

# 2021 Trustees Annual Report and Financial Report

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Of The Parochial Church Council of the Ecclesiastical Parish of

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## St Dunstan's Church, Mayfield

High Street, Mayfield TN20 6AQ

Registered Charity no. 1132001

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**For the year ended 31st December 2021**

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Website: [www.stdunstansmayfield.org.uk](http://www.stdunstansmayfield.org.uk)

In Vacancy until November 9<sup>th</sup>, 2021

Incumbent: From November 10<sup>th</sup>, 2021: Fr. Michael Asquith  
The Vicarage High Street, Mayfield TN20 6BE

Independent examiner: Vincent Blake, The Old Farmhouse. Town Row green,  
Rotherfield TN6 3QU

Bankers: National Westminster Bank plc 89 Mount Street, Tunbridge  
Wells TN1 1QJ

# St Dunstan's, Mayfield

## Trustees Annual Report for 2021

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### Administrative Information

The Parochial Church Council of Mayfield was formed as a combined entity in April 2006. It is part of the Diocese of Chichester within the Church of England. During that year the Parish was pleased to join the Deanery of Rotherfield.

The Parish is a Charity and was registered as an independent charity with the Charity Commission during 2009 (Registered Charity Number: 1132001). It is governed under the powers of the Parochial Church Council (Powers) Measure (1956) as amended and Church Representation Rules as amended.

During the year April 2021 to March 2022 the following served as Members of the Mayfield & Five Ashes Parochial Church Council (PCC):

#### **EX-OFFICIO MEMBERS**

Incumbent	Fr. Michael Asquith	Chairman ( <i>From November 2021</i> )
Deacon	Revd. Di Blackden	

#### **ELECTED MEMBERS**

<b>Churchwardens</b>	Stephen Blurton Stephen Lawrence
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<b>Deanery Synod</b>	Emma Ryder Richardson Denise Packham Karen Mack Pam Mather	<i>From January 2022</i> <i>wef October 2020</i> <i>wef October 2020</i> <i>resigned August 2021</i>
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<b>Ordinary Members</b>	Robin Holliday Emma Ryder Richardson Mike Hand-Bowman Roger Salwey Jenny Begeman Sue Smith Karen Dines Jo Eates Zoe Linden Tim Reid	Treasurer Acting PCC Secretary
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### Structure, Governance & Management

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members; Churchwardens and 4 members of the Deanery Synod; plus 10 members of the Church who are elected by the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and a balance of skills and experience is sought where possible.

The full PCC has met on 8 occasions since 13<sup>th</sup> April 2021. Initially meetings were held completely on Zoom but as covid restrictions lifted they were held in St. Dunstan's Church and London House in person with a facility for Zoom if people felt unable to meet in an enclosed space.

Additionally, 7 Standing Committee meetings were held to prepare the Agendas for the full meeting.

## Our aims and purposes as a charity

Until November 9<sup>th</sup>, 2021, the parish was in a Vacancy.

**Fr. Michael Asquith was instituted by the Rt. Revd. Martin Warner, Bishop of Chichester, as vicar of Mayfield and Five Ashes, on November 10<sup>th</sup>, 2021.**

The PCC had the responsibility of maintaining the life of the church in the Vacancy and to now co-operate with the new incumbent, Fr. Michael Asquith, in:

- Promoting 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.
- Knowing Jesus better and make Him better known;
- Providing 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 those in need and, to other organisations with similar objectives.

The PCC also contributes to the provision of services at the Cottage Hospice, Five Ashes.

## What we planned to do to achieve our charitable objectives

When planning our activities for the year, the PCC and latterly the new incumbent, have considered 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 this year we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church
- Enabling as many people as possible to become part of our parish community
- Teaching, baptising and nurturing new and existing believers
- Maintaining an overview of worship throughout the parish
- Considering how services can involve the many groups that live within the parish
- Putting faith into practice, through prayer and scripture, music and sacrament
- Offering worship and prayer, learning about the Gospel, in small group situations
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- Provision of pastoral care for people living in the parish
- Providing assistance to the poor and needy of the parish
- Giving grants to missionary organisations
- Reaching out to the unchurched through provision of offering food and fun at Harvest
- Maintaining the fabric of the church building as a historic centre and focus of life in the village

## **What we do, have achieved and how we affected beneficiaries' lives**

### **Attendance at worship**

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ, is a major demonstration of the public benefit of our activities.

The average weekly Sunday and Wednesday attendance, counted during October was 68 adults and 5 children. Additionally Funerals, Memorial Services and a Baptism (5 services) attracted between 30 and 132.

The year started with yet another national lockdown forcing us as a church to look at different ways in which to reach the needs of the congregation and wider community.

