

**The Parochial Church Council  
ST MARY'S CHURCH  
CRAWLEY  
in the  
DIOCESE OF WINCHESTER**



**ANNUAL REPORT AND FINANCIAL STATEMENTS  
of the  
PAROCHIAL CHURCH COUNCIL  
for the  
YEAR ENDED 31st December 2022**

**to be presented to the  
ANNUAL PAROCHIAL CHURCH MEETING  
on  
Friday 19<sup>th</sup> May  
7 pm  
St. Mary's Church, Crawley**

**Correspondence Address:  
The Secretary  
Martins  
Crawley  
Winchester  
SO21 2PN**



## **The Parochial Church Council**

### **Background**

The PCC of St Mary's Church, Crawley is responsible for co-operating with the Incumbent of the Benefice of Crawley, Chilbolton, Littleton, Sparsholt with Lainston, and Wherwell by promoting within the ecclesiastical parish, the whole mission of the Church - pastoral, evangelical, social, and ecumenical. It also has responsibility for the maintenance of the church building of St Mary's Crawley, including the adjoining Church Room and facilities.

The 2020 Church Representation Rules no longer specify a minimum number of PCC meetings which must be held each year; instead, the PCC is required to hold a sufficient number of meetings to "enable the efficient transaction of its business".

### **Membership**

Members of the PCC are either ex-officio, elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules, or co-opted. During the year the following served as members of the PCC:

**Rector**                      Rev Jax Machin

**Church Warden**            Alick Kay

**Elected Members**        Robin Bayford (Treasurer)  
                                      Felicity Gillibrand (Secretary)  
                                      Amanda Bayford  
                                      Anna Sunter

### **Standing Committee**

Rev Jax Machin, Alick Kay, Robin Bayford, Anna Sunter.

This Committee is required by law and has power to transact business of the PCC between its meetings, subject to any directions given by the PCC.

### **Fabric Committee**

Robin Bayford

**This Report was approved at a meeting of the PCC on 9<sup>th</sup> May 2023**

## **Acknowledgements**

As always, the PCC is indebted to all who have contributed to the worship and mission of St Mary's Church.

We are particularly grateful to our Rector, Rev Jax Machin, as well as those serving and retired priests, Licensed Lay Ministers, and Lay Worship Leaders who have assisted the Benefice in covering our current service patterns.

In particular:

Rev Canon Bruce Kington.

Licensed Lay Minister: Mrs Charlotte Nash.

Lay Worship Leaders: Alastair Baron, Andrew Kent and Sally Wesley.

We are also very grateful to:

- Caroline McAulay, Administrator in the Benefice Office for her valuable administrative help and support;
- Sidesmen and Sideswomen; Lesson Readers and those who lead intercessions;
- Anthony Burns-Cox and Mark Zarbadami-Organists who began playing for us, on a regular basis, from December;
- Tamsin Orlebar and Felicity Gillibrand - Flower Arrangers; also those who helped on "special occasions";
- Amanda Bayford – who has been operating the "technology" (including the hymnal), when required during church services; is the Cleaning Coordinator; looks after the church room; is Tower Secretary, and who put this report together;
- All who dust, polish and, when required, vacuum our church which always looks clean and beautiful;
- Those who maintain the church and churchyard, led by Robin Bayford;
- The team of Bell Ringers; and
- Felicity Gillibrand who co-ordinates the catering arrangements for special events.

## **PCC Report**

### **The Downs Benefice**

We have continued to witness the excellent cooperation between the five parishes in the Benefice, facilitated through representation on the Benefice Council. We have also had a number of opportunities to worship together, including the Benefice services.

Members of the Benefice continued to play important roles in the Deanery and Diocese; in particular Andrew Kent, from Chilbolton, and Michael Coleman, from Littleton, as Lay Chairman and Chairman of the Finance Committee, respectively, of the Deanery. Alastair Barron, from Sparsholt, served as Interim Chair of the Winchester Diocesan Board of Finance; Chair of the House of Laity; and member of the Diocesan Board of Education, Finance Monitoring Group and the Investment Advisory Group.

### **Contacts**

Benefice Council: Alick Kay and Robin Bayford.

