

PARISH COUNCIL		2023/2024		2024/2025			2025/2026 Budget				
		Budget	Actual	Current Budget	Actual YTD @30/09/24	Projected	Forecast Year End	Variance	Proposed	Carried Fwd	
100 Income											
	1076	Precept	55,830	55,830	61,850	62,430	0	62,430	580	0	0
	1077	Grants and Donations	0	419	0	0	0	0	0	0	0
NEW		Precept - to the Village Hall	0	0	0	0	0	0	0	?	0
NEW		Precept - Reserves	0	0	0	0	0	0	0	?	0
	1080	Bank Interest Received	0	604	100	337	200	537	437	300	0
	1240	Wayleaves	0	0	100	0	0	0	-100	0	0
	1260	Miscellaneous Income	0	1,501	0	0	0	0	0	0	0
Total Parish Council Income			55,830	58,354	62,050	62,767	200	62,967	917	300	0
120 Administration											
	4000	Salaries	16,650	14,245	18,900	4,664	7,500	12,164	-6,736	21,000	0
	4001	PAYE NI	400	845	1,280	254	400	654	-626	1,990	0
	4002	Pension	550	655	800	258	400	658	-142	900	0
	4003	Extra Provision Office (Staff)	0	0	0	0	0	0	0	1,000	0
	4005	Website maintenance	990	844	1,100	17	1,100	1,117	17	1,120	0
	4006	Locum Clerk (Salaries)	0	1,541	0	7,187	2,500	9,687	9,687	0	0
	4007	HR Support	0	0	0	9,325	8,925	18,250	18,250	1,000	0
	4110	Postage	10	0	0	0	0	0	0	0	0
	4120	Stationery	150	162	120	0	120	120	0	0	0
	4130	Telephone	1,300	1,110	700	377	350	727	27	700	0
	4140	Insurance	2,400	2,509	1,264	0	1,151	1,151	-113	1,300	0

4150 Audit	900	695	850	324	500	824	-26	800	0
4160 Subscriptions	940	712	750	573	177	750	0	750	0
4170 Hall Hire	500	825	850	820	800	1,620	770	1,600	0
4180 Chairman's Allowance	50	0	50	0	50	50	0	50	0
4220 Parish Office	900	5,352	1,000	857	143	1,000	0	1,000	0
4230 Training/Conferences	300	0	600	0	600	600	0	1,000	0
4315 Defib and Defib maintenance	0	155	200	0	200	200	0	200	0
Overhead expenditure	26,040	29,650	28,464	24,656	24,916	49,572	21,108	34,410	0
200 Highways and Footpaths									
4310 Maintenance	0	0	0	182	0	182	182	400	0
4325 SID	0	2,745	0	0	0	0	0	0	0
4350 Fido Bins	1,460	0	1,650	913	740	1,653	3	1,800	0
4360 Hedge Cutting	0	0	0	120	0	120	120	200	0
4370 Bus Shelter Maintenance	120	0	100	0	0	0	-100	100	0
4380 Fingerpost Maintenance	200	0	0	254	0	254	254	0	0
Overhead expenditure	1,780	2,745	1,750	1,469	740	2,209	459	2,500	0
220 Village Green									
4310 Maintenance	500	545	600	0	600	600	0	600	0
4315 Defib and Defib Maintenance	0	137	0	0	0	0	0	0	0
4340 Mowing	2,800	2,400	2,940	1,230	1,710	2,940	0	3,000	0
4430 Christmas Tree	400	618	450	0	450	450	0	250	0
Overhead expenditure	3,700	3,700	3,990	1,230	2,760	3,990	0	3,850	0
240 Toilets									
4250 Electricity	600	1,229	1,200	486	120	606	-594	250	0
4260 Water	750	1,069	1,100	0	0	0	-1,100	400	0

4310 Maintenance	0	331	150	0	150	150	0	150	0
4450 Toilet Cleaning	3,650	3,296	3,800	1,124	2,500	3,624	-176	3,960	0
4460 PHS	700	775	800	852	852	1,704	904	1,800	0
Overhead expenditure	5,700	6,700	7,050	2,462	3,622	6,084	-966	6,560	0
260 Donations/Grants									
NEW Donation to RGC	4,260	5,591	5,446	1,660	4,280	5,940	494	5,490	0
NEW Donation to Village Hall	0	0	0	0	0	0	0	0	0
4510 Community Donations	2,000	2,355	2,000	90	1,910	2,000	0	1,000	0 Rqst Rec'd
4515 Donations/Grants Churchyard	2,400	2,400	1,350	1,350	0	1,350	0	1,400	0
4516 Hkafe Donation	0	0	750	750	0	750	0	750	0
4517 Donation/Grant P&P	0	0	1,300	1,300	0	1,300	0	1,500	0
4525 Post Office grant	500	500	500	0	500	500	0	600	0
4530 PWLB Loan Repayment	9,450	9,478	9,450	4,739	4,711	9,450	0	9,450	0
Overhead expenditure	18,610	20,324	20,796	9,889	11,401	21,290	494	20,190	0
280 Neighbourhood Plan									
4240 Neighbourhood plan	0	108	0	0	0	0	0	200	0
Overhead expenditure	0	108	0	0	0	0	0	200	0
290 Miscellaneous Projects									
1260 Miscellaneous Projects	0	0	0	0	0	0	0	0	0
Overhead expenditure	0	0	0	0	0	0	0	0	0
999 VAT Data									
115 VAT Receipts	0	5,773	0	3,455	0	3,455	3,455	0	0
Total Income	0	5,773	0	3,455	0	3,455	3,455	0	0

515 VAT on payments	0	3,455	0	2,932	0	2,932	2,932	0	0
4310 Maintenance	0	64	0	0	0	0	0	0	0
Overhead expenditure	0	3,519	0	2,932	0	2,932	2,932	0	0
Total Parish Council Income	55,830	64,127	62,050	66,222	200	66,422	4,372	300	0
Total Parish Council Expenditure	55,830	66,746	62,050	42,638	43,439	86,077	24,027	67,710	0
Net Parish Council Income over Expenditure	0	-2,619	0	23,584	-43,239	-19,655	-19,655	-67,410	0

320 EMR - Elections	2,000	0	0	2,000
324 EMR - Parish Office	1,780	0	1,000	780
/30/32/35 EMR - Sundry	1,099	0	0	1,099
333 EMR - Defibrilators	200	0	0	200
326 EMR - Play Area	5,254	0	0	5,254
334 EMR - SID	255	0	0	255
322 EMR Fingerposts	4,145	2,000	0	2,145
321 EMR Toilets and Bus Shelter	7,301	0	0	7,301
328 Donation to RGT - Pavilion EMR	3,285	0	0	3,285
331 EMR - Small Business Rural Grant	6,750	3,200	3,550	0
<b>TOTAL</b>	<b>32,068</b>	<b>5,200</b>	<b>4,550</b>	<b>22,318</b>

	O/B @ 01/04/2024	YTD @ 30/09/2024	YE@ 31/03/2025
Current Account	8,182	41,357	
Business Premium Account	49,201	35,698	
<b>Total</b>	<b>57,383</b>	<b>77,056</b>	<b>29,067</b>
<b>Made up of;</b>			
Remaining Budget	0	23,584	0
EMR	32,068	26,868	22,318
General Reserves	25,315	26,604	6,748
	<b>57,383</b>	<b>77,056</b>	<b>29,067</b>

Horsted Keynes Recreation Ground Charity (RG) 2025/2026

RECREATION GROUND CHARITY	2023/2024		2024/2025				2025/2026 Budget		
	Budget	Actual	Current Budget	Actual YTD	Projected	Forecast Year End	Variance	Proposed	Carried Fwd
100 Income									
1200 Allotment	50	60	60	0	60	60	0	60	0
1220 Recreation Grounds	900	1,368	1,200	900	300	1,200	0	1,200	0
1230 Memorial Pavilion	0	0	0	0	0	0	0	0	0
Total RGC Income	950	1,428	1,260	900	360	1,260	0	1,260	0
140 Memorial Pavillion									
4250 Electricity	650	794	720	371	150	521	199	300	0
4260 Water	700	856	650	27	600	627	23	650	0
4280 Fire Inspection	90	0	120	0	120	120	0	120	0
4310 Maintenance	700	556	700	160	300	460	240	1,000	0
Overhead expenditure	2,140	2,206	2,190	558	1,170	1,728	462	2,070	0
160 Playground									
4310 Maintenance	650	1,611	650	125	1,700	1,825	1,175	650	0
4330 Inspections	120	110	110	118	0	118	8	130	0
Overhead expenditure	770	1,721	760	243	1,700	1,943	1,183	780	0

