

St Nicolas' Church, Old Shoreham

St Nicolas' Church, St Nicolas Lane, Shoreham by Sea BN43 5NH

For the year ended 31st December 2023

The PCC is a charity, but is excepted from registering with the Charity Commission within the meaning of the section 30 of the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

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Website: www.saintnicolas.org.uk

Incumbent: The Revd James Grant
The Rectory, Rectory Lane, Shoreham by Sea BN43 6EB

Independent examiner: Mr I Bartlett

Bankers: Nat West, Church Road, Hove BN43 5ZP

St Nicolas' Church, Old Shoreham

Trustees Annual Report for 2023

Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Reverend James Grant, 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;
- Knowing Jesus better and making 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.

What we planned to do to achieve our charitable objectives

During 2023 our aim has been to continue normal services and encourage attendance to more community activities

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 the House of Bishops' guidance on safeguarding children and vulnerable adults.

During the 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
- Holding courses to advance religion and e-learning educational courses, such as safeguarding
- 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
- Reaching out to the unchurched through provision of Coffee Mornings and other events such as concerts and presentations
- Maintaining the fabric of the church building as a historic centre and focus of life in the village.

What we achieved and how we affected beneficiaries' lives

Attendance at worship

We welcome all worshipers whether from within or 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 regular weekly attendance, was 37 adults and 2 children.

We look to encourage the deepening of faith for all ages alongside our services. Christmas is always a very special time of celebration where many sections of the community come together to join in the services. These include the Candlelit Nine Lessons and Carols, Crib Service and Midnight Mass. It was a joy to see an increased attendance to all three services

We continued our emphasis upon the family and the children's ministry. However there is still a sad lack of attendance by families. On the first Sunday of every month Sung Evening Prayer is held in the Church. There is a said Eucharist every Sunday with the 2nd Sunday being based upon the Book of Common Prayer. On the 3rd Sunday of the month the main Eucharist is traditional language. Said Eucharist has continued to be held on a Wednesday evening.

It has been lovely to have the choir each week to encourage our hymn singing.

On Easter Sunday an outside Easter egg hunt was again organised for the children. This always proves popular and enjoyable.

All Souls Service continues to offer comfort to a great many people

Christmas was, as usual, a very special time of celebration. The Nine Lessons & Carols service was well attended and we were once again able to follow the service with mulled wine and mince pies enabling the choir and attendees to mix and chat. On Christmas Eve, a very novel nativity crib service was held and Midnight mass was celebrated in a beautifully decorated and candlelit church, both services being well attended.

Mission

We have continued to hold the Mission Plan 'Benefice Vision 2022' set at the APCM in 2019

This year we continued with our new Mission Plan together with our partners in the United Benefice, the Parish of Kingston Buci. We gave ourselves a new vision statement "God calls us to be a community of faith, hope, and love".

Teaching, baptising and nurturing new and existing believers

One wedding ceremony was held in the church.

It was with great delight that we celebrated the baptism of 3 children into the church.

Three funerals were conducted in church and five funerals conducted elsewhere.

There have been six interment of ashes

Evangelism and outreach

The monthly coffee mornings, organised by Helen Harvey and her team, have grown more popular and raised £3,841, with a total of £804 over 3 coffee mornings being sent to the charities: Children's Society, Family Support and Macmillan Nurses. It has been a joy to welcome many more new faces from Shoreham who now put the monthly date in their diaries.

The Shoreham Chamber Choir has also held two concerts in the church. We once again held our Patronal Festival Quiz Night at St Nicolas and St Mary's School and had 74 attendees who also enjoyed a fish and chip supper. This raised in excess of £400 for the Friends of St Nicolas.

Church Newsletters have been delivered to those who do not have email. Telephone contact has been made to those who have been unwell.