## Sunday Services

Following the recognition that there was a need for a further review of our service patterns to ensure there is a balance between the resources available and the current service requirements, a new service structure was implemented with effect from 1<sup>st</sup> October 2021:

1 <sup>st</sup> Sunday	Family Communion, except when there is a 5 <sup>th</sup> Sunday Benefice Communion service held at Crawley (most 5 <sup>th</sup> Sundays)	10.00 a.m.
3 <sup>rd</sup> Sunday	Morning Worship	10.00 a.m.
5 <sup>th</sup> Sunday	Benefice Communion	10.00 a.m.

This structure was subject to change should resources not be available and there was a requirement for Special Services e.g. Festivals.

However, it was recognised, during the year, that the structure of services in the 5 Sunday months was not ideal, and it was agreed that, beginning in 2023, each parish would host one 5<sup>th</sup> Sunday Benefice Communion Service during the year. In addition, a Family Communion Service would, when possible, be held at St Mary's on every 1<sup>st</sup> Sunday.

During the year, very sadly, 4 funerals/thanksgiving service took place at St Mary's:

Ken Wren  
Janet Cranmer  
Sue Bolger and  
Felicite Coulson

They were all longstanding worshippers at St Mary's and made a huge contribution to the life of the Church.

### Di Payne wrote:

**Ken** was responsible for a major review and overhaul of how the church went about things, setting up working groups to address styles of worship, church fabric, and the church image as well as steering the church room project with Simon Every.

He sang bass in the choir, but could also join in with the sopranos if he felt they needed a helping hand!

He regularly read the lesson in church, occasionally helped with playing hymns on the organ, if needed, and was always ready to get into costume, either in church nativity plays (he was usually cast as one of the 3 kings, on account of his fine beard) or as Santa at Christmas fetes (for the same reason!)

**Janet** sang in the choir and, also, was on the church flower rota for many years, using her artistic talents to make really amazing flower arrangements. She was very experienced at catering for large events, from the time when John was Principal at King Alfred's College (now Winchester University) and, for several years, organised the food for church harvest suppers.

**Sue** sang in the choir for many years until her health would no longer allow it. She, like Janet, was also a great flower arranger and, thanks to her past career as a nurse, was always first to help on the occasions if/when members of the congregation fell ill during a service. Together with Peter, she loved to offer their barn for the Posada Service on Christmas Eve. She was on the PCC for a number of years, serving as secretary for most of them.

**Felicite** was a bell ringer for some years helping with the big appeal for the restoration of the bells in 2005. She regularly helped at church events such as bazaars, harvest suppers etc. and served as a sidesperson. Felicite was involved with every aspect of Crawley village life, including setting up a thriving walking group on her retirement as a health visitor.

They are all very much missed by their family and friends, and all who worshipped at St Mary's.

During the year, Clive and Annette Osborne renewed their vows at a service at St Mary's, and there were 6 baptisms:

- Casper Baiao
- Alexander Duncan-Smith
- Olivia Healey
- Orlando and Hebe Hunter
- Polly Boughtwood

### **Ministry Team**

As stated earlier, we are very grateful to the team of Priests, Licensed Lay Ministers and Lay Worship Leaders who have so willingly and ably led our services, in particular Jax, who has served as our Rector. She has continued to work tirelessly, with a significantly increased workload resulting from our continuing inability to appoint an Assistant Priest. We are particularly grateful for her great pastoral skills.

At the beginning of December we were all shocked to learn that Jax had slipped and fallen, fracturing her skull and suffering brain trauma in the process; Jax has been unable to work since then. In the meantime, Services have been managed by our own Lay Worship leaders, Rev Canon Bruce Kington, together, where possible, with ordained ministers provided by the Deanery and the Diocesan Clerical Registry. Until recently, it has been a requirement that certain services, such as Holy Communion, are led by ordained ministers, and our continuing ability to maintain our regular schedule of these services, during Rev Jax's absence, has been dependent on the availability of ministers from elsewhere in the Diocese. However, Bishop David has now authorised specified lay members of the ministry team to distribute "communion by extension" during Jax's absence; this will only take place in those parishes where the PCCs have agreed to them.

We are so grateful to all those who have made it possible for us to, so far, maintain our schedule of regular and special services, in particular the Benefice Ministry team, and our Benefice Administrator, Caroline McAulay.

