	—	—	—
1277 - Women's Group	—	—	—	—	—	—
Income from charitable activities Totals	9,579	—	215	—	9,794	27,398
Other trading activities						
0911 - St Leonard's Events Gift Aided-DO NOT US	—	—	—	—	—	—
0912 - St Luke's Events - Gift Aided-DO NOT U	—	—	—	—	—	—
0913 - St Leonard's Events	1,207	—	—	—	1,207	5,342
0914 - St Luke's Events	—	—	—	—	—	978
0915 - Parish Events	—	—	—	—	—	362
0916 - Parish Office Services	9	—	—	—	9	997
1210 - Bookstall sales to promote objectives	15	—	—	—	15	—
1220 - Bookstall Sales - Fundraising	—	—	—	—	—	—
Other trading activities Totals	1,231	—	—	—	1,231	7,681
Investments						
1001 - Dividends	—	—	—	—	—	—
1020 - Bank Interest - Premium	187	—	—	—	187	399
1021 - Bank Interest - Reserve	4	—	—	—	4	12
1022 - Bank Interest - CCLA	504	—	—	—	504	885
1023 - Bank Interest - Community & Families	—	—	—	—	—	19
1030 - Rent from lands or buildings	—	—	—	—	—	—
Investments Totals	696	—	—	—	696	1,316
Other income						
0608 - HMRC Employers Allowance	3,296	—	—	—	3,296	2,487
1278 - CFM Income	17,960	—	—	—	17,960	16,885
1315 - Insurance Claims	—	—	—	—	—	—
1320 - Surplus - sales of fixed assets	—	—	—	—	—	—
1325 - Friends Subscriptions	—	—	180	—	180	180
1400 - Other Income - Restricted -	—	—	14,944	—	14,944	—

Notes to the Financial Report

Total	Unrestricted	Designated	Restricted	Endowment	This year	Last year
SVET						
2841 - Start of Year Reconciliation	—	—	—	—	—	—
2842 - Write offs	—	—	—	—	—	—
Other income Totals	21,256	—	15,124	—	36,381	19,553
Income and endowments	192,843	163	47,621	—	240,627	238,623
Grand totals						

Expenditure

Raising funds

1720 - Costs of stewardship	447	—	—	—	447	505
1731 - Costs of Fetes & Events St Leonard's	—	—	—	—	—	2,194
1732 - Cost of Fetes and Events St Luke's	—	—	—	—	—	—
1735 - Costs of Fetes & Events Parish	—	—	—	—	—	—
2051 - Salary - Parish Admin - Stewardship	1,024	—	—	—	1,024	998
Raising funds Totals	1,471	—	—	—	1,471	3,698

Expenditure on charitable activities

1750 - Bibles	—	—	—	—	—	—
1801 - Mission - Overseas CMS	935	—	1,000	—	1,935	1,500
1830 - Mission - Overseas Agencies	5,038	—	—	—	5,038	7,991
1850 - Mission - Home Church Schools	676	—	—	—	676	833
1860 - Mission - Other Charities	2,828	—	—	—	2,828	6,299
1870 - Mission - Secular Organisations	(60)	—	2,000	—	1,940	4,340
1901 - Parish Contribution	119,325	—	—	—	119,325	130,073
1950 - CCLI & PRS	1,581	—	—	—	1,581	2,467
2001 - National Insurance	—	—	—	—	—	—
2002 - Employees Tax	—	—	—	—	—	—
2003 - Employers National Insurance	3,296	—	—	—	3,296	895
2004 - Pensions	861	—	—	—	861	861
2050 - Salary - Parish Admin - Clergy Support	4,057	—	—	—	4,057	3,993
2052 - Salary - Parish Admin - Hall	—	—	—	—	—	—
2053 - Salary - Parish Admin - Upkeep of Serv.	6,551	—	—	—	6,551	6,093
2054 - Salary - Parish Admin - Magazine	1,024	—	—	—	1,024	998
2055 - Salary - Parish Admin - Governance	4,560	—	—	—	4,560	4,317
2056 - Salary - Office Assistant	2,788	—	—	—	2,788	2,699
2057 - Salary - Verger - Upkeep of Services	2,467	—	—	—	2,467	3,299
2058 - Salary - St. Leon. Hall Caretaker	4,736	—	—	—	4,736	4,439
2059 - Salary - St. Leon. Organist	3,518	—	—	—	3,518	4,315
2060 - Salary - St Luke's Care - Upkeep of Serv	2,332	—	—	—	2,332	2,126
2061 - Salary - St Luke's Organist	1,380	—	—	—	1,380	1,505
2062 - Salary - Verger - St. Leon. Runn Costs	2,367	—	—	—	2,367	2,219
2063 - Salary - St. Luke's Care - Runn Costs	2,327	—	—	—	2,327	2,139
2064 - Salary - Senior Verger - St. Leon. Runn.	1,272	—	—	—	1,272	1,252
2065 - Salary - Senior Verger - Upkeep of Servi	1,273	—	—	—	1,273	1,252
2066 - Salary - CFM	30,800	—	—	—	30,800	25,300

