

DIOCESE OF
CHICHESTER



THE CHURCH
OF ENGLAND

St. Botolph's Church, Heene

Annual Report

2024/2025

Almighty God, who as at this time taught the hearts of your faithful people by sending to them the light of your Holy Spirit: grant us by the same Spirit to have a right judgement in all things and evermore to rejoice in his holy comfort; through the merits of Christ Jesus our Saviour, who is alive and reigns with you, in the unity of the Holy Spirit, one God, now and for ever. Amen

Collect for the Day of Pentecost

In place of the Priest-in-Charge's Report

Firstly, we would like to say that we are very grateful to all the retired priests who have come to lead our worship at St. Botolph's since August 2023.

In the summer of 2022, the Diocese took the decision to suspend the right of presentation to the parish for another five years. This means that the parish continues to be subject to some form of pastoral reorganisation. The Diocese is currently exploring the possibility of creating a benefice comprising of St. Botolphs, Heene, St. John the Divine, West Worthing and St. Andrew the Apostle, Worthing. This is in very early stages at the moment.

There are so many who contribute to various aspects of life at St Botolph's, and without whose help and dedication the church would simply not be able to function. We also owe a debt of gratitude to our treasurer, Frances, for continuing to diligently oversee our church finances and also for the support of our PCC members, as well as the help and encouragement of our retired clergy. Our choir continues to thrive under the leadership and direction of Judith, our Choir Director and we have a flourishing band of bellringers who ring regularly for our Sunday service.

We also have other who help in so many ways - ringing bells before services, providing refreshments after Sunday services, running the Friday Place of Welcome, helping to clean the church on a regular basis and tending to the gardens around the church. Thank you all!

Above all, we give thanks to the Lord for his faithfulness to us as a Christian community in Heene. As we continue to seek to be effective witnesses for Christ in our neighbourhood, may we praise Him for all that is past, and trust Him for all that is to come.

Diane Le Mare & Rik Clay

Trustees' Annual Report and Accounts

St Botolph's Church, Heene – Parochial Church Council

Aims and purposes as a charity

The PCC has the responsibility of co-operating with the Priest-in-Charge, the Revd Peter Kane until 31st July 2023, 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 known;

Practical support and care for people in the parish of all ages, needs and abilities;

Providing financial support to those in need and to other charities and organisations with similar objectives.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, our Priest-in-Charge 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 PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

We enable as many people as possible to worship at our church

Becoming part of the church community.

Teaching, baptising and nurturing believers.

We offer services of worship to God

Maintaining an overview of worship, both on a Sunday and during the week.

Involving groups within the parish.

Putting faith into practice.

Finding new life in Jesus

Assisting people from all walks of life to develop their knowledge and trust in Jesus.

Providing learning about the gospel, particularly through regular Bible study groups, Lent and Advent Courses, and one-off discussion groups.

Evangelism and Outreach

Interacting with parishioners through Messy Church (for children and their families), Prayer Stations, Pet Service, Christingle Service, Community Carol Service, Summer and Winter Fairs, concerts and other special events, and through the Friday Coffee Morning which is part of the 'Places of Welcome' network.

Monthly parish magazine distributed to residents across the parish and made available on the church's website; this includes a 'Thought for the Month', details of church services and articles of interest to the wider community.

Providing a building for people to enjoy

Maintaining the fabric of the church building as an historic centre and focus of life within the Parish of Heene.

Enabling the appreciation of the church building in the history and archaeology of the area.

Pastoral and financial support

Providing pastoral care to parishioners whether in their own home or in one of the many residential care and nursing homes in the parish.

Providing additional assistance to those in need, including involvement with a local homelessness charity, hosting a weekly foodbank and a weekly food distribution.

Other charities and overseas mission

Giving grants to, and fundraising for other charities with similar objectives, in the UK or overseas, including Christian charitable organisations involved in international relief & development, serving persecuted Christians and evangelistic outreach.

What we achieved and how we affected beneficiaries' lives

Worship and Prayer

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice, and it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We have one Sung Eucharist each week on Sunday morning and a Said Eucharist on the first Wednesday of the month. The average attendance at the Sunday Eucharist is 42 and the average attendance at the monthly Wednesday Eucharist is 12. These numbers increase during Easter and Christmas and we see many families attending at these times during the year and at other festivals. The church welcomes many people from the wider community at the Community Carol Service, Christingle Service, Crib Service and Christmas nursery school service.

We have a weekly Prayer Meeting on a Friday morning, at which prayers are offered for the world, the Church, for individuals who have requested prayer, and for the mission and outreach of St Botolph's. The average attendance is 10.

St. Botolph's has a strong musical tradition. The SATB choir sings at Sunday Services and other services on major feasts and holy days, under the direction of a professional Choir Director. We have two regular organists.

Pastoral Care

Without a priest, pastoral care is very difficult at the moment and we are indebted to the retired clergy who take our Sunday and Wednesday services for us. Several lay members of the church are licensed to administer Home Communion. As a church we are welcoming, compassionate to all and provide the hospitality we would expect from a church family.