### **Church Attendance**

Normal Sunday Attendance (adults + children)			
Year	Morning Worship	Family Communion	Benefice Communion at St Mary's
2022	17	19	33
2021	19+1	17+1	No regular services held

2020 and 2021 church attendance was significantly impacted by Covid-19 with the resultant need for lockdowns, social distancing, the reluctance of some parishioners to “travel” to other parishes and to attend services due to major health concerns; many, however, used on-line services and benefited from Jax’s inspiring weekly newsletter.

It has been clear that, in 2022, although it has been a joy to welcome those who have joined us at St Mary’s when there was a Benefice Communion Service, or there was no Service taking place at their Parish Church, some parishioners still had health concerns and continued to be reluctant to travel.

As happened in previous years, there was a significant increase in the size of our congregations, for Special/ Festival Services; particularly children:

- The Easter Garden and Morning services-14 children and 38 adults attended.
- Harvest Festival-4 children and 23 adults. A large number of donations were made to the Winchester Beacon and were very gratefully received.
- All Souls service-1 child and 38 adults.
- Carol service-7 children and 56 adults.
- Christmas Day-7 children and 58 adults.
- Benefice Service of prayer and reflection for HM The Queen - 5 children and 61 adults.
- Service of Remembrance at the War Memorial; it is a reflection of the importance of the day in many peoples’ lives, that 11 children and 40 adults attended.

### **Crawley PCC**

During 2021 the PCC has met four times, in addition to the APCM.

I am hugely grateful to the current members of the PCC for their dedication and hard work that has ensured that we have continued to be able to worship, when possible, at St Mary’s. We would welcome new PCC members as we remain very reliant on this small group.

### **Deanery Synod**

Synod met four times in 2022.

The meetings were dominated by:

- A review of events that led to the retirement of the Bishop of Winchester; Synod met with the Bishop of Basingstoke, the Chair of the Diocesan House of Clergy, and the interim Diocesan Secretary and Chief Operating Officer.
- The submission, as part of the Vacancy-in See consultation process, of Synod’s views as what the selection team should look for when considering applicants for the role of the Bishop of Winchester.
- Discussions/updates on the Diocesan Reorganisation and the merging of various Benefices.

A presentation was made by Jeff Williams, Diocesan Director of Education on the challenges, issues, and opportunities facing Church Schools.

He described the church’s ministry to young people as “both mission-critical and challenging”, highlighting the significant number of churches that are attended by very few, if any, children.

### **Alick Kay**

## **Electoral Roll**

At our APCM in April 2022 there were 55 members on the electoral roll. Of that number, there were 54 resident and 1 non-resident members.

**Robin Bayford**

## **The Bells**

Following the pandemic restrictions regular ringing resumed in March 2022. Ringers from Sparsholt, Stockbridge and Kings Worthy join us for our Tuesday practice nights and service ringing. Two new ringers joined us in 2022 and are progressing well.

The bells were rung for two services of thanksgiving and half-muffled bells were rung for two funerals.

In June six ringers rang for the Platinum Jubilee of Her Majesty Queen Elizabeth II.

On Friday 9<sup>th</sup> September a quarter peal conducted by Edmund Wratten was rung on half-muffled bells at 12 noon following the death of The Queen.

Ringing took place on Sunday 11<sup>th</sup> September to mark the Proclamation of King Charles III.

Half-muffled bells were rung on Monday 19<sup>th</sup> September prior to the Funeral of The Queen.

**Amanda Bayford**

## **Safeguarding**

A Safeguarding Policy is a statement that makes it clear what an organisation or group will do to keep children and vulnerable adults safe, and the mechanism by which it will respond to any concerns raised. In accordance with the Church of England Safeguarding Policy, the PCC's commitment to "Promoting a Safer Church" is displayed on the Downs Benefice Website.

The PCC has its own designated Safeguarding Officer, details of whom can be found displayed in the porch of the parish church. Safeguarding Officers report directly and in confidence to the Rector.

Safeguarding is a compulsory item raised at each PCC meeting to ascertain any additional concerns. The Safeguarding policy document will be considered for revision annually prior to APCM. DBS clearance is sought for any individual deemed to be working in any capacity with children and vulnerable adults under our Benefice umbrella. Please raise any concerns you might have, in the first instance, with your Safeguarding Officer, currently Alick Kay. In emergency, please contact the Rector.