Provision of the church building for people to enjoy

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 Coronation "Volunteers Day" encouraged local people to come and help tidy and weed the churchyard resulting in one family "adopting" the maintenance of a grave.
- * Following the restoration of our Weather Vane, we held a special service to bless it. Later in September, the local Gilder gave a very enthusiastic and informative talk in the church about his craft.
- * A local Goldsmith also gave up his time to describe and demonstrate the creative work he does.
- * Two of our parishioners: John & Jeanette Simpson, together with several volunteers, gave a well-received presentation to a U3A Group from Horsham.
- * The British Archaeological Association brought over a 100 people to visit the church in September.
- * The church provided a peaceful environment for a small group of young men to meet and play games together, as one of the them had been ill and needed a quiet environment.

It is important to us that the church is available for private prayer, not just to the church family, but also to the wider visiting community. To this end the church is always open daily, not simply for the enjoyment of visitors to an ancient and architecturally important building, but to allow space for private reflection and prayer. Our Visitors' Book is full of tributes to the sense of peace and spiritual comfort people find here and of their gratitude for the church being open.

Their quotes collaborate this:

- *Such a peaceful place. I feel very safe here. I was in turmoil but I now feel much calmer.
- *A Beautiful, quiet place to sit today remembering the people of Ukraine on the anniversary of the start of the war and hoping for peace soon. Thank you for being open.
- *So peaceful – love sitting here with my thoughts. The perfect church.

Provision of pastoral care for people living in the parish

The Pastoral Care Team, led by Father James, is responsible for hospital visits and home communion. The team also visits 3 care homes locally, with Carol Singing at Christmas time.

Provision of tangible support to the poor and needy

This year our harvest collection was for Adur and Shoreham Food Bank. The congregation have continued their generous support of the Adur and Shoreham Food Bank throughout the year. At our December Coffee morning we held a raffle in aid of the food bank, which together with the sale of homemade Christmas ornaments, raised £172.

Other charitable giving

The weekly parish newsletter continues to be distributed to all who have requested it by email and by being available in the Church, free of charge. This helps to maintain links between the church family and those who have not yet felt the need to take part in what we do.

During Lent we had a collection jar for Water Aid. In May money was raised for Christian Aid in church and on line instead of the usual street collection. At Christmas the congregation was asked to donate to Christian Aid instead of giving Christmas Cards to each other and this raised an additional £200. Throughout the year we have also raised funds for the The Children's Society, Family Support Work and the Macmillan Nurses.

Financial Review – supplied by Treasurer Gillian Powell

Without the very generous legacy left to St Nicolas, the church running costs for the year would have exceeded our income by £1553.99. Without increases in weekly and monthly giving this deficit will continue in the future and we will need to use the legacy funds to bridge that gap. We are very grateful to Cliff Emberlin for reclaiming gift aid. The contactless donation box has seen increasing use, providing very useful income, as has the donation box.

We now need to register with the Charity Commission.

Energy costs remain high as the heating is kept on to provide an internal temperature of 16°C. This is important to keep the fabric of the church in good order.

A small part of the legacy was spent on repairing and restoring the weather vane in remembrance of John Nobbs, who had been a much valued member of the congregation.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £18,600 paid to the diocese towards our share of all churches' Parish Ministry Costs. This amount covers the housing, stipend and pension costs of the clergy, and also a standard sum for diocesan central costs, clergy training and a contribution to national church funds.

The PCC shares clergy expenses with Kingston Buci and supported the clergy by paying towards the Council Tax and towards Water and environmental charges for the Vicarage.

St Nicolas refunded the expenses of Reverend James Grant, as a trustee, towards other annual costs for travel, telephone, postage and broadband.

Staff costs: The PCC pays for an organist and a pianist. Further details are provided in the notes to the accounts.

There were no payments to persons related to or connected to the trustees.

Structure, governance and management of the charity

The PCC is a charity, but is excepted from registering with the Charity Commission within the meaning of the section 30 of the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

The Annual General Meeting of Parishioners was held on Sunday 14th May 2023, at 11am.