180 Recreation Ground									
4310 Maintenance	500	1,500	500	0	500	500	0	500	0
NEW Insurance	0	0	1,286	1,286	0	1,286	0	1,400	0
4340 Mowing	1,200	1,472	1,200	473	500	973	227	1,200	0
4360 Hedge Cutting	600	120	770	0	770	770	0	800	0
Overhead expenditure	2,300	3,092	3,756	1,759	1,770	3,529	227	3,900	0
Total RGC Expenditure	5,210	7,019	6,706	2,560	4,640	7,200	1,872	6,750	0
Net RGC (Donation from PC)	-4,260	-5,591	-5,446	-1,660	-4,280	-5,940	-1,872	-5,490	0



Rear of Village Hall  
The Green  
Horsted Keynes  
West Sussex  
RH17 7AP  
01825 791919

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[www.horstedkeynes-pc.gov.uk](http://www.horstedkeynes-pc.gov.uk)

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### FC111c – To note the increased grant request for 2025-26 received from the PCC

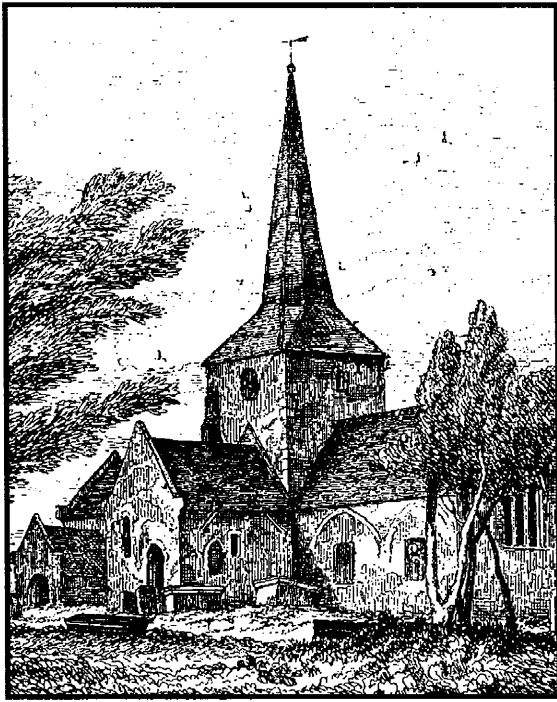
1. The cost of producing P&P increases each year in line with inflation and the magazine is budgeted to break even. The forecast for 2024 is looking like a small loss, although this is very dependent on the income from contributions received from advertisers late in the year. (Note that the PCC's financial year ends on 31st December.) An uplift in support from the Parish Council from £1,300 to £1,500 is requested for 2025/6 please.
2. Close to £10,000 will be spent in 2024 on maintaining the churchyard, higher than usual because of the exceptional amount of work needed to contain ash dieback, a disease that is lethal to trees. As little work was needed to the fabric of the church in 2024, the Friends of HK Church were able to cover most of the additional costs. The budget for maintaining the churchyard in 2025 at £8,000 is again high. An increase in the grant from the Parish Council from £1,350 to £4,000 for 2025 is therefore requested on this occasion please. The money will help pay for the usual mowing and hedge cutting contract as well as the additional ash dieback control work recently identified. (Maintenance of the churchyard flower beds and the paths is carried out by volunteers.)
3. HKafe will continue in 2025 although the youth leader provided by Danehill PCC is no longer available. Some paid support is anticipated in 2025 and HKPCC has made provision for this. The grant received from the PC for 2024/5 was £750 and the same amount is requested for 2025/6.
4. The Martindale Centre also incurred some exceptional expenditure in 2024 on trees. The PCC hopes to largely cover this by fundraising. However, further major tree work has been identified for which the estimated cost is £3,300. A contribution from the PC for this work would be much appreciated, please.

HKPCC is very grateful for the grants received from the Parish Council over many years and hopes the above proposals are acceptable to you.

Total funding paid 2024-25 £2,850

Total funding requested 2025-26 £6,250 plus contribution towards £3,300 tree works.





## **ST GILES CHURCH**

## **HORSTED KEYNES**

### **ANNUAL REPORT and FINANCIAL STATEMENTS of the PAROCHIAL CHURCH COUNCIL for the year ended 31st December 2023**

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#### **RECTOR**

The Reverend David Murdoch

The address of the rectory is :-

The Rectory, Station Road, Horsted Keynes,  
HAYWARDS HEATH, RH17 7ED.

#### **PRIMARY BANKERS**

The PCC banks primarily with :-

CAF BANK Limited  
Kings Hill, West Malling, Kent, ME19 4TA.

#### **INDEPENDENT EXAMINER**

The independent examiner is :-

Mr A P Peel Cross  
The Hermitage, Church Lane, Horsted Keynes  
HAYWARDS HEATH, RH17 7AY.

#### **CHARITY COMMISSION REGISTRATION**

The Parochial Church Council is a registered charity, No. 1154482.

# HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

Registered Charity Number 1154482

## ANNUAL REPORT for 2023

### Administrative information

St. Giles Church (Grade I listed) is situated in Church Lane, Horsted Keynes RH17 7AY. It is part of the Diocese of Chichester within the Church of England.

All correspondence should be addressed to HKPCC, The Martindale Centre, Station Road, Horsted Keynes, Haywards Heath, RH17 7ED.

St Giles Church Horsted Keynes is a registered charity number 1154482.

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

Rector:	Fr David Murdoch (PCC Chairman)	
Curate:	Fr Peter Sutton	
Churchwardens:	Mrs Barbara Fairweather Mr John Whiting	(elected April 2023) (elected April 2023)
Deanery Synod Representatives:	Mrs Heidi Mowforth Mr John Whiting	(until 2026) (until 2026)
Elected Members:	Miss Judith Bowron Mr John Emery Mr Martin Govas (Treasurer) Mr David Lamb Mrs Thelma Mason Mr Barry Reed Mr Peter Vince	(until 2024) (until 2026) (until 2024) (until 2025) (until 2026) (resigned September 2023) (Deceased November 2023)
Co-opted Member:	Mrs Marion Lott	(ex-officio, MCMC chair)

### The PCC made the following appointments:

PCC minutes secretary	Mrs Marion Lott
Parish Safeguarding Officer	Mr Duffy Parry
Electoral Roll Officer	Mrs Fiona Price

### Structure, governance and management

Membership of the PCC is determined under the Church Representation Rules and consists of ex-officio members (Churchwarden(s), the members of the Diocesan and Deanery Synods), the chairman of the Martindale Centre Management Committee (co-opted), and 7 members of the church who are elected at the Annual Parochial Church Meeting (APCM). The PCC Secretary and Treasurer are elected by the PCC.

The PCC is responsible for a wide range of matters affecting the parish and, in their capacity as trustees, members of the PCC are responsible for the stewardship of funds, the appropriate accounting and reporting of parish finances, and compliance with legislation applying to health and safety, disability, and safeguarding children and vulnerable adults.

The PCC joins and unites the work of the Church, its committees, school governors and the Friends of Horsted Keynes Church.

# HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

Registered Charity Number 1154482

## ANNUAL REPORT for 2023 (continued)

The following committees are responsible for various aspects of the responsibilities and business of the PCC, and report to the PCC:

*Standing Committee:* is a steering group, which has power to transact the business of the PCC between its meetings.

*Finance Committee:* oversees the general financial dimension of the work of St. Giles's by monitoring income and expenditure, budgeting and establishing and reviewing appropriate financial controls. The Finance Committee employs the services of Mr Steve Brentnall to give accounting and strategic advice and to prepare the Management and Annual Accounts.

*Martindale Centre Management Committee:* manages the day to day administration and maintenance of the Martindale Centre.

*Fabric Committee:* oversees maintenance of the Church building and fabric.

*Churchyard Committee:* is responsible for the maintenance of the churchyard and safety aspects of the area.

*For all the Family Group:* an informal group which meets about once a month to plan the next monthly 'For all the Family' Eucharist, and aspires to rekindle a Sunday club.

*Friends of Horsted Keynes Church:* exists to help, both with funding and in other practical ways, the maintenance, repair, beautification and development of the church building, its possessions and its churchyard.

### Health and Safety

The PCC makes provision to consider health and safety issues at every meeting with an eye to overseeing and updating the risk assessment under ongoing scrutiny by church officers across committees who develop systems and procedures to manage the risks in their separate spheres.

Mr John Whiting continued as Health and Safety Officer.

### Safeguarding

The Safeguarding Officer reports to the PCC on a regular basis and the PCC makes provision to consider safeguarding issues at every meeting. The PCC has complied with the duty to have 'due regard' to the House of Bishops' Safeguarding Policy and Practice Guidance.