At first, services were created by pre-recording sections of the liturgy and then distributing that content via Zoom to our regular congregation for Sunday worship. Later, when restrictions were relaxed somewhat for the church to reopen on Sundays, we live-streamed the services so that a wider congregation could participate, albeit virtually. During Lent we also arranged a series of virtual luncheons via Zoom, which also raised funds for MAYFACS (the local community help organisation), the Cottage Hospice in Five Ashes, Family Support Work and Friends of the Holy Land. These innovations all helped to foster a sense of togetherness.

A vital link in keeping people informed is the weekly issue of ENews. This is distributed digitally to a wide audience, not just our congregation, and has proven to be an excellent way to keep people informed and involved in church life.

Although such initiatives provided a form of contact, interaction and spiritual encouragement, they obviously lack the warmth and intimacy of normal social activity and we looked forward to the day when we could throw open the doors and welcome people back to church.

Once we were allowed back in church, we were blessed with support from retired priests to take services and celebrate the Eucharist on Wednesdays and Sundays.

Unfortunately, the COVID restrictions throughout most of year meant that our meetings for Tiny Tots, Messy Church and Sunday Club were severely affected.

### **Teaching, baptising and nurturing new and existing believers**

During the year there have been 4 weddings, 2 baptisms and 17 funerals. A member of our congregation, Mrs Margaret Neve, was awarded the Order of St Richard by Chichester Diocese in recognition of her long-standing commitment as team leader to the teaching of Christian principles to the young of our parish.

Unfortunately, the House Group was wound down during the year as the number attending was severely impacted by people either leaving Mayfield or through illness.

### **Evangelism and outreach**

Music is a great tradition at St Dunstan's and the PCC is actively pursuing a policy of encouraging different music and artistic groups to use the church for both rehearsals and concerts. We are working particularly closely with the Friends of Music in Mayfield and the Mayfield Festival Choir in bringing high quality musical events to St Dunstan's. The encouragement of young musicians at the beginning of their professional careers is a particular aim of our collaboration. The parallel aim is to encourage people from all walks of life and different faiths to enjoy coming to St Dunstan's for not only the music but the beautiful ambience of the place and that by doing so they appreciate how the church seeks to be at the centre of life in Mayfield.

The first such concert featured a newly formed baroque ensemble that sought performance exposure before taking up a residency in London.

The Mayfield Festival Choir, consisting of some 60 singers, staged two concerts in the year both of which also involved some 10 preceding rehearsal sessions. The Friends of Music in Mayfield also

hosted a concert in the church featuring winners from the Tunbridge Wells International Music Competition.

Towards Christmas our own choir, supported by a baroque camerata of professional musicians, staged a meditative evening of Bach Cantatas with readings from the Rt. Revd. Nicholas Holtam. Over 120 people attended this highly acclaimed concert. This was in addition to Advent and Christmas carol services which always attract large numbers.

Again, the stresses caused by the pandemic meant that we were unable to hold our usual summer fete, although we did manage to share a youth day community summer picnic with MAYFACS. Instead at Christmas we held a Christmas Tree festival and invited a host of village organisations to decorate a tree celebrating their particular interest. This was very well supported and attended by the village.

In September, we hosted an ecumenical service, Songs of Praise, to celebrate the ending of pandemic restrictions. The service was put together by a team representing St Dunstan's, St Thomas of Canterbury and Colkins Mill churches. It was well received by all and it our earnest hope that more collaborative services can be organised in the coming year.

At Harvest, we issued personal invitations to farmers in the environs of Mayfield to come and help celebrate Harvest Festival at a service and buffet luncheon. Proceeds from our collection went to the Royal Agricultural Benevolent Fund. This charity aids farmers in distress whether it be financial or emotional. At this time we were also pleased to welcome into church the whole of Mayfield CofE Primary School to celebrate their Harvest Festival.

In addition, as part of the harvest celebrations our music director put on a workshop for children up to the age of 11 to introduce them to fun and joy of singing. This initiative proved to be very successful and it is hoped that this idea can be developed in the future to attract more youngsters into church activities.

As a church we support the ecumenical 'World Day of Prayer'. This year St Dunstan's hosted the service 'online' and over 50 people attended from three local churches. The theme was a celebration of the church in Vanuatu.

One of the major services involving other churches and the Royal British Legion and Scouts was the Act of Remembrance in November. The memorials are at the entrance to the church from the high street. This service always attracts a very large number of participants. Additionally a short Act of Remembrance was held at 11am on Remembrance Day which attracted a larger number of people than expected.

As part of the village's late night shopping evening in November, we opened up the church and tower so that people could inspect the inner workings of our 100-year-old clock, which is due for renovation in celebration of Her Majesty's Platinum Jubilee. This event attracted a very large number of people into the church. The appeal for funds is part of a joint exercise with Mayfield & Five Ashes Parish Council.