Teaching

Apart from the sermon given at the Eucharistic services, we run Advent and Lent Courses. The retired clergy write a Thought for the Month for each edition of the parish magazine, the Botolph Bell.

We take care of our finances, stewardship, administration and property

We have continued to focus on repair works highlighted from the last Quinquennial Inspection, in consultation with our architect. We are proactive with ongoing maintenance to maintain our church in a very good state of repair. We have a number of fundraising initiatives including the '100 Club' and regular social events (including quiz evenings, games afternoons, and concerts). We also hire out the St Botolph Room to a number of community organisations. The Heene Church Rooms, located in a different part of the parish, are now back in the possession of the church. We now make use of the Heene Church Rooms as a venue for certain church events, as well as a space which can be hired out to local community groups, thus providing us with a further source of income.

We are also supported by many people who give their time and talents freely to the church: through gardening and church cleaning; through making cakes for 'A Place of Welcome'; through singing in the choir; through ringing the bells on a Sunday morning, and so on. Through various events (quiz evenings, bring & share lunches, retiring collections, etc) funds are raised for

Christian charities serving those in need both internationally and in the UK.

We are custodians of the ruin of the previous mediaeval church that stood on the site.

We are actively seeking ways to offer our church gardens as a 'green space' for the wider community and as a suitable habitat for some of our local wildlife.

Working with our local schools

Three church members are Foundation Governors of Heene CE Primary School and they visit the school on a regular basis. The Churchwardens are Trustees of Heene CE Primary School. The church hosts services on special occasions for the whole school community.

In the spirit of the Diocesan Board of Education's *Growing Partnerships* initiative, St Botolph's is constantly seeking ways in which church and school can work more closely together.

We also provide financial support for St. Andrew's CE Secondary School for Boys in Worthing (a deanery school).

Involvement at a Deanery and Diocese level and with Ecumenical projects

We currently have one member of the Deanery Synod who attends Deanery Synod meetings, reports back to the PCC and distributes information that comes from deanery level.

Looking outwards and seeking effective communication with the wider community

Messy Church is now offered on a monthly basis. It is designed particularly for children and their parents / carers (there are many younger families in our parish), though we also welcome people with special educational needs as well as residents from local care homes.

Each Friday we open our doors as 'A Place of Welcome' - an opportunity for anybody to drop in and meet other people, and enjoy some home-made savouries & cakes. During the winter months, we extended our opening hours in order to offer a Warm Space for the local community (for which we received a small grant from the local council).

The Botolph Bell is a monthly parish magazine produced by a small editorial team. The magazine is distributed to residents across the parish and is also made available on the church's website and Facebook page. It is a quality magazine, enjoyed by our readers, with a regular Thought for the Month and other interesting articles. The cost is met by advertisers and it is also underwritten by the PCC.

The Events Committee organises a Lent Lunch and occasional 'bring'n'share' lunches, to which all are welcome, as well as regular concerts and recitals, often attracting large audiences.

We produce a weekly news sheet, distributed at all services and handed out to residents who attend services in care homes and those who receive home pastoral visits.

The church has a website which is very informative and regularly updated.

Structure, governance and management

The PCC is a charity but it is exempted from registering with the Charity Commission within the meaning of Section 30 of the Charities Act 2011. Its governing document is the Parochial Church Councils (powers) Measure 1956.

During the year, the following served as members of the Parochial Church Council: Ex-officio members:

Mrs. Diane Le Mare – Churchwarden

Mr Richard Clay – Churchwarden

Elected members:

Paul Wadey - PCC Secretary, Frances Hirst - Treasurer, Val Clay - Safeguarding Officer, Judith Ellis, Liz Greene, Nick Le Mare, Sally Pritchard, Sandra Smart

Deanery Synod: Suzy Bastable

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 at the church), the churchwardens and members of the Deanery, Diocesan or General Synods and nine 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.

There are several committees consisting of PCC members and some co-opted attendees: Standing and Finance Committee, Buildings Committee, Magazine Committee, Events Committee.

The PCC's bank is Barclays Bank, Chapel Road, Worthing BN11 1EY and its independent examiner is Mr Paul Walker, 72 St. Lawrence Avenue, Worthing BN14 7JJ. The church is situated in Lansdowne Road BN11 4LY and the Heene Church Rooms are situated in Heene Road BN11 4PN.

Correspondence should be addressed to the churchwardens: Mr. Richard Clay, 135 Adur Avenue, Worthing BN13 3NE and Mrs. Diane Le Mare, 113 Aldsworth Avenue, Goring-by-Sea, Worthing BN12 4UT. The Trustees' Annual Report was approved by the PCC and signed on their behalf.

Signed Richard Clay (churchwarden)

Date: 1st May 2025

The Independent Examiner's Report to the PCC of St Botolph's Church, Parish of Heene, Worthing for the Year Ended 31st December, 2024

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Botolph, Parish of Heene, Worthing on the annual report for the year ended 31st December 2024 set out on pages to .