From that time the following served as members of the Parochial Church Council:

Ex Officio members

Incumbent:	The Revd James Grant	Chairman
Church Wardens:	Mrs Sue Bartlett	
	Mrs Gillian Powell	

Elected Members

(Until APCM 2024)

Ro Hotston
Karen Mallett
Felicity Batten

(Until APCM 2025)

John Simpson
Sarah Burt

(Until APCM 2026)

Nicky Buckman	Secretary
Nigel Divers	
Jeanette Simpson	

Co-opted

Rev Pat Alden	
Gillian Powell	Treasurer

Deanery Synod

Gillian Powell
Sue Bartlett

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 3 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.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

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

Signed:

Date.....

Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

St Nicolas' Church, Old Shoreham

St Nicolas' Lane, Shoreham-by-Sea BN43 5NH

For the year ended 31st December 2023

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Summary of Financial Receipts and Payments

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>		<i>All Funds 2023</i>	<i>All Funds 2022</i>	
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	135,180	-	-	135,180	33,415	
Charitable activities	4,538	-	-	4,538	2,386	
Other trading activities	2,112	-	-	2,112	-	
Investments	-	-	-	-	96	
Other receipts	47	-	-	47	-	
Total received	141,877	-	-	141,877	35,897	3
Expenditure on:						
Cost of raising funds	-	-	-	-	-	
Charitable costs	44,670	-	-	44,670	31,294	
Trading costs	22	-	-	22	22	
Other payments	-	-	-	-	-	
Total paid	44,692	-	-	44,692	31,316	4
<i>Reconciliation of funds:</i>						
Net income or (net expenditure)	97,185	-	-	97,185	4,561	
Transfers between funds	-	-	-	-	-	
Net movement in funds	97,185	-	-	97,185	4,561	
Bank accounts at 1 January 2022	48,605	395	-	49,000	43,655	
Bank accounts at 31 December 2023	145,790	395	-	146,185	48,216	

Statement of Assets and Liabilities

Our financial position at the year end was

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>		<i>All Funds 2023</i>	<i>All Funds 2022</i>	
	£	£	£	£	£	
Assets:						
Bank current account	63,906	296	-	64,202	17,507	
Kingdom Bank & Boom (formerly WSCU)	81,983	-	-	81,983	31,493	
PCC-owned bank balance	145,889	296	-	146,185	49,000	
Diocesan Assigned Fees received	-	-	-	-	-	
Total bank and deposit accounts	145,889	296	-	146,185	49,000	
Gift Aid recoverable	-	-	-	-	1,237	8
Debtors	-	-	-	-	1,237	
Total assets	145,889	296	-	146,185	50,237	
Liabilities:						
Unpaid Diocesan fees for weddings/funerals	382	-	-	382	1,268	
Tax due to HMRC	-	-	-	-	-	
Shared benefice expenses	-	-	-	-	-	
Service Expenses	109	-	-	109	-	
Uncleared cheques	-	-	-	-	-	
Total liabilities	490	-	-	490	1,268	

This Financial Report for the year ended 31st December 2023, including the notes following, was **Approved** by the PCC and signed on its behalf by the Rev James Grant, PCC Chairman

..... Date

Notes to the Annual Financial Report

- 1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.
- 2 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
- 3 Analysis of total received

	Unrestricted		Restricted Fund/s	Total All Funds 2023	Total All Funds 2022	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Planned giving (excl. tax refunds)	20,607	-	-	20,607	17,064	
Planned giving (no tax refunds)	-	-	-	-	-	
Loose cash collections	3,305	-	-	3,305	4,098	
One-Off Donations	2,840	-	-	2,840	6,827	
Special appeals	-	-	-	-	-	
Gift Aid recovered	5,911	-	-	5,911	5,426	8
VAT Refund	281	-	-	281	-	
Legacies	102,236	-	-	102,236	-	
Other	-	-	-	-	-	
Grants	-	-	-	-	-	
Donations and legacies	135,180	-	-	135,180	33,415	
Fees for weddings & funerals	4,538	-	-	4,538	2,386	
Charitable activities	4,538	-	-	4,538	2,386	
Publications	-	-	-	-	-	
Sundry income	2,112	-	-	2,112	-	
Other trading activities	2,112	-	-	2,112	-	
Bank interest	-	-	-	-	76	
Investments	-	-	-	-	76	
Other receipts	-	-	-	-	-	
Total received on all funds	141,830	-	-	141,830	35,877	