The upkeep of the 'open' and very large churchyard is a primary responsibility of the PCC, but in this task we are most grateful for the help received from various village organisations. Such collaboration is important part of our village outreach.

At the end of year, we were most grateful to receive as a gift a Nativity triptych created by the schoolgirls in the Ceramics Department of Mayfield School. This was displayed in church over the Christmas period.

### ***Provision of the church building for people to enjoy***

As mentioned, we celebrated 2 baptisms, 4 weddings and 17 funerals in our church during the year. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

The main focus this year has been to explore ways in which the church building can be used for events in addition to services. This collaboration will evolve over the coming years and a special committee

has been set up with representatives from St Dunstan's, Mayfield Festival and Mayfield School to look at this further development.

It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. To this end the church building is open during the day and the many entries in the Visitors' Book testify to the importance of access.

Many remark not only how refreshing it is to find an open church but, also the sense of peacefulness and spirituality the church pervades.

Other remarks include the sense of history within; that people of much earlier generations found life and presence there and, comments on the appreciation of the architectural beauty of the building and biblical archaeology.

We also have a labyrinth laid out in the churchyard as a space for contemplative reflection.

### ***Church building and future projects***

During the first half of the year major repair work was undertaken on the large beams supporting the spire. We are enormously grateful to the 'The Friends of St Dunstan's Church' for their financial support in making these repairs possible and indeed in their continuing generous benefaction in helping to maintain the fabric of the church.

The church family has a plan to enhance the audio equipment, replacing some elements where necessary. This will enhance the sound quality within church not only for the congregation but for audiences to non-church events.

### ***Provision of tangible support to the poor and needy***

The two main charities we supported during the year were (i) Family Support Work, a local Sussex charity, that helps families struggling with issues such as poverty, ill health, learning difficulties, bereavement, family break-up and domestic abuse and (ii) Friends of the Holy Land that supports Christians in the West Bank, Gaza and Jordan.

### **Other charitable giving**

Royal Agricultural Benevolent Fund as previously mentioned.

### **Our Thanks**

In closing, we would like to thank all those who contribute to the life of St. Dunstan's. Bellringers, Choir, Fabric and Finance Committees, Flower Guild, Gardeners and Keepers of the Churchyard, Holy Dusters and those who perform Sacristan duties, London House Committee, Organ Trust, Sunday Club, the Parish Office, and finally but not least to Trustees and members of the PCC past and present. Especial thanks to the past churchwardens Jo Woodliffe and Sheila Rait and to Christine Brock PCC secretary who all stepped down in May 2021.

Life for all has been tricky to navigate over the past two years but with the Spirit guiding us we, at St Dunstan's, look forward to the future with optimism and hope.

**Stephen Lawrence & Stephen Blurton, Trustees and Churchwardens**

# Financial Review

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## Financial Overview

2021 was a second year dominated by the impact of the Coronavirus Covid-19. It again limited the activities of the church. For parts of the year services were on line and social activity was severely limited. This had financial implications involving the loss of income and additional costs in certain areas but steps continued to be taken to lessen the impact where possible. The PCC continued to furlough those employees who could not work due to restrictions on their activity, and this helped to cover part of the PCC's costs. Equally, digital ways of giving were promoted which helped to reduce the fall in income. However it was a joy to have live services again later in the year.

The Parish was in "Vacancy" until August, until the joyous arrival of Fr Michael. The Vacancy reduced the Parish's normal level of costs but not significantly as the Parish share, which is the Parish's largest annual commitment at £66,890 in 2021 continued to be paid. It covers clergy costs including accommodation, but each year is reduced pro rata across all Parishes in the Diocese by the reduction in costs which occur when a Parish is without a vicar! Thus the Parish has had the benefit in the past of reduced payments due to vacancies in other Parishes, now it is our turn to suffer from the lack of a priest whilst still paying the Parish's share of total diocesan net clergy costs.

Continued generous and committed giving from Parishioners through the Planned Giving Scheme and through other donations remains the bedrock of the Parish's ability to generate income, although the total received fell slightly in 2021 even after the stewardship campaign in 2020. Once more the PCC were fortunate to receive one large donation which helped materially, and a further grant from the Nicholson Trust.

Activity level outside of services was again severely affected by Covid restrictions for much of the year. An open Tower and Christmas Fayre was held and concerts returned in Church in November and December to the benefit of all, and Mayfield Festival Choir was welcomed into the church for rehearsals. It was good to see a return to the church being used more often for the benefit of the Community.

During the year two legacies were received. The PCC remains so grateful to all those who leave a bequest in their will for the Church. It is thanks to those who have done so in the past that the PCC has the reserves it has, which are so valuable, particularly in times such as these.