### Public Benefit

The PCC acknowledges its requirements to demonstrate clearly that, as a charity aiming to advance religion, it must have charitable purposes or 'aims' that are for the public benefit. Details of how the PCC has achieved this are provided in this report.

### Aim and purposes

The PCC works with the Rector to facilitate the worship of Almighty God, growth of the Christian Church and service to others in and beyond the parish in accordance with Jesus' commandment to love our neighbour.

With these key aims in mind, Horsted Keynes PCC has established objectives in its current Mission Action Plan (MAP). *Our vision is "To become better followers of Christ by loving God and loving others".*

Our agreed initiatives to achieve our objectives are split into two groups, the first aimed at becoming better disciples (*You shall love the Lord your God with all your heart, and with all your soul, and with all your mind*), and the second at becoming better servants (*You shall love your neighbour as yourself*).

# HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

Registered Charity Number 1154482

## ANNUAL REPORT for 2023 (continued)

### Rector's Report

These are a few highlights of another busy but fulfilling year.

To my Chaplaincy of the Bluebell Railway, I added, for one year, being Chaplain to the High Sherriff of West Sussex, Andy Bliss, who lives in the parish. I have only been able to go with him to a small fraction of the numerous events he has attended, these being a mixture of uplifting services in Chichester and Arundel Cathedrals, and inspiring visits to charities. I purposely chose two that we support as a parish: a summer party for families supported by Family Support Work and the opening of a new wing at Crawley Open House.

I always find enjoyment and fulfilment in Baptisms, Marriages and Funerals, and it is special when they are of people we know well. Thus, I look back with great pleasure on the Baptism of Kasper Spetch and the Marriage of Will and Lilly Lamb. We went on to have a spate of four baptisms in about six weeks in September/early October.

Although they will have their own report, I feel I must mention some fantastic Friends of Horsted Keynes Church events: the amazing panto, Aladdin, the Barn Dance at the Bluebell Vineyard and the Open Gardens, for which we had such excellent weather.

On Rogation Sunday afternoon, Fr Peter led a prayer walk from the Clarke's Farm back to and around the village. It was thought provoking and inspiring, and I hope that we can continue to mark Rogation Sunday in similar ways.

Also, in May we celebrated with people across our nation and commonwealth the coronation of King Charles III.

It continues to be a joy and a privilege to have Fr Peter as our Curate. We rejoiced with him as he was ordained Priest and celebrated the Eucharist for the first time. I am greatly blessed to have such an outstanding colleague, as are we all to support him in, and see him growing into his priestly ministry.

After a very long process of discussion, called 'Living in Love and Faith', the national Church of England agreed to authorize prayers for the Blessing of homosexual unions (although not actual Marriages). Fr Peter and I expressed publicly our willingness to lead such services. The process continues to cause painful divisions in the national church and Anglican Communion. Interestingly, early in 2024, the Pope authorized such blessings in the Roman Catholic Church, albeit in very limited circumstances.

At the end of the summer term, Hillary Douch retired after a highly successful time as Head of St Giles' School. A new leadership arrangement came into place with Jamie Savage as Executive Head of both Ardingly and Horsted Keynes schools, and Alison Coulson as Head of School here at St Giles. This is working very well and Fr Peter and I enjoy working closely with her and our church school.

Christine and I are immensely grateful for all the support you give us in so many ways. It was lovely to celebrate our 40th Wedding Anniversary with you in August, in church/yard, and with family and friends in the Martindale Centre.

Marion Lott received the Order of St Richard from Bishop Ruth at the Cathedral: something which is given for long and outstanding lay service of the church. Very well deserved!

Very sadly, not long afterwards, our previous holder, Peter Vince, died. He too had been a servant of Our Lord and his church here for many years, as well as an intelligent, characterful and humorous friend to me, and to so many of us. As he wished, we held a Requiem Mass for him, and it says a lot that every one of my surviving predecessors attended. It has taken a team to replace him as Sacristan alone, but they have risen magnificently to the task.

We authorized all our servers to administer the chalice and found some new sidesmen and women.

Andrew Slater continued to organize a choir to sing on special occasions such as Christmas and Easter.

Katie Spetch, Christine Murdoch and helpers run a Friday afternoon (term time) 'God is our rock' after school club.

Slow but steady progress continued to be made on the annex so many have hoped, prayed and planned for, for so long, thanks to a great deal of hard work by the steering group.

# HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

Registered Charity Number 1154482

## ANNUAL REPORT for 2023 (continued)

The Annual Parochial Church Meetings are an opportunity to thank people too numerous to mention by name and, as always, I apologise if I leave anyone out: Fr Peter for being such an excellent colleague. Churchwardens, Secretary, Treasurer, PCC members; organist, pianists, and choir; servers, sides-people, sacristans and vergers; cleaners, churchyard workers and flower arrangers. These and others are so important in caring for the church building and parochial administration. Then there are those – some the same, some different – who do so much in terms of our outreach: headteacher and staff at St Giles' School, P & P Editor, leaders and helpers at First Steps, 'God is our rock' Friday after School Club, Friends of HK Church, Friends of our Church School, HKafe, HK Help, Life and Faith Group, Village lunch; all who lead on our bi-monthly church charities. All the folk who simply turn up to be part of our worshipping community. Last but by no means least, my dear wife, Christine, for all her support in so very many ways.

It is a great joy and blessing to serve in such a special village, with a warm and supportive congregation and community, very beautiful church and lovely Rectory.

'God is here! As we his people meet to offer praise and prayer,  
May we find in fuller measure what it is in Christ we share....  
Lord of all, of Church and Kingdom, In an age of change and doubt,  
Keep us faithful to the Gospel, help us work your purpose out.' Fred Pratt Green (1903-2000)

### Achievements and Performance

The Electoral Roll was reviewed. 119 were on the roll, 5 new and 2 died; 20 not resident in the Village.

The maximum number attending on any Sunday in October was 50, including 15 children, the average number being 45. Both these figures included people attending by Zoom. 17 people attended the All Souls Requiem, with 15 taking Communion. Attendance at Services is fairly constant with higher attendance at Family Services, though remains lower than pre-pandemic levels. The Zoom invitation is sent most Sundays to the majority included on the Electoral Roll but there are usually few attendees. There were no regular Home Communion arrangements but any requests were fulfilled. The Eucharist was celebrated each month at Westall House with a good number of residents attending.

There were 11 regular P.C.C. meetings throughout the year, in the Rectory during the winter months to reduce heating costs, and in the Martindale Centre at other times. All Sub-Committees met as required, reporting to and represented on the P.C.C.

4 children were baptised. There were 2 weddings and 3 funerals.

HKPCC highlights of Church life for the benefit of the Community included in 2023:

- Chichester Diocesan Lent Course on the Old Testament was followed at two places and times.
- HK Help continues to provide support to the community, including transport for medical needs, as required, though there is little demand.
- HKafe continues to be held in the Martindale Centre during term time, led by the Youth Worker from All Saints Church, Danehill, Josh Watson and catering for secondary school age children.
- First-Steps, the baby and toddler group, meets at the Martindale Centre during term time, giving an opportunity for small children and their parents and carers to meet in a safe environment.
- St. Giles Church of England Primary School holds a weekly Collective Worship in church and a termly Eucharist. All services are attended by a significant number of parents and carers. The Junior School Carol Service was held in church and was very well attended.
- Village Lunch is held monthly in the Martindale Centre. Food is cooked by a varied team of volunteers and is enjoyed by an increasing number of people, from the village and beyond.

The Friends of Horsted Keynes Church (FOHKC) continues to enthusiastically raise funds for the fabric of the church and maintenance of the churchyard. Events included the amazing panto, Aladdin, the Barn Dance at the Bluebell Vineyard, the Open Gardens Day, for which we had such excellent weather, and the Serendipity Concert in church in December.

# HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

Registered Charity Number 1154482

## ANNUAL REPORT for 2023 (continued)

The Parish and Parishioner (P&P) editor continues to produce and publish the magazine 10 times a year. Volunteers collate and distribute these to all houses in the village and copies are posted to those requesting them.