Notes to Financial Report

3 Analysis of expenditure

Total	Unrestricted	Designated	Restricted	Endowment	This year	Last year
2067 - CFM Running Costs	4,379	—	—	—	4,379	4,826
2101 - Working Exp's - Incumbent St Leonard's	153	—	—	—	153	686
2102 - Working Exp's - Incumbent St Luke's	811	—	—	—	811	988
2103 - Working Exp's - Assistant Curate	—	—	—	—	—	—
2121 - Council tax - Vicarage	588	—	—	—	588	2,864
2122 - Council Tax - St Luke's House	2,988	—	—	—	2,988	2,864
2123 - Council Tax - Benenden Close	—	—	—	—	—	—
2141 - Water rates - Vicarage	—	—	—	—	—	—
2142 - Water Rates - St Luke's House	1,597	—	—	—	1,597	673
2143 - Water Rates - Benenden	—	—	—	—	—	—
2144 - Water Rates - St Leonard's Church	60	—	—	—	60	66
2145 - Water Rates - St Luke's	185	—	—	—	185	155
2146 - Water Rates - Hall	196	—	—	—	196	177
2151 - Telephone - Vicarage	736	—	—	—	736	598
2152 - Telephone - St Luke's House	838	—	—	—	838	533
2153 - Telephone - Benenden Close	—	—	—	—	—	—
2154 - Telephone - St Leonard's Church	683	—	—	—	683	660
2156 - Telephone - Hall/Office	705	—	—	—	705	774
2161 - Miscellaneous - Vicarage	—	—	—	—	—	—
2162 - Miscellaneous - St Luke's House	—	—	—	—	—	—
2163 - Miscellaneous - Benenden	—	—	—	—	—	—
2164 - Miscellaneous - St Leonard's Church	275	—	—	—	275	427
2165 - Miscellaneous - St Luke's Church	—	—	—	—	—	106
2166 - Miscellaneous - Hall	—	—	—	—	—	276
2169 - Rent - Benenden Close	—	—	—	—	—	—
2180 - Alpha Expenditure	—	—	—	—	—	758
2201 - Training and Youth	793	—	422	—	1,215	688
2202 - Holiday Club Expenses	—	—	—	—	—	—
2209 - Refreshments	359	—	—	—	359	1,285
2210 - Bell Ringers	—	—	—	—	—	—
2211 - Choir	—	—	—	—	—	—
2212 - Flowers	—	—	—	—	—	—
2213 - Live Wires/Messy Church	—	—	—	—	—	81
2214 - Slugs/Sunday Club	—	—	—	—	—	—
2215 - Tots Treats	—	—	—	—	—	—
2216 - Vicar's Discretionary Fund	—	—	—	—	—	—
2217 - Women's Group	—	—	—	—	—	—
2301 - Insurance - Vicarage	—	—	—	—	—	—
2302 - Insurance - St Luke's House	466	—	—	—	466	321
2303 - Insurance - Benenden Close	—	—	—	—	—	—
2304 - Insurance - St Leonard's Church	1,872	—	—	—	1,872	1,842
2305 - Insurance - St Luke's Church	2,993	—	—	—	2,993	2,798
2306 - Insurance - Hall	—	—	—	—	—	—
2316 - Cleaning - Hall - DO NOT USE	—	—	—	—	—	—
2320 - Organ / piano tuning	6,197	—	—	—	6,197	2,619
2321 - Organ Major Repairs	—	—	—	—	—	—
2331 - Maintenance - Vicarage	2,159	—	—	—	2,159	—
2332 - Maintenance - St Luke's House	772	—	—	—	772	518
2333 - Maintenance - Benenden Close	80	—	—	—	80	250
2334 - Maintenance - St Leonard's Church	1,849	—	—	—	1,849	8,209
2335 - Maintenance - St Luke's Church	892	—	—	—	892	5,100
2336 - Maintenance - Hall	2,015	—	—	—	2,015	2,788
2340 - Upkeep of Services	6,606	—	—	—	6,606	3,168
2350 - Upkeep of Churchyard	230	—	—	—	230	232
2370 - Readers and other fees	445	—	—	—	445	544
2372 - Retired clergy wedding/funeral	1,331	—	—	—	1,331	—