The capital works carried out in the year centred on the repair to the Spire which was generously funded by the Friends of St Dunstons and a grant from the Listed Places of Worship. A section of the path in the Churchyard was re-laid and the first instalment of the clock repair was paid, both from their Restricted Funds. The maintenance of the Churchyard was paid for by the Friends of the Village Churchyard, St Thomas's Church, Colkins Mill Church and the Mayfield and Five Ashes Parish Council alongside the contribution made by the PCC. The PCC is very grateful for this vital support.

Global investment markets performed strongly once more in the year, with the PCC's core investments yielding a return of around 9% in the year. This cannot be relied on to continue, indeed there will undoubtedly be years of losses, but in 2021 this once again has boosted the financial strength of the PCC. The PCC advised, by its Investment Committee, takes a cautious view and seeks to invest in funds which are managed to seek low volatility as well as growth. In 2021 this objective was achieved and this has continued into the early part of 2022.

Taking all these factors together, the accounts of the PCC for 2021 show a surplus on its general account of £38,409. However, the Parish continues to struggle to pay for its day to day costs from income it can rely on year to year with costs exceeding income excluding investment gains by

£19,708. The Restricted Funds were used for their intended purposes and their investments benefitted from the rise in markets.

### **Church Clock Appeal**

The church turret clock had ceased to strike the hours in recent years. After discussions with the Parish Council and other interested parties, a Village committee was formed to raise the £15,000 thought necessary to make the repairs and to automate it further and keep it silent at night. The Appeal aimed to raise the money in time for the Queen's Jubilee, and met with a very positive response across the village, such that the work has now been commissioned.

### **Staff and Volunteers**

During the year the P.C.C. employed an Administrator, a Cleaner for London House, a Musical Director, and additionally contracted out the maintenance of the Churchyard. As noted all of these, except the Churchyard contractor were furloughed for parts of the year, and the PCC is grateful to them for the flexibility and their commitment.

The PCC is reliant on volunteers in every aspect of its operation, and is grateful to so many who do so much for the benefit of the Church and its mission.

### **Reserves**

The agreed minimum figure of £400,000 for the value of General reserves has been exceeded, with reserves increasing over the last year. The level required is reviewed annually in line with the view of the extent they will be relied upon for the future operation of the Parish. The Trustees do not believe there to be any material uncertainties about the charity's ability to continue.

### **Risk Management**

The PCC examines major risks that the Parish faces each year during its activities and establishes policies where appropriate. During the year, the PCC continued to be challenged by the Covid outbreak as it sought to hold services and to manage the Parish activities safely. Guided by HMG, and the Church of England, plans were drawn up to deal with the assessed risks and implemented. These significantly impacted services and the other activities of the church, but the PCC are very grateful for the full cooperation of all in the Parish throughout the period.

### **Public Benefit**

The Trustees have complied with the duty in section 4 of the 2006 Charities Act to have due regard to guidance published by the Charities Commission on public benefit.

### **Conclusion**

Thanks in no small part to the generosity of our Parishioners and all those who support church activities and responsibilities in so many ways, and the efforts of the many people involved in all spheres of Parish life, the PCC has come through a potentially financially challenging year in better shape than might have been envisaged. The major challenge remains however to balance the books of the PCC on a day-to-day basis, so that the benefits of the investments held can be used for the growth in the church's mission.

# Annual Financial Report

of

**The Parochial Church Council of the Ecclesiastical Parish of**

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## **Mayfield**

**London House, High Street, Mayfield, East Sussex, TN20 6AQ**

Registered Charity no. 1132001

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**For the year ended 31st December 2021**

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## Statement of Financial Activities

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Endowed Fund/s</b>	<b>Total Funds 2021</b>	<i>Total Funds 2020</i>	<b>Notes</b>
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations	111,463	25,350	-	<b>136,813</b>	180,009	
Charitable activities	4,737	8,240	-	<b>12,977</b>	7,005	
Other trading activities	14,078	455	-	<b>14,533</b>	8,370	
Investment income	924	1,531	-	<b>2,455</b>	5,086	
Other receipts	-	-	-	-	-	
<b>Total income</b>	<b>131,202</b>	<b>35,576</b>	-	<b>166,778</b>	200,470	2
<b>Expenditure on:</b>						
Raising funds	-	569	-	<b>569</b>	208	
Charitable activities	117,726	19,856	-	<b>137,582</b>	147,071	
Other trading activities	6,349	-	-	<b>6,349</b>	6,203	
Major repairs to church spire, clock and churchyard path.	26,835	11,718	-	<b>38,553</b>	67,160	
<b>Total expenditure</b>	<b>150,910</b>	<b>32,143</b>	-	<b>183,053</b>	220,642	3
Net realised gains (or losses) on investments	-	<b>751</b>	-	<b>751</b>	(18,844)	8b
<b>Net income or (net expenditure)</b>	<b>(19,708)</b>	<b>4,184</b>	-	<b>(15,524)</b>	(39,016)	
<b>Transfers between funds</b>						
<b>Other recognised gains/(losses):</b>						
Gains on revaluation of investments	58,117	16,558	-	<b>74,675</b>	74,570	8b
<b>Net movement in funds</b>	<b>38,409</b>	<b>20,742</b>	-	<b>59,151</b>	35,554	
Total funds brought forward	1,044,055	165,082	30,000	<b>1,239,137</b>	1,203,583	
<b>Total funds carried forward</b>	<b>1,082,464</b>	<b>185,824</b>	<b>30,000</b>	<b>1,298,288</b>	1,239,137	