### Financial Review

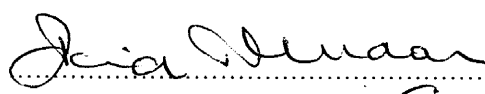
1. The net expenditure in 2023 was £25,030. This figure is on page 7 and compares with the surplus of £42,113 made in 2022. £24,415 of the £25,030 can be attributed to one off planned expenditure from the restricted St Giles North Annex Appeal Fund (see table 12 on page 13), used to progress the annex project.
2. Table 2(a) shows that the value of donations and legacies received was £80,951 (£128,983 in 2022, which included a legacy donation of £20,000). Whilst not a major issue in 2023, the level of planned giving is not keeping pace with inflation. Furthermore, the death of a major contributor towards the end of the year presents the church with a significant income challenge for 2024.
3. Table 2(c) shows an improvement in Fundraising and Hall (Martindale Centre) income but this is largely offset by the associated fundraising costs shown in table 3(a).
4. Table 3(b) records expenditure of £46,703 (£5,950 in 2022) on Major repairs and fabric. This includes the expenditure on the Annex project mentioned above and repairs needed to the church fabric as identified in our architect's 2022 quinquennial inspection report. Only minor items remain to be completed before the next inspection, due in 2027. The parish continues to fully cover the contribution requested by the diocese for a half time priest.
5. The Martindale Centre was available for hire the whole year, Covid restrictions having been fully lifted. The rental income at £8,726 was not much more than achieved in 2022 but the increased surplus from fund raising events and steady operating costs enabled the Centre to generate a modest surplus of £1,820.
6. Trustee payments and expenses: the PCC supported the clergy by paying the cost of rectory utilities amounting to £4,076 (2022 = £3,883) plus other annual costs towards travel, telephone, postage and broadband amounting to £934 (2022 = £1,255). These are included in table 3(b). There were no expenses payments to other trustees or persons related to or connected to them.
7. Table 12 shows that the costs of producing Parish magazine (P&P) were closely matched by the income received. The restricted fund at the yearend stood at £362.
8. The Friends of Horsted Keynes Church raised an impressive £16,608 from fund raising activities. After fundraising costs of £4,206, £19,480 was spent on the churchyard, repairs to the church fabric and the annex.
9. The church's investments continued to generate a steady income. Table 7 shows that the capital valuation increased by £10,979 over the year, almost the matching the drop experienced in 2022.
10. Overall, the PCC's financial position at the end of 2023 was good. However, a few challenges emerged towards the end of the year end, the most important of which is the need to significantly increase the value of planned giving to the General Fund.

### Reserves Policy

A review of the reserves policy and risk register was undertaken during the year which resulted in no change. An unrestricted General Fund reserve of £25,000, approximately 3 months of overall expenditure on everyday activities, is needed as a contingency against unforeseen situations. On 31 December 2023 the balance was £54,461. A total of £27,583 was held in the Unrestricted and Restricted Fabric Funds at the year-end.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by Reverend David Murdoch.

Chairman



Date 07. Mar. 2024

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
Horsted Keynes Parochial Church Council [Registered Charity No. 1154482]**

I report on the accounts of Horsted Keynes PCC for the year ended 31st December 2023 which are set out on pages 7 to 14.

**Respective responsibilities of trustees and examiner**

The church's trustees are responsible for the preparation of the accounts. The church's trustees 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.

Having satisfied myself that the church is eligible for independent examination, it is my responsibility to :-

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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 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 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 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 give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 Act, or
- the accounts do not accord with the accounting records, or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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 by :-  
Mr A Peel Cross  
The Hermitage, Church Lane  
Horsted Keynes  
Haywards Heath  
RH17 7AY

Signature: .....

Date: 5th April 2024

# HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

## STATEMENT OF FINANCIAL ACTIVITIES

For the Year ended 31st December 2023

		Unrestricted Funds	Restricted Funds	Endowment Funds	<b>TOTAL</b> 2023	<b>FUNDS</b> 2022
Note	£	£	£	£	£	£
<b>Income and endowments from:</b>						
Donations and legacies	2(a)	63,910	17,041	0	80,951	128,983
Charitable activities	2(b)	3,449	0	0	3,449	4,006
Other trading activities	2(c)	15,712	11,692	0	27,404	22,012
Investments	2(d)	2,226	562	0	2,788	2,303
<b>TOTAL</b>		<b>85,297</b>	<b>29,295</b>	<b>0</b>	<b>114,592</b>	<b>157,304</b>
<b>Expenditure on:</b>						
Raising funds	3(a)	2,506	4,207	0	6,713	1,832
Charitable activities	3(b)	82,978	59,965	945	143,888	101,784
<b>TOTAL</b>		<b>85,484</b>	<b>64,172</b>	<b>945</b>	<b>150,601</b>	<b>103,616</b>
Net gains/(losses) on investments	7	7,277	2,656	1,046	10,979	(11,575)
<b>NET INCOME/(EXPENDITURE)</b>		<b>7,090</b>	<b>(32,221)</b>	<b>101</b>	<b>(25,030)</b>	<b>42,113</b>
Transfers between funds		0	0	0	0	0
<b>NET MOVEMENT IN FUNDS</b>		<b>7,090</b>	<b>(32,221)</b>	<b>101</b>	<b>(25,030)</b>	<b>42,113</b>
<b>Reconciliation of Funds</b>						
Fund Balances brought forward at 1st January 2023		67,415	84,582	80,529	232,526	190,413
<b>BALANCES CARRIED FORWARD AT 31st DECEMBER 2023</b>		<b>74,505</b>	<b>52,361</b>	<b>80,630</b>	<b>207,496</b>	<b>232,526</b>

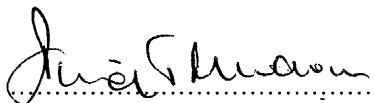


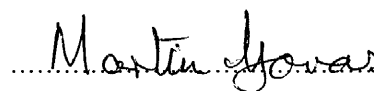
**HORSTED KEYNES PAROCHIAL CHURCH COUNCIL**

**BALANCE SHEET AS AT 31st DECEMBER 2023**

	Note	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible fixed assets	8	70,802	71,747
Investment assets	7	88,739	77,760
<b>CURRENT ASSETS</b>			
Debtors	9	2,600	4,532
Short term deposits		31,229	15,780
Cash at bank and in hand		19,039	67,103
		52,868	87,415
<b>LIABILITIES : AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
	10	4,913	4,396
<b>NET CURRENT ASSETS</b>		47,955	83,019
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		207,496	232,526
<b>NET ASSETS</b>		207,496	232,526
 <b>FUNDS</b>			
Unrestricted	11	74,505	67,415
Restricted	12	52,361	84,582
Endowment	13	80,630	80,529
<b>TOTAL CHARITY FUNDS</b>		207,496	232,526

This Financial Report for the year ended 31st December 2023, including the notes following, was approved by the Parochial Church Council on 7th March 2024 and signed on its behalf by :-

 ..... *Reverend David Murdoch* (Chairman)

 ..... *Martin Govas* (Treasurer)

The notes on pages 9 to 14 form part of these accounts.

# HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS

For the Year ended 31st December 2023

### 1 ACCOUNTING POLICIES

#### 1(a) **Basis of Preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)). The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. The financial statements include all the 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.

#### 1(b) **Funds**

Funds held by the PCC are :-

*Unrestricted funds* - general funds that can be used for PCC ordinary purposes.

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

*Restricted funds* - (a) income from trusts or endowments that may be expended only on those restricted objects provided in the terms of the trust or bequest, and (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 each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

*Endowment funds* - funds the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established. The PCC may have the power to convert certain endowment funds into expendable income; such funds are known as expendable endowments.

#### 1(c) **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.

#### 1(d) **Donations and Legacies**

*Collections* are recognised when received.

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

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

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

#### 1(e) **Charitable Activities, Trading Activities and all Other Income**

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

*Trading activities* are where income is receivable in return for selling goods or providing services and is recognised when received.

#### 1(f) **Investment Income**

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

#### 1(g) **Gains and Losses on Investments**

Realised gains are recognised when the investments are sold.

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

# HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS (continued)

For the Year ended 31st December 2023

1(h) **Expenditure**

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

1(i) **Grants**

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

1(j) **Charitable Activities**

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

1(k) **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 furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements.

For inalienable property acquired prior to 2000, there is insufficient cost information available and therefore such assets are not valued in the financial statements. Individual items acquired since 1st January 2000 have been capitalised in the financial statements and depreciated over their useful economic life.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items costing under £5,000 or on the repair of movable church furnishings acquired before 1st January 2000 is written off.

Freehold land and buildings are valued at original cost less provisions for depreciation.

Renovations to freehold buildings are valued at original cost less provisions for depreciation.

*Depreciation*

Depreciation is calculated to write down the cost of tangible fixed assets over their expected useful lives.

The rates generally applicable are :-

Freehold land and buildings	1% per annum on a reducing balance basis.
Renovations to freehold buildings	2% per annum on a reducing balance basis.

*Investments :*

Investments are valued at market value at 31st December.