Respective responsibilities of trustees and examiner

The members of the PCC 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:

- examine the accounts under section 145 of the Charities Act;
- 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
- to state whether particular matters have come to my attention.

Basis of this report

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 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

Following a loss of £21,617 in 2023 and a loss of £11,049 in 2024 on unrestricted funds, the 2025 Budget aims to break even.

Priority should be given to letting Heene Church Rooms Flat, as it is an important source of income and still requires further Capital Expenditure.

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 P. V. Walker

Date 30-4-25

Paul Walker, 72, St Lawrence Avenue, Worthing, West Sussex

Parochial Church Council of St Botolph, Heene
Financial Statements for the Year ended 31 December 2024

Statement of Assets and Liabilities

	Note	Un- restricted Funds	Un- restricted Designated Funds	Restricted Funds	Total All Funds 2024	Total All Funds 2023
		£	£	£	£	£
ASSETS						
Bank current accounts		1,821	437	4,160	6,418	3,206
CBF Deposit Funds		33,974		175	34,149	48,754
Cash, bank and deposit accounts	17	£35,795	£437	£4,335	£40,567	£51,960
Insurance paid in advance		833			833	822
Hiring fees uninvoiced/rec'd		623			623	947
Advertising sales uninvoiced/rec'd		0			0	462
Accrued interest on deposit account		0			0	644
Vicarage costs to be repaid by Diocese		753			753	0
Gift aid recoverable		0			0	0
Debtors		£2,209	£0	£0	£2,209	£2,875
CBF Investment Funds						
Churchyard (Cemetery) Fund	13			45,924	45,924	43,313
St Botolphs Heene PCC Fund	13	34,320			34,320	33,552
Investment assets at market value		£34,320	£0	£45,924	£80,244	£76,865
Other assets not valued	15	0			0	0
Freehold, Heene Church Rooms	16	300,000			300,000	300,000
Assets retained for Church use		£300,000	£0	£0	£300,000	£300,000
Total assets		£372,324	£437	£50,259	£423,020	£431,700
LIABILITIES						
Electricity		128			128	145
Advertising fees paid in advance		0			0	0
Printing costs		0			0	26
Vicarage cost re water supply		128			128	0
Cleaning of Heene Church Rooms		183			183	0
Costs for services (wine)		0			0	120
Donation to Arabic Community Church		0			0	49
Total liabilities		£439	£0	£0	£439	£340

This Financial Report for the year ended 31 December 2024, including the notes following was
Approved by the PCC and signed on its behalf by

DK Le Mare

13 April 2025

Parochial Church Council of St Botolph, Heene
Financial Statements for the Year ended 31 December 2024

Notes to the Annual Financial Report

1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the current Church Accounting Regulations, using the Receipts and Payments basis.

2 Analysis of total received

	Note	Un- restricted Funds	Un- restricted Designated Funds	Restricted Funds	Total All Funds 2024	Total All Funds 2023
		£	£	£	£	£
Planned giving (excl. tax refunds)		12,223			12,223	15,009
Planned giving (no tax refunds)		4,466			4,466	6,962
Loose cash collections		5,160			5,160	6,139
Other donations received	3	130		3,656	3,786	3,040
Special appeals					0	466
Gift Aid recovered		3,017			3,017	4,883
Fundraising	4	3,407		402	3,809	5,926
Fundraising - Hundred Club				991	991	1,218
Grants	6				0	325
Donations and legacies		£28,403	£0	£5,049	£33,452	£43,968
Fees for weddings and funerals		158			158	504
Charitable activities		£158	£0	£0	£158	£504
Fundraising	4	2,058			2,058	2,214
Church centre hiring fees		7,557			7,557	7,552
Heene Church Rooms hiring fees	14	10,957			10,957	6,256
Magazine advertisement fees		2,038			2,038	3,727
Other trading activities		£22,610	£0	£0	£22,610	£19,749
Bank & CBF deposit interest		2,386		9	2,395	1,467
CBF Investment fund income		931			931	917
Investments		£3,317	£0	£9	£3,326	£2,384
Total received on all funds		£54,488	£0	£5,058	£59,546	£66,605

Note 17

3 Other donations received are made up as follows:-

	Unrestricted £	Restricted £
Donation for St Botolphs Rooms dishwasher		300
Donations to bellringers fund		3,356
Other donations	130	
	£130	£3,656

Note 2

Parochial Church Council of St Botolph, Heene
Financial Statements for the Year ended 31 December 2024

Notes to the Annual Financial Report

4 Fundraising is split between donations and trading as follows:-

	Donations	Trading	Total
	£	£	£
Unrestricted fund			
Place of Welcome	2,038		2,038
Linda Thai Takeaway	86		86
Summer fair	509	400	909
Winter fair	503	418	921
Concerts	271	1,240	1,511
Note 2	<u>3,407</u>	<u>2,058</u>	<u>5,465</u>
Restricted fund - for charities			
Note 2, 5	<u>402</u>	<u>0</u>	<u>402</u>
Note 2	<u>£3,809</u>	<u>£2,058</u>	<u>£5,867</u>