Notes to the Financial Report

Total	Unrestricted	Designated	Restricted	Endowment	This year	Last year
2375 - Diocesan Fees	3,417	—	—	—	3,417	4,037
2380 - Other costs (equipment)	2,173	—	—	—	2,173	951
2381 - Staffing Misc.	40	—	—	—	40	155
2390 - Property Depreciation	—	—	—	—	—	—
2404 - Gas - St Leonard's Church	3,917	—	—	—	3,917	439
2405 - Gas - St Luke's Church	949	—	—	—	949	1,352
2406 - Gas - Hall	1,655	—	—	—	1,655	1,183
2414 - Electric - St Leonard's Church	1,100	—	—	—	1,100	1,409
2415 - Electric - St Luke's Church	520	—	—	—	520	755
2416 - Electric - Hall	799	—	—	—	799	1,083
2424 - Supplies - St Leonard's Church	—	—	—	—	—	—
2425 - Supplies - St Luke's Church	—	—	—	—	—	—
2426 - Supplies - Hall	303	—	—	—	303	1,498
2427 - Supplies - Upkeep of Services	2,283	—	—	—	2,283	2,166
2501 - Magazine Production Costs	—	—	—	—	—	15
2510 - Bookstall Purchases	—	—	—	—	—	—
2520 - Bank Charges	58	—	—	—	58	78
2521 - Loan Interest	—	—	—	—	—	—
2601 - Governance - Audit Fees	2,750	—	—	—	2,750	1,760
2602 - Governance - Office Expenses	362	—	—	—	362	223
2704 - Fabric - St Leonard's Church	—	—	—	—	—	—
2705 - Fabric - St Luke's Church	—	—	—	—	—	—
2706 - St. Leonard's Boiler	—	—	—	—	—	472
2710 - Reordering	—	—	—	—	—	—
2801 - Hall + major repairs - structure	—	—	—	—	—	—
2820 - Hall + major repairs - installation	—	—	—	—	—	—
2830 - Hall + interior and exterior decorating	—	—	—	—	—	—
2998 - Transfer of balances	—	—	—	—	—	—
2999 - Write offs	—	—	—	—	—	2,473
Expenditure on charitable activities Totals	269,539	—	3,422	—	272,961	289,158
Other expenditure						
1880 - Legacy - Dollin	—	—	—	—	—	2,500
2707 - Tower Repairs	—	—	—	—	—	—
2711 - Professional Advisors Fees	—	—	—	—	—	1,140
2835 - Other Expenditure - Restricted - SVET	—	—	14,047	—	14,047	—
2840 - Year End Reconciliation	—	—	—	—	—	—
Other expenditure Totals	—	—	14,047	—	14,047	3,640
Expenditure Grand totals	271,010	—	17,470	—	288,480	296,496

Notes to Financial Report

Summary of Financial Position 2020

1. The budget approved for 2020 assumed that the year would end with a deficit of £58,790 in our general fund operating account.