**Alick Kay**

## **The Fabric Report**

There were no major repairs in the year. We are still awaiting the Report resulting from the quinquennial inspection carried out in October 2022. This could result in significant costs in 2023.

**Robin Bayford**



## **Financial Review**

**Total receipts** were £37,599 (2021 £33,042) and are detailed in the financial statements.

**Total expenditure** was £35,161 (2021 £31,374). This expenditure included £19,569 (2021 £18,845) for the diocesan parish share which largely provides the stipends and housing for the clergy.

Charitable giving of £4,090 (2021 £3,597) is detailed in note 2 to the financial statements.

There was a net inflow of resources in the year of £2,429 (2021 £1,668)

### **Reserves policy**

It is the PCC's policy to maintain a balance on unrestricted funds (if possible) to meet approximately six months unrestricted payments and to cover unforeseen emergencies. The balance of £26,530 comfortably meets this target, but not the cost of a major repair

**Robin Bayford**

**Independent Examiner's Report to the Parochial Church Council  
(PCC)  
of St Mary's Crawley**

I report on the accounts for the year ended 31 December 2022, which are set out on pages 11 - 13.

**Respective responsibilities of the PCC and Independent Examiner**

The PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the accounts, and seeking explanations from the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

**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
  - to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with the accounting records 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.

Christopher Phillips  
Whitethorn Cottage  
Crawley  
Winchester  
SO21 2PN

24<sup>th</sup> April 2023

ST MARY'S CHURCH CRAWLEY

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2022

	Notes	Unrestricted Funds	Bell Fund	Fabric Fund	TOTAL 2022	FUNDS 2021
		£	£	£	£	£
<b>INCOMING RESOURCES</b>						
<b>Voluntary income</b>						
Planned giving						
Gift Aid donations		22,878	-	-	22,878	22,787
Income tax recovered		6,954	-	-	6,954	6,263
Collections		3,350	-	-	3,350	1,432
Donations		2,020	-	-	2,020	1,472
Legacies		-	-	504	504	-
		35,202	-	504	35,706	31,954
<b>Activities for generating funds</b>						
Fund raising events		362	-	-	362	335
		362	-	-	362	335
<b>Income from Investments</b>						
Bank interest		-	-	440	440	14
		-	-	440	440	14
<b>Income from church activities</b>						
Service fees		852	-	-	852	554
Donations towards parish paper		230	-	-	230	185
		1,082	-	-	1,082	739
<b>TOTAL INCOMING RESOURCES</b>						
		36,646	-	944	37,590	33,042
<b>RESOURCES EXPENDED</b>						
<b>Church Activities</b>						
Missionary and charitable giving	2	4,090	-	-	4,090	3,597
<b>Ministry</b>						
Diocesan parish share		19,569	-	-	19,569	18,845
Rector's expenses		689	-	-	689	600
Heating, electricity and water		1,840	-	-	1,840	1,057
Insurance		2,142	-	-	2,142	1,892
Repairs and maintenance		556	-	-	556	651
Organist		920	-	-	920	-
Cost of services		946	-	-	946	636
Parish paper		367	-	-	367	298
Share of benefice office expenses		3,808	-	-	3,808	3,661
Stationary and copier		234	-	-	234	137
		35,161	-	-	35,161	31,374
<b>Generation of voluntary income</b>						
Fund raising events		-	-	-	-	-
		-	-	-	-	-
<b>Governance costs</b>						
		-	-	-	-	-
		-	-	-	-	-
<b>TOTAL RESOURCES EXPENDED</b>						
		35,161	-	-	35,161	31,374
<b>NET INFLOW OF RESOURCES</b>						
		1,485	-	944	2,429	1,668
<b>TRANSFERS BETWEEN FUNDS</b>						
		-	-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>						
		1,485	-	944	2,429	1,668
BALANCE BROUGHT FORWARD AT 1 JANUARY 2022	1.(b)	25,045	1,245	18,975	45,265	43,597
BALANCE CARRIED FORWARD 31 DECEMBER 2022	1.(b)	26,530	1,245	19,919	47,694	45,265