# Balance Sheet

Our financial position and summary of funds at the year end were

	<b>Total Funds</b>	<i>Total Funds</i>	
	<b>2021</b>	<b>2020</b>	<i>Notes</i>
	£	£	
Tangible assets	254,822	255,445	8a
Heritage assets	-	-	
Endowment investments	30,000	30,000	8b
<b>Total fixed assets</b>	<b>284,822</b>	<b>285,445</b>	11
Debtors	7,881	11,794	10
Investments	888,616	813,190	8b
Cash and deposits at bank and in hand	118,579	130,298	
Creditors: Amounts falling due within one year	(1,610)	(1,590)	11
<b>Net current assets or (liabilities)</b>	<b>1,013,466</b>	<b>953,692</b>	
<b>Total net assets or (liabilities)</b>	<b>1,298,288</b>	<b>1,239,137</b>	
<b>The Funds of the Charity</b>			
Endowment funds	<b>30,000</b>	<b>30,000</b>	
Restricted income funds	140,286	108,157	
Restricted income revaluation reserve	45,538	56,925	8b
<b>Total Restricted income Funds</b>	<b>185,824</b>	<b>165,082</b>	
Unrestricted funds	863,067	831,424	
Unrestricted Funds Revaluation Reserve	219,397	212,631	8b
<b>Total Unrestricted Funds</b>	<b>1,082,464</b>	<b>1,044,055</b>	
<b>Total charity funds</b>	<b>1,298,288</b>	<b>1,239,137</b>	9,12

This Financial Report for the year ended 31st December 2021, including the notes following, was approved by the PCC and signed on its behalf by Rev'd Michael Asquith:

Signed: [signed copy held in Parish office]

Date: 27<sup>th</sup> April 2022

# Notes to the Financial Report

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## 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 (2016) 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. 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

*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 received.

*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 and payment is certain.

### 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, when received or (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 received. Interest entitlements are accounted for as they accrue.

## 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. Grants received are accounted for when received.

## Church activities

The Diocesan Parish Share is accounted for on an annual basis as paid and reflects the allocation agreed by the PCC with the Deanery/Diocese.

## 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.

All expenditure on consecrated or beneficed buildings and individual items costing under £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	20%
Heaters in London House	10%

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.

# Notes to the Financial Report

## 2 Analysis of income and endowments

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
Planned giving (excl. tax refunds)	30,743	-	-	30,743	33,477
Planned giving (no tax refunds)	24,267			24,267	6,363
Loose cash collections	5,774			5,774	5,886
Donations and Special appeals	5,144	13,010		18,154	38,491
Gift Aid recoverable	10,721	1,690		12,411	10,785
Appeal for PCC charities		804		804	11,075
Legacies	6,120			6,120	5,250
Grants	28,694	9,846		38,540	68,682
<b>Donations and legacies</b>	<b>£111,463</b>	<b>£25,350</b>	-	<b>£136,813</b>	£180,009
<b>Charitable activities: Fees for weddings, funerals etc</b>	<b>£4,737</b>	<b>£8,240</b>	-	<b>£12,977</b>	£7,005
Christmas bazaar & others	745	455		1,200	1,484
Organ concert income	1,869			1,869	-
Sales of the parish magazine and cards etc	103			103	522
Magazine advertisement fees					616
Rent from long term let London House	5,000			5,000	5,000
Rent from hourly lets London House	433			433	748
Hire of church for concerts etc	2,090			2,090	-
Events for Charities	3,838			3,838	-
<b>Other trading activities</b>	<b>£14,078</b>	<b>£455</b>	-	<b>£14,533</b>	£8,370
Bank & CBF deposit interest	47			47	656
Dividends	877	1,531		2,408	4,430
<b>Financial income</b>	<b>£924</b>	<b>£1,531</b>		<b>£2,455</b>	£5,086
<b>Total income and endowments on all funds</b>	<b>£131,202</b>	<b>£35,576</b>		<b>£166,778</b>	£200,470

Of the grants received, £3,318 was received under the Listed Places of Worship scheme created by HMG to provide grants in respect of the VAT paid on qualifying expenditure on the fabric of Listed places of worship, and £2,866 was received under the terms of the Coronavirus Job Retention Scheme from HMG.