Total income across all funds was £240,627 and total expenditure was £288,480, resulting in a deficit of £47,853.

2. Overall reserves, excluding property but including legacies, now stand at £241,834. The total for 2019 was £289,687.

3. In January 2021, The PCC approved an operating fund budget for 2021 which estimates a deficit in the general fund of £54,300 at the end of 2021.

4. Tax recovery through Gift Aid totalled £23,225. Contributions through the Parish Giving Scheme (PGS) accounted for £12,840 of this total.

5. The major expenditure was the Parish Ministry contribution (PMC), payable to the Diocese of Chichester, (our share of the overall clergy stipends, pensions and housing), totalling £119,325. The original amount pledged (pre-pandemic) was £133,325 but this amount was reduced (with the agreement of the Diocese), from April because of a reduction in parish income.

6. Mission grants amounted to £12,477.

Reserves Policy

1. The PCC has a policy of retaining sufficient funds in its General Fund as a reserve, in the event that it becomes necessary to finance a shortfall to meet budgeted cost commitments. The level of reserves to be retained are currently set at 3 months operating costs, which amount to £66,000. At no time in 2020 was our cash flow put at risk.

2. The PCC has a policy of transferring annually £750 into a part of the General Fund designated as the Clergy House Maintenance Fund.

3. Reserves are held in designated and restricted funds for specific objectives and purposes.

4. PCC policy has been to invest balances of funds in interest bearing accounts either with the CCLA Deposit Fund or with Barclays Bank. The PCC do not use reserves to make investments in equity markets.

Related Trusts

There are no related trusts or charities, nor properties or other assets held in trust, for which the PCC or Vicar and Churchwardens have responsibility.

Notes to Financial Report

4 Missionary and charitable giving

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2020	Total Funds 2019	Notes
Overseas: CMS, Cambodia Action, LAMA House, MAF, Mission Direct, Samara's Aid and Grace Kunungha (from Dollin Legacy	6473		£	£ 6473 -	£ 14990	
Home: Homelink, Beachy Head, Church Army, Dio Schools, Family Support Work	6004			6004	8742	
	12477			12477	23462	

Total includes £1000 paid from Dollin Legacy funds.

2019 inc
£10000
Dollin

5 Staff costs

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2020	Total Funds 2019	Notes
Remuneration	£	£	£	£	£	
Wages and salaries	66892			66892	65946	
Employer social security costs	3296			3296	895	
Employer pension costs	861			861	861	
	71049			71049	67702	

6 Payments to PCC members

Clergy were paid out of pocket expenses.

No person received remuneration in excess of £60,000.

7 Transactions with persons related to PCC members

8 Transactions with related charities

Notes to the Financial Report

9 Governance

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2020	<i>Total Funds 2019</i>	Notes
	£	£	£	£	£	
<i>Independent examination and professional advice</i>	2750			2750	1760	
<i>Accounts production</i>	362			362	1140	
<i>Bookkeeping</i>	4560			4560	4317	
	7672			7672	7217	

10 Transfers between funds

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2020	<i>Total Funds 2019</i>	Notes
	£	£	£	£	£	
	21896	21000	-	42896	-	
	21896	21000	-	42896	-	

Notes to the Financial Report

11 Fixed assets

a Investments

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2020</u>	<i>Notes</i>
	£	£	£	£	
Market value 1 January 2020	-	-			
Disposals at carrying value	-	-			
Purchases at cost	-	-			
Net gains and revaluation	-	-			
Market value 31 December 2020	-	-			

b Tangible fixed assets

	<u>Freehold land and buildings</u>	<u>Audio visual equipment</u>	<u>Office equipment</u>	<u>Total fixed assets</u>	<i>Notes</i>
	£	£	£	£	
Cost or valuation					
At 1 January 2020	511000			511000	
Additions					
Disposals					
Revaluation					
At 31 December 2020	511000			511000	
Charge for impairment					
At 1 January 2020	-				
Additions	-	)			
Disposals	-				
Revaluation	-				
At 31 December 2020	-		-		
Net book amounts					
At 31 December 2020	511000			511000	
<i>At 31 December 2020</i>	<i>511000</i>			<i>511000</i>	