## 2 INCOME AND ENDOWMENTS

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	<b>TOTAL</b> 2023 £	<b>FUNDS</b> 2022 £
2(a) Donations and legacies					
Planned giving	40,876	3,681	0	44,557	44,176
Collections (open plate)	6,219	1,172	0	7,391	7,922
Donations	2,972	6,615	0	9,587	35,034
Gift aid tax claimed	11,701	1,764	0	13,465	19,551
Grants received	2,142	3,809	0	5,951	2,300
Legacies	0	0	0	0	20,000
	63,910	17,041	0	80,951	128,983
2(b) Charitable activities					
Parochial Fees income	3,449	0	0	3,449	4,006
	3,449	0	0	3,449	4,006

## HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

### NOTES TO THE FINANCIAL STATEMENTS (continued)

For the Year ended 31st December 2023

2(c)	Other trading activities				
	Fundraising income	227	11,692	0	11,919
	Hall income	15,485	0	0	15,485
		15,712	11,692	0	27,404
2(d)	Investments				
	Dividends and interest received	2,226	562	0	2,788
		2,226	562	0	2,788
	<b>TOTAL</b>	85,297	29,295	0	114,592

### 3 EXPENDITURE

		Unrestricted Funds £	Restricted Funds £	Endowment Funds £	<b>TOTAL</b> 2023 £	<b>FUNDS</b> 2022 £
3(a)	Raising funds					
	Fundraising costs	2,506	4,207	0	6,713	1,832
		2,506	4,207	0	6,713	1,832
3(b)	Charitable activities					
	Missionary and charitable giving	1,136	2,156	0	3,292	4,607
	Ministry costs :					
	Diocesan Parish Contribution	51,186	0	0	51,186	49,157
	Other ministry costs	5,010	0	0	5,010	5,221
	Church running expenses	7,133	3,257	0	10,390	9,657
	Church & hall - Major repairs & fabric costs	0	46,703	0	46,703	5,950
	Upkeep of services	829	607	0	1,436	1,110
	Youth work, training and mission	1,648	1,000	0	2,648	2,464
	Parish magazine	0	6,107	0	6,107	6,137
	Church hall running costs	11,160	0	0	11,160	10,868
	Support costs	861	0	0	861	1,688
	Administrative costs	4,015	135	0	4,150	3,966
	Depreciation	0	0	945	945	959
		82,978	59,965	945	143,888	101,784
	<b>TOTAL</b>	85,484	64,172	945	150,601	103,616

### 4 STAFF COSTS

The PCC had no employees during the year.

### 5 INDEPENDENT EXAMINATION FEES

The Independent Examiner has not charged a fee for his work.

### 6 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	<b>TOTAL</b> £
Fixed assets	56,100	22,811	80,630	159,541
Current assets	21,777	31,091	0	52,868
Current liabilities	(3,372)	(1,541)	0	(4,913)
Fund Balances	74,505	52,361	80,630	207,496

# HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS (continued)

**For the Year ended 31st December 2023**

### 7 FIXED ASSET INVESTMENTS

	Market Value at 1st January 2023 £	Additions £	Disposals £	Gains/ (losses) £	Market Value at 31st December 2023 £
Church of England CBF Investment Fund :					
538 income shares (see note below)	11,115	0	0	1,046	12,161
Church of England CBF Global Equity Fund :					
25306.82 income shares	66,645	0	0	9,933	76,578
	77,760	0	0	10,979	88,739

Note - the 538 shares are held specifically for the Bridgeman Churchyard Trust Fund.

### 8 TANGIBLE FIXED ASSETS

	Freehold land and buildings £	Building renovations £	TOTAL £
Cost :			
At 1st January 2023	69,681	44,927	114,608
Additions	0	0	0
Disposals	0	0	0
At 31st December 2023	69,681	44,927	114,608
Depreciation :			
At 1st January 2023	20,691	22,170	42,861
Charge for the year	490	455	945
Disposals	0	0	0
At 31st December 2023	21,181	22,625	43,806
Net book amounts			
At 31st December 2023	48,500	22,302	70,802
<i>At 31st December 2022</i>	48,990	22,757	71,747

The freehold land and buildings comprise the Martindale Centre, the legal estate of which is vested in the Chichester Diocesan Fund and Board of Finance (Incorporated) as Custodian Trustee for the Horsted Keynes PCC in accordance with the provisions of the Parochial Church Councils (Powers) Measure, 1956.

### 9 DEBTORS

	2023 £	2022 £
Recoverable Gift Aid	2,082	3,491
Other sundry debtors	518	1,041
	2,600	4,532

### 10 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Creditors for goods and services	4,663	2,394
Deferred income	250	2,002
	4,913	4,396

## HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

### NOTES TO THE FINANCIAL STATEMENTS (continued)

For the Year ended 31st December 2023

#### 11 UNRESTRICTED FUNDS

	Balance at	Movements in				Balance at
	1st. January	Incoming	Outgoing	Transfers	Gains	31st December
	2023					2023
	£	£	£	£	£	£
General Fund	50,759	84,754	85,484	0	4,432	54,461
Designated Fabric Fund	16,656	543	0	0	2,845	20,044
	<u>67,415</u>	<u>85,297</u>	<u>85,484</u>	<u>0</u>	<u>7,277</u>	<u>74,505</u>

#### 12 RESTRICTED FUNDS

	Balance at	Movements in				Balance at
	1st. January	Incoming	Outgoing	Transfers	Gains	31st December
	2023					2023
	£	£	£	£	£	£
Building Repairs and Fabric Fund	9,207	1,858	5,744	0	79	5,400
Charitable Collections Fund	0	2,156	2,156	0	0	0
Faith in Action Fund	0	0	0	0	0	0
P&P Magazine Fund (i)	0	6,469	6,107	0	0	362
Martindale Centre Income Fund (ii)	2,333	0	0	0	0	2,333
Building Appeal - 2004 Fund (iii)	1,222	1,039	203	0	81	2,139
Restricted Gifts Fund	696	1,165	1,861	0	0	0
Friends of Horsted Keynes Church (iv)	44,280	16,608	23,686	0	2,496	39,698
Restricted Martindale Centre Refurbishment Fund (v)	182	0	0	0	0	182
St Giles North Annex Appeal Fund (vi)	26,662	0	24,415	0	0	2,247
	<u>84,582</u>	<u>29,295</u>	<u>64,172</u>	<u>0</u>	<u>2,656</u>	<u>52,361</u>

- (i) The P&P Magazine Fund receives donations and grants specifically for the production of the parish magazine.
- (ii) The balance on the Martindale Centre Income Fund represents the cost of some of the historical building renovations.
- (iii) This fund was opened with donations from the Village Appeal in 2004 for repairs to the fabric of the church. Monthly donations have continued to flow into the fund during the year.
- (iv) This restricted fund was launched in September 2011 specifically for the maintenance of the fabric of St. Giles Church and churchyard in Horsted Keynes.
- (v) This fund was re-opened in 2019 to receive restricted income towards the cost of refurbishing/upgrading the heating system in the Martindale Centre. Most of the costs of refurbishing/upgrading the heating system were charged to the fund in 2019, leaving a small balance to carry forward.
- (vi) This appeal fund was opened in March 2016 to fund the planning and construction of an annex to the north of the St Giles church building.

#### 13 ENDOWMENT FUNDS

	Balance at	Movements in				Balance at
	1st. January	Incoming	Outgoing	Transfers	Gains/ (losses)	31st December
	2023					2023
	£	£	£	£	£	£
Martindale Centre :						
Capital Endowment Fund	69,413	0	945	0	0	68,468
Bridgeman Trust Churchyard Fund	11,116	0	0	0	1,046	12,162
	<u>80,529</u>	<u>0</u>	<u>945</u>	<u>0</u>	<u>1,046</u>	<u>80,630</u>

# HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS (continued)

**For the Year ended 31st December 2023**

### 14 PRIOR YEAR STATEMENT OF FINANCIAL ACTIVITIES COMPARATIVE FIGURES FOR THIS YEAR

#### STATEMENT OF FINANCIAL ACTIVITIES

**For the Year ended 31st December 2022**

		Unrestricted Funds	Restricted Funds	Endowment Funds	<b>TOTAL</b> 2022	<b>FUNDS</b> 2021
	Note	£	£	£	£	£
<b>Income and endowments from:</b>						
Donations and legacies	2(a)	69,606	59,377	0	128,983	87,684
Charitable activities	2(b)	4,006	0	0	4,006	5,617
Other trading activities	2(c)	12,746	9,266	0	22,012	11,876
Investments	2(d)	1,802	501	0	2,303	2,203
<b>TOTAL</b>		<b>88,160</b>	<b>69,144</b>	<b>0</b>	<b>157,304</b>	<b>107,380</b>
<b>Expenditure on:</b>						
Raising funds	3(a)	749	1,083	0	1,832	1,057
Charitable activities	3(b)	82,886	17,939	959	101,784	112,900
<b>TOTAL</b>		<b>83,635</b>	<b>19,022</b>	<b>959</b>	<b>103,616</b>	<b>113,957</b>
Net gains/(losses) on investments	7	(7,183)	(2,909)	(1,483)	(11,575)	11,569
<b>NET INCOME/(EXPENDITURE)</b>		<b>(2,658)</b>	<b>47,213</b>	<b>(2,442)</b>	<b>42,113</b>	<b>4,992</b>
Transfers between funds		0	0	0	0	0
<b>NET MOVEMENT IN FUNDS</b>		<b>(2,658)</b>	<b>47,213</b>	<b>(2,442)</b>	<b>42,113</b>	<b>4,992</b>
<b>Reconciliation of Funds</b>						
Fund Balances brought forward at 1st January 2022		70,073	37,369	82,971	190,413	185,421
<b>BALANCES CARRIED FORWARD AT 31st DECEMBER 2022</b>		<b>67,415</b>	<b>84,582</b>	<b>80,529</b>	<b>232,526</b>	<b>190,413</b>

# Schemes of Delegation

## 1 Finance & Governance Committee

### 1.1 Purpose

To deal with all matters concerning finance, governance, administration and assets.