ST MARY'S CHURCH CRAWLEY

BALANCE SHEET AT 31 DECEMBER 2022

	Notes	2022	2021
<b>CURRENT ASSETS</b>			
Debtors	3	1,638	1,431
Short term deposits		42,813	27,373
Cash		6,797	19,711
		<u>51,248</u>	<u>48,515</u>
<b>LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
Creditors	4	3,554	3,250
		<u>47,694</u>	<u>45,265</u>
<b>NET CURRENT ASSETS</b>			
		<u>47,694</u>	<u>45,265</u>
<b>FUNDS</b>			
Unrestricted	1.(b)	26,530	25,045
Bell Fund	1.(b)	1,245	1,245
Fabric fund	1.(b)	19,919	18,975
		<u>47,694</u>	<u>45,265</u>

**Robin Bayford**

Honorary Treasurer  
24 January 2023

**NOTES TO THE FINANCIAL STATEMENTS**

**1. ACCOUNTING POLICIES**

1.a. The financial statements of the PCC have been prepared in accordance with Church Accounting Regulations 2006 together applicable accounting standards and SORP 2005

The accounts have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of informal gatherings of church members.

**1.b. FUND ACCOUNTING**

The General Fund represents the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC.

The Bell Fund shows funds raised for the bells and expenditure on the bells.

The Fabric Fund is a designated fund, created in 1965 by a resolution of the PCC, as a reserve to pay for the costs of major repairs and maintenance to the church building. Donations received specifically for this Fund are similarly restricted.

**1.c. FIXED ASSETS**

Consecrated and beneficed property is not included in the accounts in accordance with s.10(2)(a) and (c) 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 (at a reasonable time).

All expenditure incurred in the year on consecrated or beneficed buildings is written off under the heading repairs.

**1.d. INCOMING RESOURCES**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due, interest is accrued. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

**1.e. RESOURCES EXPENDED**

Grants and donations are accounted for when paid over, or for the period awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognized when it is incurred and is accounted for gross. The cost of repairs is recognised if the work has been commenced.

**ST MARY'S CHURCH CRAWLEY****NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****2. CHARITABLE DONATIONS**

	<b>2022</b>	2021
	£	£
Approved at the January 2023 meeting of the PCC:-		
The Trinity Centre Winchester	500	500
The Winchester Beacon	500	500
Karis Kids	500	500
Winchester Street Pastors	500	500
Street Reach - Winchester	500	500
The Boaz Project, Hill Farm.	500	500
	<u>3,000</u>	<u>3,000</u>
From special services and donations		
Dementia UK	287	-
Young lives vs Cancer	265	-
Mountbatten Hospice	259	-
One in Four	159	-
Downs Benefice	-	500
National Rheumatoid Arthritis Society	-	30
The British Legions poppy day appeal	120	67
	<u>4,090</u>	<u>3,597</u>

**3. DEBTORS**

Taxation recoverable	<u>1,638</u>	1,431
	<u>1,638</u>	1,431

**4. CREDITORS**

Charitable donations authorised by the PCC as 2021 expenditure.	<u>3,000</u>	3,000
Accrual for utility and other costs	<u>554</u>	250
	<u>3,554</u>	3,250

**5. LOAN ADVANCED TO THE DOWNS BENEFICE - contingent asset**

On 26 March 2016 Robin Bayford donated £5,000 to St Mary's on the condition that this money was advanced as a loan to the Downs Benefice. In certain circumstances this loan is not repayable to St Mary's, so provision has been made against this sum.

**RISK ASSESSMENT**

The PCC have considered the major financial risks to which it is exposed, and actions to mitigate those risks, and have set up a system to keep such risks under review.

- i) There is an ongoing process of identifying evaluating and managing significant risks appropriate to the small size of the organisation which prevents complete division of duties.
- ii) Financial results are monitored at each PCC meeting and compared to the budget which is prepared annually.
- iii) The PCC's insurance cover is reviewed annually, and fire and similar risk assessments are carried out on an ongoing basis.

Any system of internal control is designed to manage rather than eliminate risk and can provide only reasonable, and not absolute, assurance against material loss.

**OTHER INFORMATION**

Bankers:  
National Westminster Bank  
105 High Street  
Winchester SO23 9 AW

Independent Examiner  
Chris Phillips  
Whitethorn Cottage  
Crawley SO21 2PN