Notes to the Annual Financial Report

4 Analysis of total paid:

	Unrestricted		Restricted Fund/s	Total All Funds 2023	Total All Funds 2022	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Other appeals expenses	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	
Charitable grants and donations	532	-	-	532	970	5
Parish share to Chichester Diocese	18,600	-	-	18,600	18,168	6
DBF Fees	1,788	-	-	1,788	-	
Salaries and honoraria incl NI	3,672	-	-	3,672	2,229	9
Clergy and Rectory expenses 2371.79	2,372	-	-	2,372	250	7
Mission & evangelism costs	-	-	-	-	848	
Insurance	1,740	-	-	1,740	-	
Water, Gas, Electricity, and Oil	6,414	-	-	6,414	1582	
Printing & photocopying	-	-	-	-	3284	
Share of Parish Office expenses	1,009	-	-	1,009	464	7
Other regular church running costs	839	-	-	839	1648	
Accounting and Examiner's fees	-	-	-	-	-	
Church maintenance & redecoration	2,002	-	-	2,002	1849	
Restoration - weather vane	5,703	-	-	5,703	-	
Charitable costs	44,670	-	-	44,670	31,292	
Web Pages	22	-	-	22	22	
Publications	-	-	-	-	-	
Other trading costs	-	-	-	-	-	
Trading costs	22	-	-	22	22	
Other payments	-	-	-	-	-	
Total paid on all funds	44,692	-	-	44,692	31,314	

- 5 Does not include amounts raised by special collections such as Christian Aid, Children's Society, Water Aid, MacMillian Nurses, Adur Foodbank etc which are described in the Review of the Year.
- 6 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The full cost of parish ministry is £78000. This is shared with Kingston Buci (St Julian's & St Giles'), although we have been unable to pledge the full amount of our share.
- 7 Clergy expenses are shared with Kingston Buci (St Julian's and St Giles') on a 50:50 basis. Parish Office expenses are split equally between the three churches. The amount includes Q4 expenses for 2023. The total includes printing and photocopying which was shown separately in 2023
- 8 Gift Aid is recoverable on donations received for the last quarter of 2023

Notes to the Annual Financial Report

9 Payments to PCC Employees (organists/pianists)

	2023	2022
	£	£
Wages, salaries and honoraria	3,241	1,676
Employer National Insurance	-	-
Tax	431	90
	3,672	1,766

10 The only payments made to PCC members in the year were for:

- Clergy support: Rectory Expenses
- Clergy Expenses for travel, office/liturgical, telephone and broadband
- Reimbursement of goods bought for church use:
eg votive lights, maintenance materials, function supplies

11 There were no transactions with persons related to PCC members.

12 There will be minor discrepancies in the totals as the pence are not shown.

13 No professional fundraiser carried out any fundraising activities.

14 Statement of funds:

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

None

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

None

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

The unrestricted fund includes designated sums of £296 (Youth Work Fund), set aside for activities in these areas.

Fund income and expenditure and final balances are as follows

	Balances b/fwd 1 Jan 2023	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2023
	£	£	£	£	£
Pilgrims & Toddlers		-	-	-	-
YouthWork	296	-	-	-	296
Total of designated funds	296	-	-	-	296
General fund		-	-		-
Total of all unrestricted funds	-	-	-	-	-
Total funds	£296	-	-	-	£296

Independent Examiner's Report to the PCC of St Nicolas' Church, Old Shoreham for the Year Ended 31st December, 2023

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Nicolas, Old Shoreham, on the financial report for the year ended 31st December 2023 set out on pages 1 to 5

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 material matters have come to my attention 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

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.

Signed.....  Date..... 30/03/2024

Mr I Bartlett
44 Mill Lane
Shoreham-by-Sea
West Sussex BN43 5NA

This Financial Report for the year ended 31st December 2023, including the notes following, was approved by the PCC and signed on its behalf by The Revd. James Grant, PCC Chairman:

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Date