# Notes to the Financial Report

## 3 Analysis of expenditure

	Unrestricted	Restricted	Endowed	Total Funds	Total Funds	
	Fund	Fund/s	Fund/s	2021	2020	
	£	£	£	£	£	Note
Special appeals costs	-	569	-	569	208	
Stewardship costs	-	-	-	-	-	
Other fundraising costs	-	-	-	-	-	
<b>Cost of raising funds</b>	<b>-</b>	<b>569</b>	<b>-</b>	<b>569</b>	<b>208</b>	
Charitable grants and donations	1,152	1,252	-	2,404	8,149	4
Administration costs	11,369	245	-	11,614	11,789	
Diocesan parish share	66,890	-	-	66,890	81,148	
Clergy and other people's expenses	700	1,952	-	2,652	632	
Vicarage costs	9,714	-	-	9,714	2,025	
Organists costs	8,900	500	-	9,400	8,625	
Upkeep of services	1,667	4,138	-	5,805	2,890	
Church running costs	4,975	-	-	4,975	5,504	
Youth work	513	-	-	513	-	
Church maintenance and repair and insurance	8,556	2,729	-	11,285	14,568	
Upkeep of churchyard	2,000	9,040	-	11,040	10,500	
Bank charges	107	-	-	107	78	
Depreciation	623	-	-	623	623	8a
Governance	560	-	-	560	540	7
<b>Cost of charitable activities</b>	<b>117,726</b>	<b>19,856</b>	<b>-</b>	<b>137,582</b>	<b>147,071</b>	
Christmas bazaar costs	217	-	-	217	161	
License costs for events	110	-	-	110	298	
London house running costs	5,998	-	-	5,998	5,031	
Parish magazine costs	24	-	-	24	713	
<b>Cost of other Trading activities</b>	<b>6,349</b>	<b>-</b>	<b>-</b>	<b>6,349</b>	<b>6,203</b>	
<b>Expenditure on fabric- major repairs/ renewal</b>	<b>26,835</b>	<b>11,718</b>	<b>-</b>	<b>38,553</b>	<b>67,160</b>	
<b>Total expended before prior year items</b>	<b>150,910</b>	<b>32,143</b>	<b>-</b>	<b>183,053</b>	<b>220,642</b>	<b>9</b>

# Notes to the Financial Report

## 4 Missionary and charitable giving

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020
<b>Overseas:</b>	£	£	£	£	£
Christian Aid		189		189	500
Friends Of the Holyland		264		264	2,250
Australian Fire Fund					516
<b>Home:</b>				-	-
RIBA		347		347	
Family Support Work		223		223	2,511
Flower Guild					13
Hospice in the Weald		94		94	-
Handbell Ringers					250
Mayfacs		135		135	
PCC Sidley	1,152			1,152	
Bellringers donation for church bellropes					1,360
<b>Total</b>	<b>1,152</b>	<b>1,252</b>	<b>-</b>	<b>2,404</b>	<b>8,149</b>

## 5 Staff costs

	Unrestricted Fund	Restricted Funds	Endowed Funds	2021 Total Funds	2020 Total Funds
<b>Remuneration</b>	£	£	£	£	£
Wages and salaries	19,230	-	-	19,230	19,020
Employer social security costs	21	-	-	21	88
Employer pension costs	-	-	-	-	-
<b>Total</b>	<b>19,251</b>	<b>-</b>	<b>-</b>	<b>19,251</b>	<b>19,108</b>

Numbers employed

3

Volunteers are vital to all aspects of the charity save for that of vicar, administrator and musical director. Areas where volunteers are essential are:- our Deacon, Governance, arranging church services, (readers, intercessors, sidesmen, bellringers, choir members, those setting up the church, refreshment providers, the Flower Guild), leaders and assistants of youth church groups, Property management including maintenance and cleaning of church and London House, social committee, financial control and administration, fund raising activities

### 6a Payments to PCC members

Fr Michael received expenses within the year relating to travel costs totalling £72. No other member of the PCC received any payment.

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

### 6b Transactions with persons related to PCC members

None.

# Notes to the Financial Report

## 6c Transactions with related charities

There have been no payments to related charities during the year, but the PCC has received financial support from Friends of St Dunstan's in respect of the cost of certain repair and building work to the Church, from the Friends of the Mayfield Churchyard for the upkeep of the churchyard as disclosed in the report. Additionally The Nicholson Trust made grants totalling £5,393 to the PCC during the year. These charities are independent of the PCC but have a number of common Trustees.

