

ALL SAINTS' CHURCH, Highbrook

Sunday 7th April, 2024, following 6pm Evensong at All Saints' Church

Annual Vestry Meeting

1. Election of Churchwardens

Annual Parochial Church Meeting

1. Apologies for absence
2. Minutes of the previous Annual Parochial Church Meeting p2
3. Matters Arising
4. Reports
 - a. Electoral Roll
 - b. Finance p6
 - c. Annual Report p8
 - d. Deanery Synod
5. Elections and Appointments
 - a. Election of the Laity to the Parochial Church Council
 - b. Appointment of Independent Examiner
 - c. Appointment of Electoral Roll Officer
 - d. Appointment of Deanery Synod Representative (2 possible)
6. Any Other Business
7. Closing prayer.

Minutes of the Vestry Meeting of All Saints' Highbrook.

16th April 2023.

Chairman: Roger Cobden-Ramsay. Present: Claire Broadbent; Heather Chapman; Molly Cooper; Adam Hackett; Diana Hill; Sophie Hill; Robin Howick; Rosemary King; Richard Laing; Susan Laing; Tony Osborn; Simon Witheridge.

Roger opened the meeting by welcoming those present. The sole business of the meeting is to elect the churchwardens for the forthcoming year. Two nominations have been received.

Adam Hackett, proposed by Tony Osborn and seconded by Roger Cobden-Ramsay.

Tony Osborn, proposed by Sophie Hill and seconded by Heather Chapman.

Both nominations were approved unanimously by all those present.

Tony indicated that he would like to retire or take a sabbatical at the end of the following year or when a new incumbent is in place. This was noted. Roger thanked Adam and Tony for their hard work over the previous year and their continued service to All Saints and Highbrook.

The meeting concluded. The Annual Parochial Church Meeting followed.

Minutes of the Annual Parochial Church Meeting of All Saints, Highbrook.

Present. See above. Meeting chaired by Adam Hackett (Lay Vice-Chairman).

1 Apologies. None had been received.

2 Minutes of the last meeting. The minutes of the last APCM were approved and signed.

Proposer Rosemary King, seconded by Heather Chapman.

3 Matters arising. There were none.

4 Reports.

a) Electoral Roll.

Sophie reported that the numbers on the Electoral Roll had risen from 43 in April 2022 to 52 in at the date of revision in April 2023. Subsequent to the revision date a further two people have joined giving a total on 16th of April of 54, with one more applicant due to turn 16 next month.

b) Financial report.

The accounts were attached to the Annual Report. Simon thanked all those who give and support All Saints. The overwhelming point made by the accounts is that All Saints is more than solvent, in a sound position which now needs reinforcement and strengthening. Adam thanked Simon for his hard work on the church accounts and funds.

c) Annual Report.

Adam drew attention to the section showing what had been achieved in the previous year, especially the large number of people who have attended services, 1,070. Tony added that we are wonderfully served by visiting priests who speak with great eloquence and scholarship delivering services of great relevance. This has continued to build on the strong foundations left by Mother Nicol who left us in October 2022. Robin congratulated the church for bucking the national trend of decline in attendance. Tony paid tribute to Robin's work in keeping the building straight and in good

order. Adam said the raft of momentum is created by the wonderful music led by Tony and Claire, saying that without that high quality of music we would not have achieved this, All Saints is well known beyond the village. He thanked Tony for his outstanding stewardship of music. He also commented that the report should be taken in context as it only covers the first four months of interregnum. The PCC works well together, with good teamwork and all individuals having discrete roles which they fulfil independently. He thanked the PCC for their work as an extremely effective team.

The Annual Report and accounts will be posted on the church website.

d) Deanery Synod Report. All Saints has no representation at the Deanery Synod.

Two positions are available. Tony urged those who may be interested to consider taking up this vacancy which would involve us in the wider life of the Church of England and allow our voice to be heard. In the meantime, Karen Blackman, Deanery Synod representative for St. Margaret's, has kindly shared her report with us.

This will also be posted on the church website.

5 Elections and appointments.

a) Elections of the Laity to the Parochial Church Council.

Nominations.	Proposer.	Secunder
Heather Chapman	Rosemary King	Sophie Hill
Roger Cobden-Ramsay	Simon Witheridge	Heather Chapman
Rosemary King.	Sophie Hill	Simon Witheridge
Sophie Hill.	Simon Witheridge.	Rosemary King

Simon Witheridge. Rosemary King. Sophie Hill

All were elected unanimously.

b) Appointment of Independent Examiner.

Richard Laing was thanked for his work over the previous year. He indicated he was willing to stand again and was duly reappointed. Richard reiterated that the accounts were straightforward and in good order.

c) Electoral Roll Officer.

Sophie agreed to stand again and was duly reappointed.

Proposer Heather Chapman, seconder Roger Cobden-Ramsay.

d) Election of Safeguarding Officer.