5 The money raised for various charities is included in the restricted fund as follows:-

Charity	Donations	Trading	Total
	£	£	£
Fundraising activities			
Macmillan Coffee morning	340		340
Christian Aid Community Xmas card	62		62
Total fundraising	<u>£402</u>	<u>£0</u>	<u>£402</u>
Total raised & donated to charities from fundraising & retiring collections			<u>£402</u>
Donation to Arabic Community Church from monies raised in prior year			<u>£49</u>
			<u>£451</u>
Donation to St Andrews CE High School Maintenance fund			<u>£370</u>
Total charitable grants and donations		Note 7	<u>£821</u>

6 The following grants were received in the year:-

No grants were received in the year		<u>0</u>
	Note 2	<u>£ -</u>

Parochial Church Council of St Botolph, Heene
Financial Statements for the Year ended 31 December 2024

Notes to the Annual Financial Report

7 Analysis of total paid

	Note	Un- restricted Funds	Un- restricted Designated Funds	Restricted Funds	Total All Funds 2024	Total All Funds 2023
		£	£	£	£	£
Fundraising		145			145	266
Fundrasing - Hundred Club				505	505	686
Cost of raising funds		£145	£0	£505	£650	£952
Charitable grants & donations	5	370		451	821	2,739
Parish share to Chichester Diocese	8	16,600			16,600	28,113
Salaries and honoraria incl NI	9	6,654			6,654	6,432
Clergy & other peoples expenses	10	0			0	1,461
Water, Gas and Electricity	11	4,875			4,875	7,032
Printing and photocopying		273			273	161
Church insurance		4,631			4,631	4,578
Other regular church running costs		2,617			2,617	1,631
Church maintenance & redcoration - routine	12	3,581		300	3,881	4,268
Major building works	12			3,646	3,646	0
Charitable costs		£39,601	£0	£4,397	£43,998	£56,415
Fundraising		490			490	499
Magazine printing		1,895			1,895	4,150
Computer expenses for Botolph Bell		60			60	60
Costs re Heene Rooms	14	23,846			23,846	25,665
Trading costs		£26,291	£0	£0	£26,291	£30,374
Total paid on all funds		£66,037	£0	£4,902	£70,939	£87,741

Note 17

8 The Parish share to Chichester Diocese is for the payment of Clergy and other central costs. In 2024 £16,600 of the allocated parish ministry costs of £27,038 was paid. In 2023 the allocated parish ministry costs of £28,113 were paid in full.

Parish ministry costs for a house for duty priest are for central costs such as training of curates and ordinands, parish support services, housing costs of clergy within the diocese, ministry support costs and national church responsibilities.

The parish was in vacancy without a parish priest for the whole of 2024. In view of this and that Chichester Diocese planned to rent out the rectory house (which is owned by Heene Parish) during the vacancy, the housing part of the allocated parish ministry costs was not pledged or paid.

The monies retained were put towards the costs of renovating the Heene Church Rooms.

9 Salaries, honoraria and wages are for payments to the choir director and temporary organists.

It also includes the cost of cleaning at the Heene Church Rooms of £754.

Parochial Church Council of St Botolph, Heene
Financial Statements for the Year ended 31 December 2024

Notes to the Annual Financial Report

10 There were no clergy and other peoples expenses this year as the parish is in vacancy.

Payments made to PCC members in the year were for reimbursement of expenses incurred on behalf of the PCC. 6 members of the PCC received reimbursements for various expenses amounting to £4,138.

The expenses included magazine printing (£1,137), Heene Church Rooms expenditure (£396), repairs and replacement items including new dishwasher and new coffee machine (£863), Messy Church costs (£145), fundraising expenses (£539), refreshment expenses and cleaning (£795) and sundry other costs (£263).

11 Water, gas and electricity payments are lower than in 2023 due to lower energy prices. Gas and electricity are purchased via parish buying whereby an annual rate is fixed each October.

12 Church maintenance and redecoration costs include annual servicing of organ, boilers and fire service equipment as well as one off repairs and maintenance. This year one off repairs included the QI inspection costs of £1,355.
Major building work is the inspection of the bells and initial costs of repair of two bells.

13 Two investment funds were held at the end of 2024.

The **CBF Churchyard (Cemetery) Fund** is invested in CBF Investment Fund (Accumulation). The exact terms on which the fund is held on behalf of St Botolph's Church are being clarified. It is shown as it was recorded in 2014. It is shown at market value.

The **CBF Heene St Botolphs PCC Fund** is invested in CBF Investment Fund (Income) and is an unrestricted fund shown at market value. Income is paid direct to the general fund current account.

14 Income and expenditure re Heene Church Rooms

	Note	£	£
Hiring fees for year	2		<u>10,957</u>
			10,957
<u>Running costs</u>			
2025 insurance costs		833	
Electricity and water		1,392	
Other (fire safety, rates, small repairs etc.)		<u>639</u>	
			2,864
<u>Major repairs</u>			
Roof repair		3,590	
Floor repair		597	
			4,187
<u>Improvements</u>			
New fire doors to hall, kitchen and flat		8,618	
New fire alarm		7,482	
Kitchen electrics upgrade and oven and fridge		<u>695</u>	
			16,795
	7		<u>23,846</u>
Excess expenditure for year			-£ 12,889
2023 saw a change from letting on a 5 year lease to hiring out hourly. The income is now shown in trading rather than investments.			