### 1.2 Terms of Reference

To manage the Council finance, governance and administration. This includes:

- Budget & finance, including planning/annual budgets/~~payment of accounts receipts and payments/banking~~/financial audits/ setting of fees & charges. **Monitor financial and management accounting procedures.**
- Premises ~~&~~ Capital Assets **and insurance.**
- Capital projects and spend.
- Licences, leases and agreements.
- Grant Aid requests.
- **I.T. Systems to include hardware, software, security, support and website.**

### 1.3 Committee

Councillors will be agreed at the Annual Statutory Council Meeting or at any subsequent Full Council Meeting. Substitute members are permitted, provided two days' notice has been given to the Proper Officer.

### 1.4 Quorum

Three members must be present for this meeting to commence.

### 1.5 Meetings

The Committee meets on dates and times as approved by the Committee and will usually take place in the Council Office or Village Hall (Small Hall). Extraordinary meetings may be arranged if deemed necessary.

### 1.6 Scheme of Delegation

- a) To **agree** effective procedures for monitoring the budget. **To prepare a draft Annual Budget for the consideration of the Full Council at the November meeting. To prepare and submit a final Annual Budget for approval to the Full Council no later than the January meeting of each year.**
- b) To **authorise** expenditure ~~within approved budgets~~ in accordance with **the Financial Regulations.**



- 
- c) To **authorise** the transfer of funds between the Councils two bank accounts.
  - ~~d) To **approve** any virement and supplementary budget requests within the Council's agreed overall budget.??~~
  - ~~e) To **approve** the level of delegation to the Clerk for the day to day financial management of the Council and its services.~~
  - f) To **approve** recommend changes to the Council's Fixed Asset Register to Full Council.
  - g) To **approve** a health and safety policy, with respect to premises and assets, that complies with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action. monitor all policies and other governance documents, except those relating to employment, to ensure that they are up-to-date. Propose amendments to Full Council as required.
  - ~~h) To **approve** capital expenditure and planned and preventative maintenance expenditure with respect to premises and assets.~~
  - ~~i) To **act** on behalf of the Council in relation to any planning applications it proposes to make.~~
  - ~~j) To **approve** the actions needed to address any issues identified through external review and to monitor and evaluate regularly the implementation of any plan agreed.~~
  - ~~k) To **review** all licences, leases and agreements (other than Lewes Road Allotments) and make recommendations in respect of any amendments to Full Council.~~
  - ~~l) To consider and ultimately **approve** requests from organisations for financial donations in accordance with the Council's Grant Aid Policy.~~
  - ~~m) To **approve** programmed service expenditure within budgets agreed by full Council.~~
  - n) To **approve** recommend remedial action where projected out-turn variation on the whole committee budget exceeds 5%.
  - o) To **approve** recommend the tendering and selection of contracts.
  - ~~p) To **approve** the selection of contractors.~~
  - q) To **review** annually and update the Financial Regulations, ensuring that they are observed and **make appropriate recommendations** to the Full Council.
  - r) To **ensure** that all reserves are managed in line with the Council's Financial Regulations.
  - s) To **receive and review** both internal and external audit reports and make recommendations to Full Council.

- t) To **oversee** all legal matters, except those relating to employment, and make recommendations to Full Council.

### **1.7 I.T. Systems ~~Budget Statement~~**

~~The Committee shall prepare and submit a draft annual budget for approval to the December Full Council Meeting and prepare and submit a final annual budget for approval to the Full Council Meeting no later than January of each year.~~

To receive updates on all I.T. systems management and operations from the Clerk, reporting back to Full Council on any issues which may affect Parish Council operations.

The Clerk has sole responsibility for the management and updating of the Parish website. At least two members of the Finance & Governance Committee will have appropriate access to the website to ensure resilience of operations in the absence of the Clerk.

### **1.8 Appointment of sub-committees, panels, working or task groups**

The Committee shall appoint panels, temporary working or task groups relevant to the functions of the Committee and receive reports from them and may request the Full Council to establish any relevant subcommittees.

## **2 Council Chairman - Clerk's Overtime Payment**

### **2.1 Scheme of Delegation**

The confirmed minutes of the Council meeting held on Tuesday 13<sup>th</sup> September 2016 recorded the following decision:

0085 **RESOLVED** that the Chairman could approve up to 8 additional hours a month for the Clerk and that any additional hours accrued by the Clerk would be reported to the next available Parish Council Meeting.



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## FC111e - Proposed amendment to the Financial Regulations to allow for Petty Cash.

Current Financial Regulation:

### 10. Petty Cash

10.1 The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

Proposed Replacement:

### 10. Petty Cash

10.1 The RFO shall maintain a petty cash float account of £50 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.



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### **FC111hi) Horsted Keynes Community Land Trust Grant Application for £180**

On behalf of the Horsted Keynes Community Land Trust, I would like to make an application to the Parish Council for a grant.

As members of the National CLT Network we have received a grant from them specifically for legal costs relating to forming a community benefit society, community engagement and preliminary site studies. This grant is not intended to cover the NCLTN registration costs.

Our initial plan was to establish the legal entity, hold a launch event to raise awareness and create a broad member base within the village. Covid intervened and we realised that without a specific site in mind, people find it hard to engage so we have continued to work as a feasibility group to develop site options.

With support of Action in Rural Sussex and MSDC we have been working closely with Sunley Development and Hastoe Housing Association to provide affordable homes on Police House Field.

Membership of the NCLTN is £180 this year and, as we explained last year we expect to cover this cost in future years from the broader member base, but we are not quite there yet. Membership of the NCLTN helps fund a lot of the continuing support we get, for example from Action in Rural Sussex. With no other source of funding at present we would like to ask the Parish Council to support the Community Land Trust by making a grant to cover the membership fee. This will allow us to continue the work to provide affordable housing in perpetuity for local people.

Detailed on the following page are records of the current accounts.

Horsted Keynes Community Land Trust Feasibility Group						
Receipts and Payments Account						
For the Period 1 April 2023 to 31 March 2024						
						Prior Year
		Unrestricted	Restricted	Total		Total
		Funds	Funds	Funds		Funds
		to nearest £	to nearest £	to nearest £		to nearest £
Receipts						
Grants			175	175		-
Donations			25	25		-
Total Income		-	200	200		-
Payments						
Administration payments			<u>352</u>	<u>352</u>		<u>356</u>
Total payments		-	352	352		356
Net of Receipts		<u>-</u>	<u>- 152</u>	<u>- 152</u>		<u>- 356</u>
Cash funds last year end			2504	2504		2860
Cash funds this year end		-	2352	2352		2504

Horsted Keynes Community Land Trust Feasibility Group			
Statement of Assets and Liabilities at 31 March 2024			
		Unrestricted	Restricted
		Funds	Funds
		to nearest £	to nearest £
			Total
			Funds
			to nearest £
Cash Funds			
Lloyds		-	2,352
Total Cash Funds		<u>-</u>	<u>2,352</u>
These financial statements were approved by the Feasibility Group members at a meeting on 19th November, 2024 and are signed on their behalf by:			
P Fairbairn		P Miles	
Chair		Secretary	



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## FC111hii) Grant application for Horsted Keynes Wildlife Group

The aim of the Horsted Keynes Wildlife Group (HKWG) is to raise community awareness of local wildlife issues and to work with landowners to improve wildlife habitats in the Parish of Horsted Keynes. To fulfil this aim HKWG shares wildlife information through social media and local publicity to encourage a greater understanding of wildlife issues and inspire wildlife friendly practices. We carry out practical wildlife projects and hold wildlife events for the local community, notably this year a very well attended talk on swifts in the village hall, a bat walk hosted by an expert from the Sussex Wildlife Trust and a swift walk. We are also collaborating with a local landowner to improve habitat in an area of woodland, following advice from the Sussex Wildlife Trust, and we ran a project to install swift nesting boxes around the village. Further community events are planned.