## 7 Governance

	<u>Unrestricted Funds</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2021</u>	<u>Total Funds 2020</u>
	£	£	£	£	£
<i>Independent examination</i>	<b>560</b>			<b>560</b>	540

## 8 Fixed assets

### a) Tangible fixed assets

	<u>Freehold land and buildings</u>	<u>Heaters London house</u>	<u>Office Equipment</u>	<u>Total fixed Assets</u>
<b>Cost or valuation</b>	£	£	£	£
At 1 January 2021	<b>250,000</b>	<b>1,649</b>	<b>4,583</b>	256,232
<b>Charge for depreciation</b>				
At 1 January 2021	-	<b>330</b>	<b>457</b>	787
Depreciation charge in year	-	<b>165</b>	<b>458</b>	623
At 31 December 2021	-	<b>495</b>	<b>915</b>	1,410
<b>Net book amounts</b>				
<b>At 31 December 2021</b>	<b>250,000</b>	<b>1,154</b>	<b>3,668</b>	254,822
<i>At 1 January 2021</i>	250,000	1,319	4,126	255,445

The freehold land and buildings comprise London House. It was purchased in 1974 for £12,500 and the leasehold interest in a flat in London House repurchased in 2000 for £30,000. After substantial refurbishment in 2001, the Churchwardens revalued the property at £385,000, since when all costs of ownership including repairs have been expensed. An indicative valuation during 2010, led the Churchwardens to reduce the valuation to £250,000.

# Notes to the Financial Report

## b) Investments

	Unrestricted Fund	Restricted Fund	Endowment Fund	Total
	£	£	£	£
<b>Market value 31 December 2020</b>	<b>665,763</b>	<b>147,427</b>	<b>30,000</b>	<b>843,190</b>
of which cost	453,132	90,502	30,000	573,634
and revaluation reserve	212,631	56,925		269,556
Disposals at value in year	-	(7,000)	-	(7,000)
of which cost	-	(4,860)	-	(4,860)
Net gains/losses realised in year	-	(751)	-	(751)
Net gains/losses realised from previous years	-	(1,389)	-	(1,389)
Purchases in year at cost	7,000	-	-	7,000
Revaluation gains in year	58,117	16,558		<b>74,675</b>
<b>Market value 31 December 2021</b>	<b>730,880</b>	<b>157,736</b>	<b>30,000</b>	<b>918,616</b>
of which cost	460,132	85,642	30,000	575,774
and revaluation reserve	270,748	72,094	-	342,842
<i>During the year, the basis of the revaluation reserve has been reexamined and recalculated, as a result of which the year end figures for cost and revaluation reserve contained in the 2021 balance sheet have been amended to:-.</i>				
Of which cost	511,483	112,198	30,000	653,681
<b>and revaluation reserve</b>	<b>219,397</b>	<b>45,538</b>		<b>264,935</b>

The Endowed fund investments are held as a Fixed Asset, all other investments as Current Assets.

In December 2021 the Organ Fund sold 5691 shares in Bankers Investment Trust to the General Fund to realise £7,000.

Investments held at 31 December 2021 were:-

### General Fund £730,880

L E Ruffer Total Return Fund 'O' accumulation units – 89,624 units, value £480,198  
Premier Miton Cautious Multi Asset Fund B accumulation units- 59,714 units, value £193,891  
Bankers Investment Trust -46,171 shares, value £56,791

### Organ Fund (Restricted Fund)-£122,802

L E Ruffer Total Return Fund 'O' accumulation units – 9,852 units, value £52,788  
Premier Miton Cautious Multi Asset Fund B accumulation units - 15,991 units, value £51,921  
Bankers Investment Trust -14,709 shares, value £18,093

### Bruxner Randall Fund (Restricted Fund-£30,000 Endowment) - £43,015

L E Ruffer Total Return Fund 'O' accumulation units – 1,523units, value £8,162  
Premier Miton Cautious Multi Asset Fund B accumulation units - 2,673 units, value £8,679  
Bankers Investment Trust -21,270 shares, value £26,174

### Fabric Fund-£4,473

CBF Fixed interest Fund- 968 units, value £1,547  
M & G Charifund -188 units, value £2,926

### Graveyard Fund-£17,447

CBF Fixed interest Fund- 367 units, value £587  
CBF Investment Fund Income units 721 units, value £16,860

# Notes to the Financial Report

## 9 Net assets by fund

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
Fixed assets for church use	254,822			254,822	255,445
Investments	730,880	157,736	30,000	918,616	843,190
Current assets (except cash)	6,191	1,690	-	7,881	11,794
Cash at bank and on deposit	92,181	26,398		118,579	130,298
Current liabilities	(1,610)	-	-	(1,610)	(1,590)
	<b>1,082,464</b>	<b>185,824</b>	<b>30,000</b>	<b>1,298,288</b>	£1,239,137

## 10 Debtors

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
Income tax recoverable	2,119	1,690	-	3,809	2,326
Loan made to handbell Ringers	250		-	250	250
Grant for 2020 Churchyard maintenance			-	-	5,396
Chichester Diocese Chancel insurance grant	3,822			3,822	3,822
	<b>6,191</b>	<b>1,690</b>	<b>-</b>	<b>7,881</b>	11,794

Following a legal review, investments previously shown in the balance sheet by the chancel endowment fund were transferred to the Diocese in 2019. The accrued dividends were shown as cash with the Diocese. As a result of the legal review, dividend income will no longer be receivable but the amount received by the Diocese will be paid to the PCC by the Diocese by way of a restricted grant. All accrued grant is receivable by the PCC to reimburse it for covering the cost of insurance of the Chancel and will be paid to the PCC..