Parochial Church Council of St Botolph, Heene
Financial Statements for the Year ended 31 December 2024

Notes to the Annual Financial Report

15 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.

16 The Heene Church Rooms are included in the accounts at a market value of £300,000 based on one estate agents valuation in 2024. This is a judgement, and difficult to verify, given the age of the building, and that details of cost were not included in earlier accounts.

17 Statement of funds

The movements in restricted and unrestricted cash funds during the year were:

Note	B/fwd 01-Jan-24 £	Income £	Expenditure £	Transfers £	C/fwd 31-Dec-24 £
Restricted Funds					
Organ Fund - CBF Deposit	166	9			175
Hundred Club - bank account	694	991	-505	-500	680
PCC current a/c					
Clock Fund	660				660
Special Appeals & Fundraising	49	402	-451		0
Bell ringers fund	3,110	3,356	-3,646		2,820
Donation re dishwasher	0	300	-300		0
	£4,679	£5,058	-£4,902	-£500	£4,335
Unrestricted Funds					
PCC Fund - CBF Deposit	48,588	2,386		-17,000	33,974
PCC current a/c					
General Fund	-1,744	52,102	-66,037	17,500	1,821
Designated Funds	437				437
	£47,281	£54,488	-£66,037	£500	£36,232
Total funds	£51,960	£59,546	-£70,939	£0	£40,567
	Statement of Assets & Liabilities	Note 2	Note 7	Summary Receipts & Payments	Statement of Assets & Liabilities

Restricted Funds

- The Organ Fund is held for the repair of the organ.
- The Hundred Club raises money for St Botolph's Church.
- The Clock Fund is held for the repair of the church clock.
- Special Appeals & Fundraising receipts were raised and donated to specific charities.
- The Bell ringers fund is for the repair of the church bells.
- Other donations were received for and then spent on the specified items of expenditure.

Designated Funds

There are two designated funds. The first of £49 is for music development and the second is a discretionary fund of £388. They are held in the PCC current account.

Church of St Botolph Heene PCC – Year ended 31 December 2024 – Financial Review

The unrestricted general funds show an excess of payments over receipts of £11,049 as compared to an excess of payments over receipts of £21,617 in 2023.

Income decreased by approximately £5.2k (£5,200) over the previous year. There was an increase in hiring fees of Heene Church Rooms of £4.7k due to an increased number of hourly hirings. In addition, deposit interest increased by £1k due to more funds being placed on deposit for the year. However, there were several decreases in other areas. The main decreases were in overall giving including gift aid of £8.2k, in parish magazine fees of £1.7k and fundraising of £0.8k. Giving can decrease when a parish is in vacancy. Sadly, several long standing regular givers either left the Church of England, moved away from Worthing or died and were not replaced. Parish magazine fees decreased due to the decision to change the magazine from a monthly one to a bimonthly one. The number of fundraising events were reduced from 2023 which was St Botolph Church's 150th year but the ones held were very enjoyable and successful.

Expenditure on unrestricted costs decreased by approximately £16.3k (£16,300). Although in vacancy for the whole year, the PCC decided to pay the parish share of a house for duty priest apart from the housing costs as the Diocese had taken the parsonage to rent out in the period. This resulted in a reduction in the parish share paid of £11.5k. Energy costs decreased by £2.2k due to lower energy prices in 2024 compared to 2023. Magazine printing costs decreased by £2.3k following the decision noted in the previous paragraph to decrease the number of issues of the magazine produced in the year. Clergy and other people's expenses decreased by £1.5k to zero given no priest for the full year. However, regular church running costs increased by £1k in part due to St Botolph's Church paying for empty vicarage costs which were reimbursed by the Diocese in 2025.

Restricted funds

The main movements on the restricted cash funds were on the 100 club fund, the bellringers fund, donations for specific expenditure and fundraising. Monies were raised and spent on the repairs to two bells in the bellringers fund.

All money raised for specific charities at the McMillan coffee morning and community Christmas card was distributed to the charity in the period.

£500 was transferred to the general fund from the 100 club in the year.

Reserves policy

At the end of 2024 it is considered that the balance on the unrestricted general cash fund together with the unrestricted investment fund is sufficient to cover the following years expenditure.

Frances Hirst

CHURCHWARDENS REPORT

We would firstly like to say a very big thank you to all who support the church in any way and help us to maintain our church for regular worship. Since Rev Peter Kane left in August 2023, we have strived to maintain as many services as possible and we would like to thank all clergy (active and retired) who have so kindly taken our Sunday Eucharist and other special services for us.

We would like to report that all items listed in the terrier / inventory are present and in good order. Along with a paper copy which is kept away from St. Botolph's, a copy is stored electronically with photographs of valuable items.