Earlier this year the Parish Council kindly granted permission for us to plant crocus bulbs on the village green opposite the Horsted Club, to provide early nectar for pollinating insects. In the spring the flowers will also enhance the village green for everyone who passes by. Eleven hundred bulbs have now been purchased at a cost of £138.99.

As our group is small and has had little fundraising opportunity, we wondered if the Parish Council would consider a grant to cover the cost of these bulbs.

A copy of our latest, and only, bank account statement and our accounts for 2024/25 are attached, as well as a copy of the bulb order.

### Accounts 2024/25

Horsted Keynes Wildlife Group

	2024/25 April-October
Receipts	£
Grants	298.00
Events	<u>293.50</u>
Total	591.50
Payments	
Events	<u>207.05</u>
Total	207.05
Net Receipts	<u>384.45</u>

Note: the grant of £298 is to be spent on swift nest cameras



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### **FC111hiii) Grant application for Horsted Keynes Cricket Club**

Horsted Keynes Cricket Club would be very grateful if you could consider the below request for a donation to assist in the renovation of our supporters seating benches.

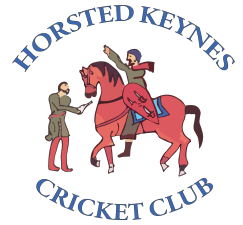
The members of HKCC thank the Parish Council for their financial support in recent years, which has helped us improve the ground facilities, build a new equipment shed and continue with the renovation of the Pavilion, which has had internal refurbishments completed this winter.

We continue to have a growing playing membership and are now regularly fielding 2 teams a weekend, with a number of younger villagers joining the Sunday side, which is very encouraging. We were very proud to have restarted our Junior training in recent years with the introduction of All-Stars (4-8 years) which was expanded to include Dynamos from last season for 8-11 year olds. We were fully subscribed for this season and continue to attract new juniors. We have strong hopes that the first juniors to come through the HKCC youth development schemes will be playing senior cricket in a couple of seasons, which will help underpin the future of the club.

As a result we have more support and spectators and over recent years have started the renovation of the club benches with the Parish financial support. The bench seats were a gift from Sussex County Cricket Ground in July 1964 (we have the original committee minutes, expressing our thanks to Sussex for their generosity). Sussex had acquired them in the early 20th Century and we believe therefore they are over 100 years old. Needless to say, they have not been renovated since and need replacement wooden oak slats and work to the metal frames to make them both more comfortable and attractive. The 2 renovated benches cost £1,000 approximately and we would be very grateful for a further contribution for this years planned renovation of 3 benches.

We continue to invest in the Ground and the Clubhouse through resources generated from increased membership, sponsorship and fund-raising events, but the costs of repairs and improvements to the Ground continue to rise. The facilities are transformed from a few years ago, and we thank the council for its support in enabling this to happen. We attach the 2022 Accounts for the club, which demonstrate a good recovery post-COVID which has allowed us to invest in a new roller, a new outfield mower and repairs to the Cricket Square. Our financial resources, as a small club, are always under pressure so any major contribution towards this investment would be hugely appreciated. The club continues to perform well and we were very proud to have won the league in 2024 and secured promotion to Division 7. We have a healthy level of fixtures on Sundays and continue our ambition to provide community cricket for the village of Horsted Keynes.

We would be very grateful for your financial assistance to support this investment and are happy to answer any questions you may have. Please let us know when the council will meet to discuss as we would be delighted to attend to present our case.



# HKCC Accounts Report 2023

## **Executive Summary:**

Overall the club is in pretty much the same financial position as last year, the actual cash on hand is about £500 down to the same date last year, however, this does not account for 2024 expenses which have already been spent.

We are at the end of a fairly intensive investment period on grounds equipment, over the last 4 years we have replaced and upgraded all the mowing equipment, rolled and the grounds shed. Except for the outfield mower - which we would like to upgrade in the next 3-4 years there isn't expected to be another major purchase in this area. A sinking fund will be created within the ground's budget for future equipment upgrades and replacements.

Income has diversified nicely with the Ball still being the largest income stream for the club. A better collection of Match Fees is crucial - looking to Captains to lead on this, but dedicated support from players to help here is needed. Perhaps a nominated player on each match day to ensure collection is done.

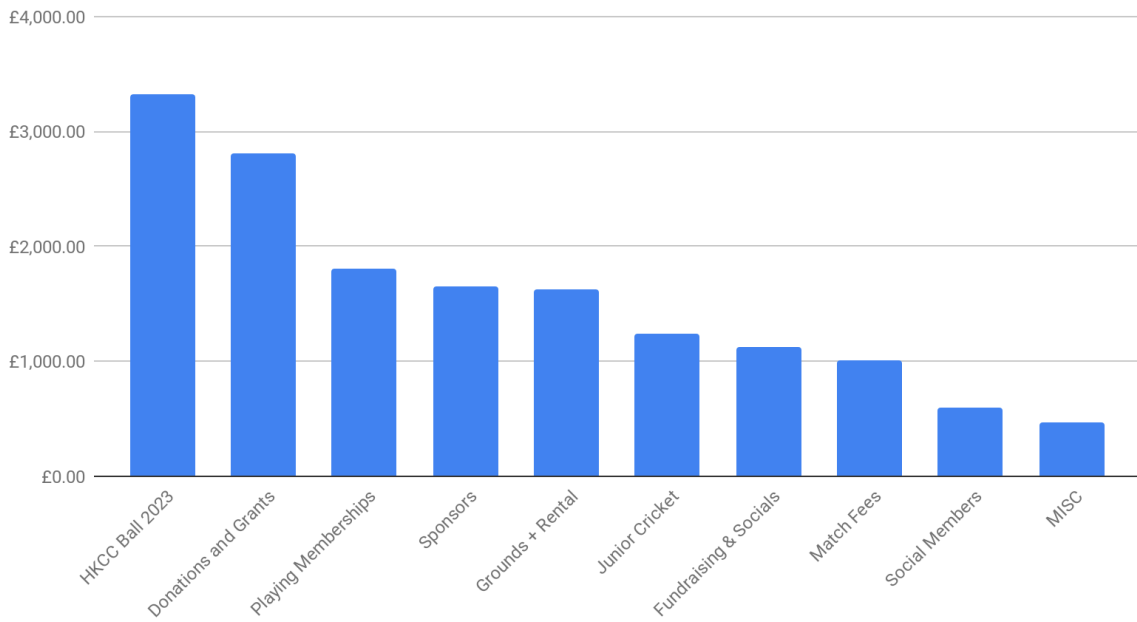
Cost of living increases impacted overall Ball profit and bumped up expenditure slightly but not dramatically. Grants and Sponsorship are both up year on year and have a good potential to keep increasing income here.

## **Ambition and recommendations:**

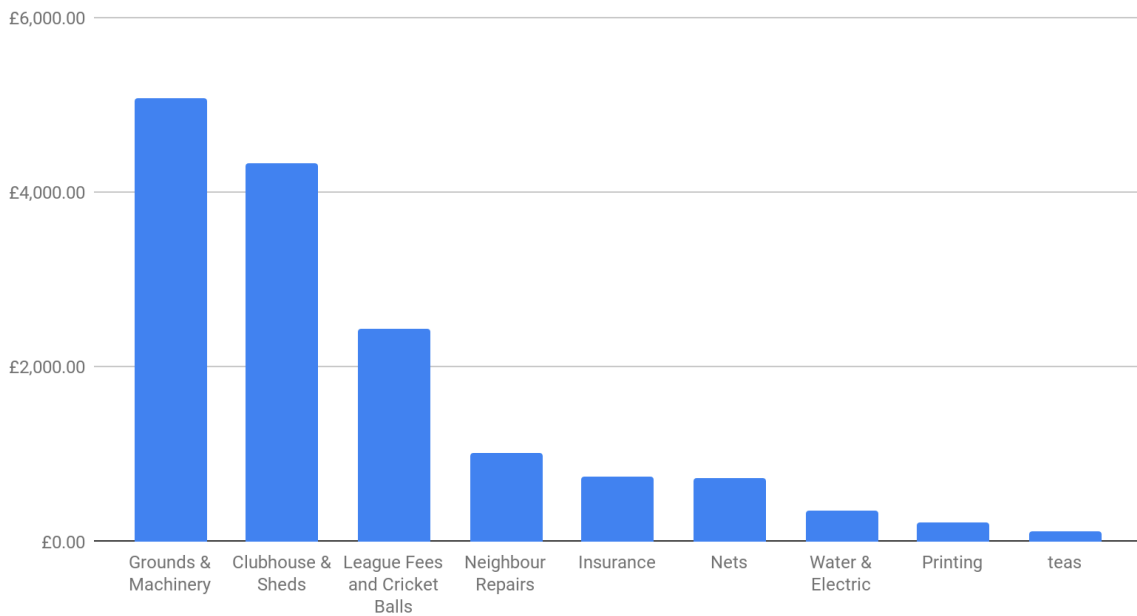
- Shift the financial year to Oct - Oct to better align expenditure to Seasons and allow time for final accounts to be audited before AGM.
- Build up reserves in the BAU Account (via sinking funds) - to allow for unexpected expenses like machinery repair or higher-than-usual window repairs etc.
- Specific fund to be established to create a dedicated pot for Capital Expenditures such as Clubhouse Upgrades, practice facilities or major netting upgrades.
- Change to Community Amateur Sports Club ( CASC ) will allow us to access GiftAid and other funding grants.
- Dedicated Payment Card for the club to cut down on admin and minimise mistakes and opportunities for fraud