## 11 Creditors

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020
Due within 12 months					
	£	£	£	£	£
Deferred income- grant for 2020		-	-	-	-
Accruals for utilities and governance	560			560	540
Deposit held re long term lease of London House.	1,050			1,050	1,050
	<b>£1,590</b>	<b>-</b>	<b>-</b>	<b>£1,610</b>	£1,590

# Notes to the Financial Report

## 12 Statement of funds

### Explanation of funds

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

£30,000 of the Bruxner Randall Fund has been recorded as an Endowment Fund since only the interest on the original capital of £30,000 is available for spending.

*Restricted funds* are required to be spent on specific purposes determined when created by the terms of their gift. The Restricted Funds and their purposes are:-

The Village Clock Fund receives net appeal proceeds and will pay for the repairs to the clock.

The Leaving Fund received money for gifts to the retiring PCC Churchwardens and Secretary which were fully expended in the year.

The Bruxner Randall Fund finances music in the Church or for fabric if not so needed.

The Organ Fund maintains and promotes the use of the organ.

The Fabric Fund pays the preservation and improvement of the fabric of St Dunstan's Church.

The Churchyard Fund meets the costs of the repair of tombs and maintenance of the Churchyard.

The Charity Fund collects donations for named charities.

The Flower Guild Fund receives donations and pays for flowers in the church.

The Choir Fund receives donations and pays choristers for weddings etc.

The Library Fund received donations and provides books for the Church library.

The Bellringers Fund receives and pays fees for bell ringing at weddings etc.

*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 2021	Income	Expenditure	Transfers, other gains and losses	Prior Year	Balances c/fwd 31 Dec 2021	Of which Investments
	£	£	£	£		£	£
Bruxner Randall	30,000					30,000	30,000
<b>Total of all endowed funds</b>	<b>30,000</b>	-	-	-	-	<b>30,000</b>	30,000
Village Clock & Leaving Fund		14,292	(9,303)			<b>4,989</b>	
Bruxner Randall	11,566	461	(1,479)	4,125		<b>14,673</b>	13,015
Fabric Fund	6,851	182	-	250		<b>7,283</b>	4,473
Organ Fund	116,825	442	(2,729)	10,878		<b>125,416</b>	122,802
Churchyard Fund	24,983	14,374	(13,976)	2,056		<b>27,437</b>	17,447
Flower Guild	2,193	3,427	(2,326)			<b>3,294</b>	
Bellringers Fund	1,406	813	(725)			<b>1,494</b>	
Choir Fund	878	325	(350)			<b>853</b>	
Library Fund	344					<b>344</b>	
Charity Fund	36	1,260	(1,255)			<b>41</b>	
<b>Total of all restricted funds</b>	<b>165,082</b>	<b>35,576</b>	<b>(32,143)</b>	<b>17,309</b>	-	<b>185,824</b>	157,737
<b>General fund</b>	<b>1,044,055</b>	131,202	(150,910)	58,117	-	<b>1,082,464</b>	730,880
<b>Total funds</b>	<b>£1,239,137</b>	<b>£166,778</b>	<b>£(183,053)</b>	<b>£75,426</b>	-	<b>£1,298,288</b>	£918,617

# **Independent Examiner's Report to the PCC of Mayfield & Five Ashes for the Year Ended 31<sup>st</sup> December, 2021**

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Mayfield & Five Ashes, on the annual report for the year ended 31<sup>st</sup> December 2021.

## **Respective responsibilities of trustees and examiner**

The PCC Members are responsible for the preparation of the Annual Reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
3. to state whether particular matters have come to my attention.

## **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

## **Independent examiner's Statement**

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

- 1 which gives me reasonable cause to believe that in, any material respect, the requirements:
  - a) to keep accounting records in accordance with section 130 of the Charities Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

## **Examiner's signature**

**Examiner's name**

VINCENT BLAKE

**Date** 29<sup>th</sup> April 2022

[Signed copy held in Parish Office]

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

**Institute of Chartered Accountants in England and Wales**

**Examiner's address**

The Old Farmhouse, Town Row Green, Rotherfield, East Sussex, TN6 3QU