During the year a number of regular maintenance jobs have been carried out, including the regular servicing and safety certification of both boilers and the annual lightning conductor test. This year we had our quinquennial inspection, carried out by our architect, Richard Andrews. We have also had an electrical inspection carried out at church. Our insurance company (Ecclesiastical) carried out a site visit and gave two recommendations (that the bins be placed 10m from the church building which they now are and that regular PAT testing is carried out on items at church that require this – this is currently being organised).

Improvements to the Heene Church Rooms continue and last year we had fire doors fitted to the entrance to the main hall, to the entrance to the kitchen and to the entrance of the flat. At the same time we had a fire alarm system fitted that covers the entire downstairs of the building and the upstairs flat. This is all in preparation of renting out the flat.

As you will see in the bellringers report, the two bells that are out of action will soon be ringing again and we look forward to hearing all eight bells ring again.

We would like to thank all those who help with Messy Church and in particular Sally, Kathryn and Ben for their leadership. Messy Church is enjoyed by many local families and continues to flourish.

We also thank all who take turns to provide refreshments for Friday Coffee; for those who help with Sunday coffee and for those who help with refreshments at other events (for instance, the Spring into Soul concerts).

Finally, we would also like to thank all individuals and groups who help to maintain the church gardens. The gardens are an asset to the church and provide a peaceful setting for those who use them. We are fortunate in continuing to benefit from the services of Good Gym who come on a regular basis during the spring and summer months to do gardening tasks around the church. Our thanks go to those who clean the church regularly, with the regular first Monday of the month cleaning sessions proving to be an effective way to keep on top of church cleaning and to those who provide flowers for the church and the St. Botolph Room.

Diane Le Mare & Rik Clay

Safeguarding Report

Safeguarding continues to be a headline issue for the Church of England. In addition to the national events, Chichester Diocese had a Safeguarding audit in September 2024 and this was accompanied by an overhaul of their website and resources. One item that had an impact on Heene was clarification of who should complete the various CofE Safeguarding Training courses. Prior to this, the PCC, chalice assistants, bellringers and Messy Church Leaders had completed the necessary courses. The revised guidance involved the choir and organists and people on the coffee rota completing the Basic course, the PCC, choir director and all Messy church volunteers upgrading to the Foundation course and, as we are in vacancy, both Church Wardens have renewed their Leadership certificates. As safeguarding officer I have also completed the Safer Recruitment training and Domestic Abuse and Modern Slavery courses. The latter was more relevant than I expected as it includes the Countylines drug distribution network and, sadly, youngsters in Worthing are recruited into this. The online nature of the Basic and Foundation courses has proved challenging but we are nearly there. Many thanks to all those who completed the training – I know many of you found it very thought provoking.

Safeguarding is a “whole church activity” so to improve visibility, the Parish noticeboards have been updated with more recent materials and a Safeguarding noticeboard installed at the Heene Church Rooms. Messy Church have revisited Safeguarding in several of their planning meetings and all parents are given a leaflet explaining what to expect. Safeguarding Sunday in November was used as a chance to increase the awareness of the whole congregation on the meaning of safeguarding and what this looks like in practice.

Val Clay

Pastoral Committee

It has been difficult to have regular pastoral group meetings due to being without a priest-in-charge at the moment. However, our Lay Ministers continue to support Sunday services and some of our local nursing homes are visited by Lay Ministers to give communion to some of the residents.

Study Groups Report

We were delighted that Rev. Ben Flenley and Rev. Kathryn Flenley have continued to run the Lent course for us this year. The course was based on the latest remake of the film Westside Story which all participants had the opportunity to watch before the course. All who attended the Lent course found it very thoughtful and left us very much looking forward to the next one.

Heene school report

The churchwardens remain as trustees of the school buildings. Money was given to the school from the Trust fund for playground equipment. Rev Kathryn Flenley regularly leads Collective Worship and supports the Christian ethos of the school curriculum.

Electoral Roll Report

Following a revision of the Electoral Roll for St. Botolph's, Parish of Heene, the numbers on the roll stand at 54 members.

Liz Greene (Electoral Roll Officer)

Buildings and Fabric Report

During this year a number of repairs and improvements have been made to our two buildings.

The main work carried out on the church was the cleaning of all of the gutters. This was carried out by Southdown Gutter Cleaning, a Steyning based company, recommended by other Church Wardens. We were very pleased with the work carried out and will continue to use them in the future. At the beginning of May, we discovered that the boiler house had been broken into and was being used by a rough sleeper. Fortunately, at the time of the discovery, the person was not on the premises so the bedding etc was removed and the boiler house door secured along with Herris fencing being erected around the boiler house steps. Unfortunately, the floor of the boiler house was littered with used needles and other such materials. This took a long time to clear up. Come Autumn, the boiler was found to be not working and needed a new fan and fan motor. This was repaired before the onset of winter. Soon after, the boiler in the St. Botolph Room broke down and required a new circuit board. This was promptly repaired. A number of people made donations towards the repairs to the heating systems and we are very grateful to them.