Despina Edge was thanked for her work in attending courses and fulfilling this essential role. She was duly re-elected. Proposer Sophie Hill, seconder Adam Hackett.

e) Deanery Synod Representatives. There were no volunteers for this role.

6 Any other business.

Rosie asked for replies to the proposed thank you party on 14th May. Adam raised a point to be considered at the next PCC meeting - the necessity of reply all emails which create an avalanche of correspondence.

Date of next PCC meeting. 15th May, 6pm, All Saints.

The meeting concluded with the Grace.

**Return of Parish Finance
January to December 2023**

RECEIPTS AND PAYMENTS		Parish code (6 digits):	100161	If the form is NOT completed on behalf of the entire parish, please list below the churches included:		Deanery:	Cuckfield
		Parish name:	Highbrook			Diocese:	Chichester
RECEIPTS		UNRESTR CTED (nearest £)	RESTRICTED (nearest £)	PAYMENTS		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)
Voluntary receipts				Costs of generating funds			
1	Tax efficient planned giving	£ 19,674		17	Fundraising activities (costs and payments)		
2	Other planned giving	£ 1,200		Church activities			
3	Collections at services	£ 4,023		18	Mission giving and donations		
4	All other giving and voluntary receipts, including Special Appeals (recurring and one-off)	£ 1,740		19	Diocesan parish share contribution	£ 13,133	
6	Gift Aid recovered	£ 5,784		20	Salaries, wages and honoraria		
7	Legacies received (capital value)	£ 750		21	Clergy and staff expenses	£ 1,310	
8	Grants (include recurring and one-off)	£ 750		Church expenses			
	TOTAL Voluntary receipts:	£ 33,171	£	22	Church expenses: Mission and evangelism costs	£ 60	
Activities for generating funds				23	Church running expenses (including Governance)	£ 4,883	
9	Gross receipts from fundraising activities	£1,573.00		24	Church utility bills	£ 1,134	
Investment income				25	Cost of trading		
10	Dividends, interest, receipts from property etc.	£906.00		Major capital expenditure			
Church activities				27	Major repairs to the church building		
11	Statutory fees retained by the PCC (weddings, funerals etc.)	£517.00		Major repairs to church hall or other PCC property, including redecoration			
12	Gross receipts from trading (e.g. hall lettings, magazine, bookstall) NOT fundraising.	£0.00		28	New building work to the church, church hall, clergy housing or other PCC property		
Other receipts				SUB-TOTAL of all expenditure payments above:		£ 20,520	£
13	Other receipts not already listed	£164.00		99	Other payments not already listed		
TOTAL RECEIPTS (FROM FINANCIAL STATEMENTS)		Unrestricted	Restricted	TOTAL PAYMENTS (FROM FINANCIAL STATEMENTS)		Unrestricted	Restricted
		£ 36,631	£			£ 20,520	£
COMBINED TOTAL		£ 36,631		COMBINED TOTAL		£ 20,520	
PLANNED GIVERS AND LEGACIES				Cash and investment Balances		UNRESTRICTED	RESTRICTED
4	Number of tax efficient planned givers		28	31	Cash and deposit balance as at 31/12/23	29493	
5	Number of other planned givers		1	32	Investments as at 31/12/23	70528	
6	Number of new legacies received		0	Accounts basis: on which basis were your accounts prepared? (Indicate ONE)			
0	Weekly average planned giving per planned giver			30	Receipts and payments [x]	Accruals []	

Date: 09-Jan-24
 Name: Simon Witheridge
 Position: Treasurer
 Telephone or email: 01342 811604

Please refer to the notes on the following pages to help clarify what is included in each section. The item numbers refer to RPF notes, consistent with the guidance provided in PCC Accountability, 2017.

Independent Examiner's report to the Parochial Church Council of All Saints Church, Highbrook

This report on the accounts of the PCC for the year ended 31 December 2023 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts. You consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

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



Richard Laing
 Chestnut House, High Street, Hartfield, East Sussex, TN7 4AD
 28 March 2024

**Trustees Annual Report and Financial Report of
The Parochial Church Council of the Ecclesiastical Parish of
All Saints, Highbrook
All Saints Church, Hammingden Lane, Highbrook, RH17 6SS
For the year ended 31st December 2023**

Website: www.allsaints-highbrook.org.uk

Vicar (from 5/9/23) the Rev'd Heather Wilkin.

Vacancy between 1/1/23 - 4/9/23

Independent examiner: Mr R Laing, Chestnut House, Hartfield, East Sussex.

Bankers: Evelyn Partners.