Notes to the Financial Report

12 Fixed assets *continued*

No further notes

13 Net assets by fund

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	£	
Fixed assets for church use		511000	5	511000	511000	
Investment fixed assets		-				
Current assets (except cash)			-			
Cash at bank and on deposit	61229	191820	-	253049	288982	
Current liabilities	(17573)	-	-	(17573)	(11945)	
Long term liabilities		-	-			
	43656	702820		746476	788037	

14 Debtors

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	£	
Income tax recoverable			-			
Prepayments and accrued income		-	-		356	
Other debtors	6358	-	-	6358	24251	
	6358		-	6358	24597	

15 Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	£	
Deferred income		-	-			
Accruals for utilities and other costs		-	-			
Archdeacon's loan		-	-			
Other creditors		-	-			
		-	-			

Notes to the Financial Report

16 Creditors: amounts falling due after one year

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	£	
Deferred income	-	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	-	
Archdeacon's loan	-	-	-	-	-	
Other creditors	-	-	-	-	-	
		-	-			

17 Comparatives for the statement of financial activities

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2019
	£	£	£	£
Income and endowments from:				
Donations and legacies	160243	32281	-	182672
Charitable activities	9579	215	-	27398
Other trading activities	1231	-	-	7681
Investments	696	-	-	1316
Other receipts	21256	-	-	19552 -
Total income	193006	47621	-	238619
Expenditure on:				-
Raising funds	1471	-	-	3698
Charitable activities	269539	3422	-	189157
Other trading activities	-	-	-	-
Other expenditure	-	14047	-	3640
Total expenditure	271010	17470	-	296495
Net gains (or losses) on investments				
Net income or (net expenditure)	(78004)	30150	-	(57876)
Transfers between funds	-	-	-	-
Other recognised gains/(losses):				
Gains/(losses) on revaluation of fixed assets	-	-	-	-
Other gains/(losses)	-	-	-	-
<i>Reconciliation of funds:</i>				
Net movement in funds	(77108)	29254	-	(57873)
Total funds brought forward	549290	251373	-	858560
Total funds carried forward	472181	280652	-	800687

Notes to the Financial Report

18 Statement of funds

Explanation of funds

Endowed funds are required by the donors to be invested and the income spent on specific objectives

Restricted funds are not invested permanently but are to be spent within reasonable timescales.

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides

Summary of all funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2020	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2020
	£	£	£	£	£
				-	-
				-	-
Total of all endowed funds				-	
				-	
				-	-
				-	-
Total of all restricted funds	251397	47621	(17470)	(896) -	280652
General fund					
Designated roof fund	-	-	-		
Revaluation reserve		-	-		1
Total of all unrestricted funds	549290	193006	(271010)	896	472182
Total funds	800687	240627	(288480)	-	752834

Independent Examiner’s Report to the PCC of Sutton with Seaford for the Year Ended 31st December 2020

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Sutton with Seaford, on the annual report for the year ended 31st December 2020 set out on pages 14 to 30

Respective responsibilities of trustees and examiner	1. examine the accounts under section 145 of the Charities Act, 2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and 3. to state whether particular matters have come to my attention.
Basis of independent examiner’s statement	My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a ‘true and fair’ view and the report is limited to those matters set out in the statement below.
Independent examiner's statement	In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below *) which gives me cause to believe that in, any material respect: ● accounting records were not kept in accordance with section 130 of the Charities Act or ● the accounts do not accord with the accounting records
Examiner’s signature	I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.
Examiner’s name CAPITALS	* Please delete the words in the (brackets) if they do not apply
Date	
Relevant professional qualification(s) or body if any	
Examiner’s address	
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:	

Independent Examiner’s Report to the PCC of Sutton with Seaford for the Year Ended 31st December 2020

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Section B	Disclosure
	Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)
Give here brief details of any items that the examiner wishes to disclose	