The Heene Church Rooms continue to be upgraded and this year we have replaced both old wooden back doors with new steel fire exit doors which are far more secure. We have also replaced the noisy electric fan heaters with silent infra-red heaters. These are turning out to be very efficient and cheaper to run than the previous heaters. Finally, we have had repairs carried out to some of the stained-glass windows and surrounding stonework. The hall continues to attract hirers and, of course, is home to Messy Church.

If you have an interest in maintaining the buildings and being a part of the Buildings Committee, please speak to Di or Rik.

Rik Clay & Diane Le Mare

Choir Report

The past year has been less eventful than the previous one but has still been busy for choir members with the weekly services as well as special celebrations and also a concert.

There is not much to report on for the months of June to September 2024, but in October the choir gave a concert of some of their favourite anthems followed by Schubert's Mass in G which he wrote at the tender age of 18. A sizeable audience enjoyed the concert.

After the concert it was time to start thinking about Christmas and rehearsing the music we would be singing for the Community Christmas Carol Service, Midnight Mass on Christmas Eve and for Christmas Morning itself. The choir also made it's now annual visit to Ramsey Hall for a Carol Service where we

were warmly welcomed.

After a short break the choir sang in the new year and started heading towards Easter. Easter is probably the busiest time of year for the choir with special services for Palm Sunday, Maundy Thursday, Good Friday and Easter Sunday with not only a morning service but also a festive Choral Evensong. That means a lot of music to be learned alongside the regular weekly service music. It is a big task but one that the choir rose to in no uncertain terms bringing some stunning music that was both challenging and rewarding to sing, the highlight of which, for me, had to be the glorious Easter Hymn from Mascagni's opera *Cavalleria Rusticana*.

Judith Ellis

Bellringers Report

Our ringers have continued to ring regularly for Sunday services and for our Wednesday practice night with good progress being made by all. We have, by now, adjusted to ringing six bells, with bells four and five still out of action. I am pleased to report that a quote from O'Shea Engineering to make two new steel box-section headstocks and fit them to the bells was accepted (at a cost of £6,655). The money was raised from funds held by the ringers and by generous donations from parishioners. The headstocks have been made and it is hoped that the work will be carried out in early April. In last year's Annual Report, we stated the likely cost of repairing all of the bells as £32,000. We have, however, decided to completely overhaul all aspects of the bells and fittings. Once we are ringing on all eight bells again, we will therefore start our next fundraising efforts to raise £60,000 to have the remaining six headstocks replaced, the old wooden frame replaced with a steel frame and the bells retuned. Two previous bell inspections have recommended this and it is now time to bite the bullet and get the work done.

Our ringers continue to support the Sussex County Association of Change Ringers and attend regular practices put on by the Western District of the Association. I also continue as Ringing Master for the Western District. We also continue to work closely with two other towers in Worthing – St. Andrew's Tarring and St. Mary's Goring. The bellringers also have a regular slot on the Friday Coffee rota!

Rik Clay

Prayer Group Report

Our group meet every Friday morning to pray for anyone who has requested prayer, our church, our parish and the wider world. We particularly pray for worldwide areas of conflict, wars, natural disasters as well as organisations devoted to relief in emergencies. We particularly pray for our fellow Christians suffering persecution, segregation and hardship around the world.

For the last 18 months we have been praying for the future of our church and the provision of a priest for our parish. We believe prayer is the "Engine Room" of the church and would be pleased to welcome more people to join us.

Cleo Roberts

Messy Church Report

Messy Church provides a service that involves values that are Christ-Centred, All-Age, Celebration, Creativity and Hospitality. It is a way to explore faith and the Christian community in a new way.

A Church, but not as you know it!

People often ask, “What is Messy Church?”

When the doors open ...

A warm welcome, refreshments, and exciting activities and crafts.

When the fun is in action ...

A celebration with creative storytelling, prayer and music.

When we start to feel ready for food ...

An afternoon snack prepared with love for all to share.

When it is time to go home ...

A shared Messy Church blessing and a special activity to take home and explore.

The new venue at Heene Church Rooms has proved to be a successful outreach and has attracted many new families to join our monthly service of Messy Church. At these times we provide a warm welcome to all ages including fun interactive activities exploring a biblical theme.

We annually join other Messy Churches from Worthing and Brighton for a Grand Picnic in August and shared training with our Messy Church Team and families in January.

The feedback from all involved is very positive and there is a great feeling of joy and hope as we feel Christ’s presence with us. There is a strong group of 8 core families and others who join us when they are curious and interested. Three new families have joined us since February 2025. Our priority is to develop and deepen our relationships and a sense of belonging for all.

All are welcome to come and join any of the events and services and please pray for Messy Churches throughout the world as we all discover the love of God through the story of Jesus.

Sally Pritchard

Events Committee Report

This Committee co-ordinates and organises the social and musical events, fairs and refreshments at St. Botolph’s. In line with our Parish Mission Action Plan for being more open and more engaged, the events aim to build up the church family fellowship, to include everyone and to serve others.