Our aims and purposes as a charity

The PCC has the responsibility of cooperating through the Churchwardens as Sequestrators and with assistance of visiting priests (until 4/9/23); and with the Vicar, The Rev'd Heather Wilkin, from (5/9/23) 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 ecclesiastical parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical.
- To know, love and follow Jesus better and to help others do the same;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of gender, sexuality, age, colour or financial situation;
- Providing Support to those in need and, to other organisations with similar objectives.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion. The 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 (which were formed in the Mission Action Plan ("MAP")), which includes:

- Improving communication to promote our purpose in the wider community
- Develop our choir, not only to add to the richness of our worship, but to attract new people to serving in our church.
- Work closely with St Margaret's, West Hoathly
- Invite young people to sing / read in our church, especially at festivals
- Provide drinks in order to provide a welcome to walkers / Duke of Edinburgh award participants
- Encourage participation in bible study / Lent courses.
- Strengthen stewardship
- Use the beautiful resources of our surroundings to put on services and events that draw the public closer to God.

All Saints is the village parish church in the hamlet of Highbrook. Regular attenders come from both the immediate village and the wider area for congregation members who prefer the Book of Common Prayer services. Both the congregation and wider members of the community have a strong historical connection to the church.

During 2023 there was a regular pattern of weekly worship, comprising one Evensong, one service of Matins, and 2 services of Holy Communion per month. If there was a fifth Sunday in the month, congregations from St Margaret's and All Saints' joined together for worship. Each service attracts between 13-25 people, on an ordinary Sunday.

58 people attended church at Easter (35 communicants) and 283 people attended church on Christmas Eve and Christmas Day (30 communicants).

In addition to these services, other acts of worship occurred to attract a wider range of visitors: Music and Readings for the Coronation; Hymns and

Pimms and an act of worship celebrating angels in December 2023. Services were recorded and uploaded to youtube approximately once per month. Viewing figures vary widely, ranging between 50 to over 200 views.

During 2023 there were 55 people on the church electoral roll.

We have been extremely grateful to visiting clergy who stepped in during the vacancy, with a richness in experience and scholarship.

We are grateful to Despina Edge for her continuing work as Safeguarding Officer. There is an ongoing commitment to the task of making All Saints' a safe place for the young and vulnerable of our parish.

Thanks go to Claire Taylor and Tony Osborn for organising the choir and music, and to our singers, many of whom come from outside the parish.

Many thanks go to Sophie Hill for maintaining and updating the All Saints' website and providing a vibrant presence on social media.

In Advent 2023, a 'Festival of Angels' was held in conjunction with the Highbrook Village Hall Christmas Market. Heather Chapman and Peter Browne created a remarkable structure on which nearly 6,000 paper angels, cut out by members of the community over the year, were strung and then lit attractively. This not only provided a focus for visitors on the day, but was left up during the Christmas period, and was much visited and admired.

Church cleaning parties have been held monthly throughout the year and we are most grateful to those who give their time and energy on a regular basis to keep All Saints' clean and in good order. Churchyard Working Parties took place to prune overgrown shrubbery and tidy the churchyard. Our thanks go to Robin Howick for his dedication in looking after the churchyard. Tree maintenance works have been commissioned and will be undertaken by Holly Tree Surgeons.

During 2023 there were 2 weddings, 2 burials of ashes and 1 baptism.

The church continues to be appreciated by parishioners and many others, as a space where life events are celebrated with joy and thanksgiving. We are grateful to the volunteers who ensure that the church is open for visitors each day and safely locked each evening.

The church family across the Benefice contributed to supporting many other mission and charitable societies, including the Chichester Diocesan Family Support Work, the Children's Society, Christian Aid, and the Poppy Appeal.

Financial Review

The Accounts and Independent Examiner's Report are attached.

The largest expenditure of the PCC was the sum of £13,133 paid to the diocese for our share of all churches' Parish Ministry Costs - this is an increase on 2022 and given the circumstances we are proud that our small community has been able to achieve this. This amount covers the housing and pension costs of the clergy and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. The PCC is committed to fulfilling its 1/6 share paid towards the Parish Ministry Costs.

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property), particularly in view of the quinquennial review of the church building, due in 2024.

Structure, governance and management of the charity.

The Parochial Church Council (referred to throughout as "the PCC"):

During the year the following served as members of the Parochial Church Council:

Ex Officio members:

Churchwardens and Sequestrators in the Vacancy: Tony Osborn and Adam Hackett

Vicar and chair: Rev'd Heather Wilkin (from 5/9/23)

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Elected members:

Heather Chapman; Roger Cobden-Ramsey; Sophie Hill (PCC Secretary); Rosemary King; Simon Witheridge (Treasurer)

Deanery Synod Representative of St Margaret's PCC who provides reports to All Saints: Karen Blackman

Elected members:

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and up to 6 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 balance of skills and experience where possible.

The parish forms part of a United Benefice with St Margaret's, West Hoathly who area administered by their own PCC but share the same Incumbent. Under a Pastoral Measure 1968, it was declared that the two Parishes "shall remain distinct".

This Trustees' Annual Report was approved by the PCC and signed on their behalf by



Rev'd Heather Wilkin