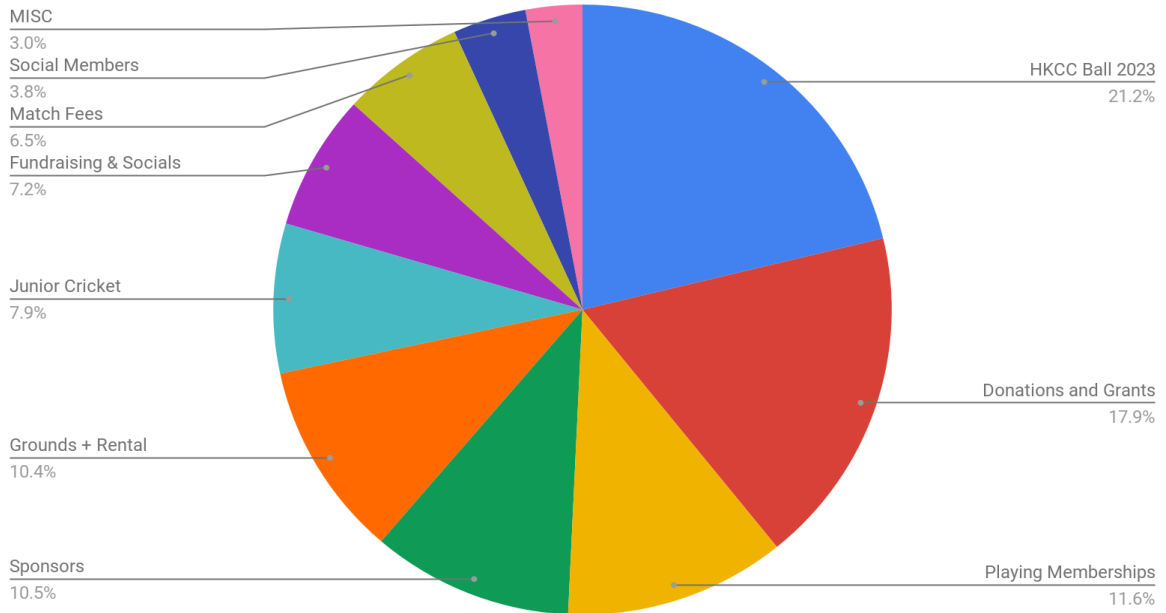
### HKCC Income 2023



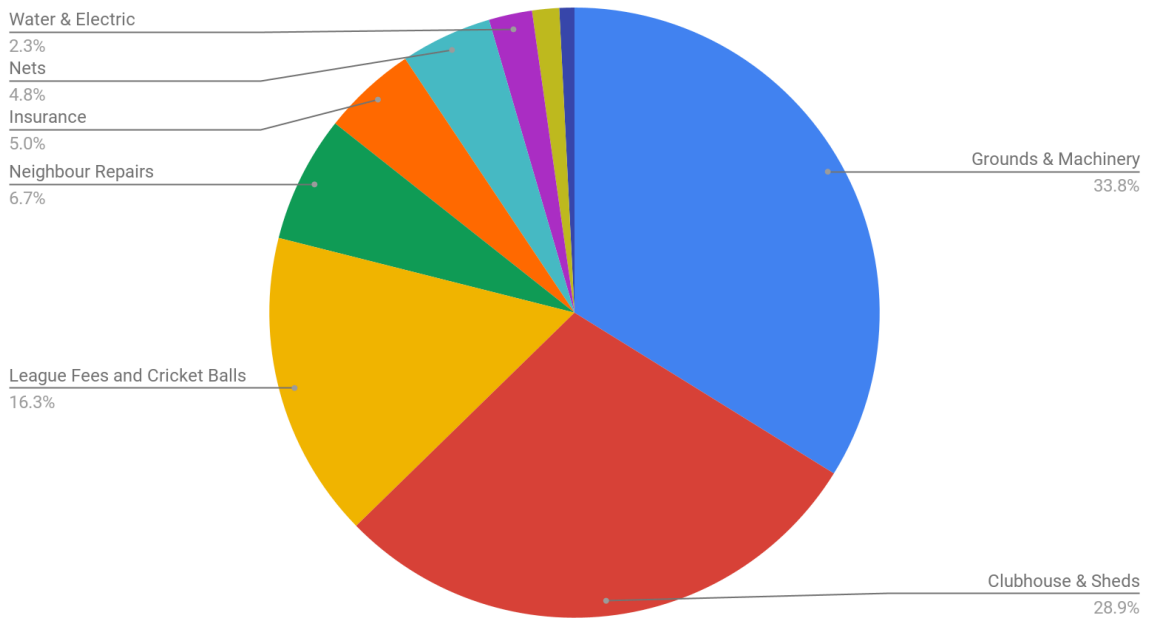
### HKCC Outgoing 2023



## Income



## Outgoing



## Horsted Keynes Cricket Club 2023



		2023			
Year Open Balance				£2,359.08	
Current Bank Balance + cash				£1,933.65	
		2023	2023	2022	2022
		Income	Outgoing	Income	Outgoing
Grounds (Inc Rental)		£1,421.50	-£3,474.76	£250.00	-£7,728.77
Playing Memberships		£1,811.06	-£30.00	£1,897.90	£0.00
Match Levies		£1,011.05	-£250.00	£2,992.00	-£150.00
HKCC Tour		£0.00	£0.00	£1,200.00	-£1,080.00
Teas		£200.00	-£120.00	£95.00	-£50.00
Machinery		£0.00	-£1,610.00	£20.00	-£2,799.00
Donations & Grants		£2,809.00	-£30.00	£1,260.00	-£120.00
Social Evenings		£698.78	-£628.50	£1,506.90	-£1,895.20
Fundraising		£2,240.68	-£1,185.69	£600.20	£0.00
Water		£0.00	-£270.73	£0.00	-£67.91
Electricity		£150.00	-£224.00	£53.34	-£184.00
Paypal/Izettle Fees		£0.00	-£5.00	£0.00	-£60.59
Insurance		£0.00	-£749.05	£0.00	-£603.59
Fixture Card		£0.00	-£215.00	£450.00	-£215.00
Nets		£307.99	-£727.32	£40.00	£0.00
Sundries		£6.56	-£590.78	£245.00	-£629.14
Social Members		£600.00	£0.00	£600.00	£0.00
Sponsorship		£1,650.00	£0.00	£1,000.00	£0.00
HKCC Ball		£16,509.27	-£13,183.59	£15,088.00	-£11,497.68
League Fees & Cricket Balls		£0.00	-£2,442.10	£99.60	-£974.36
Repairs		£0.00	-£1,008.00	£0.00	-£1,194.00
Junior Cricket		£2,315.18	-£1,075.27	£0.00	£0.00
Clubhouse		£0.00	-£4,336.71	£0.00	£0.00
<b>Totals</b>		<b>£ 31,731.07</b>	<b>-£ 32,156.50</b>	<b>£ 27,397.94</b>	<b>-£ 29,249.24</b>



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**FC114h – To consider the purchase of a new printer for the Parish Office**

Option 1 - Xerox A4 Colour (Print / Scan / Copy) 500 Page Starting Ink Pack - £302.00 +VAT

Option 2 - Epson A3/A4 Colour (Print / Scan / Copy) - 300 Page Starting Ink Pack - £185.12 +VAT

1 Hour of labour @ £95.00 +VAT to setup.

This would be arranged and installed by Wessex IT, our IT support provider.