We advertise the events in The Botolph Bell, our parish magazine, on our website (<https://www.achurchnearyou.com/church/2864/>), by displaying posters on noticeboards in the parish, on our weekly notice sheet and on local and social media. We aim to reach as many people as possible and all are welcome!

Our Summer Fayre was held on Saturday 22nd June with many stalls and refreshments spread around the church and the St. Botolph Room. It was a very enjoyable event with a very good attendance from people of all ages. Similarly, our Winter Fayre, held on Saturday 23rd November was equally well attended and a very good number of stalls in church and refreshments in the St. Botolph Room. Thanks to all who ran stalls and helped with refreshments – it would not happen without you!

The Spring into Soul Concert Summer concert took place on Saturday 13th July and was extremely well supported, with the church being packed out! Our choir gave a concert on Saturday 26th October, performing Schubert's Mass in G and other music by Bach, Byrd, Mozart, Rutter, Stanford and much more. Needless to say, it was a great evening.

On Friday 27th September there was a Macmillan Coffee Morning and saw many people come along to support this very worthy charity.

Thank you to the members of the Events Committee and to all who help at our various events. Thank you also to parishioners and those in the wider community who come along and enjoy themselves at St. Botolph's.

Diane Le Mare & Rik Clay

Friday Coffee Report

Friday Coffee is open every Friday from 10.30 am to midday. It remains very popular with regular attendance from local residents from in and around the parish, including many men. We provide a comfortable venue for socialising in the St. Botolph's Room with hot drinks, delicious savouries, cakes and tea-time treats, home made by our enthusiastic team. We have been pleased to welcome several new members to our team recently and are very grateful for their excellent baking skills and varied menus.

All produce is free although donations are gratefully accepted which go to support church funds. This year our team agreed to running four sessions during the year to support various charities, the most recent in February raised money to go to Kathryn's Mercy Home in South India.

Cleo Roberts

Magazine Report

The Botolph Bell is now in its thirteenth year of publication and along with the bells in the Bell Tower are two of the ways the church connects with its parish. The printed magazines are delivered to a thousand homes in the area and it can be read digitally on the Church website.

The editors try to keep the content varied mixing articles of faith with items of community interest along with advertising church activities. The editors are conscious of keeping costs low and have kept advertising rates the same for the past three years, helped by stable pricing from our London printer.

We are always looking for articles of interest that readers might send in either by email to botolphbelleditors@gmail.com or by hand. If you fancy having a go speak to either Rik or Nick to help you. We ask that articles are kept to around 400 words.

Once again we are indebted to those who continue to advertise with us and to those people who distribute the magazine locally.

Nick Le Mare

Men's Group Report

The Men's Group has managed a couple of meetings this year for breakfast. It has become difficult to organise dates to suit the majority of people who come to the breakfast group. We hope to have more meetings during 2025 / 2026.

Nick Le Mare & Rik Clay

Annual Parochial Church Meeting

St Botolph's Church Sunday 19th May 2024.

Minutes of the last Annual Parochial Church Meeting.

Seen and agreed.

Matters arising from the minutes.

None.

Report of the Electrical Roll Officer

Charles James reported that the numbers on the roll at the appropriate date were 86 a reduction from the figure for 2023 of 91.

Diane thanked Charles for his work who has now resigned his post.

Election of PCC members.

Diane reported that there was 1 vacancy for 2 years and 3 for 3 years.

Nominations had been received from:

Sandra Smart (Nominated by Rik and Cleo)

Judith Ellis (Nominated by Rik and Di)

Val Clay (Nominated by Paul and Diane)

All elected

Before moving on to the next item of business Diane mentioned that Matthew Bartle the Parish Safeguarding Officer had resigned during the year and Val Clay had agreed to take on this responsibility.

Financial Report of the PCC

Rik said that the Annual Report had recently been distributed.

The Treasurer Frances had said that our Examiner had noted that our loss of £21k would be unsustainable if going on for years. Things were though improving.

Appointment of an Independent Examiner

Paul Walker was willing to continue for another year and was therefore appointed.

To receive and discuss Annual Report, already circulated to parishioners.

Any Other Business.

Rik dealt with the timetable for the repairs to the Church bells.

Date of the next Annual Parochial Church Meeting.

Di stated that the next APCM would be on Sunday 18th May 2025.

The meeting closed.

Annual Meeting of Parishioners
St. Botolph's Church, Sunday 19th May 2024

Welcome

Welcome and a prayer by Di.

Apologies for absence

Nick Le Mare and Liz Greene

Minutes of the last Annual Meeting of Parishioners

All agreed.

Election of Churchwardens

Two nominations had been received. Diane Le Mere (Nominated by Rik Clay and seconded by Cleo Roberts) and Rik Clay (Nominated by Paul Wadey and Val Clay).

Without any other nominations Di declared both had been elected.

Election of Deputy Churchwardens.

Diane said that there had been no takers and the matter would be left in abeyance. It would be good to have someone to help.

With no further business the meeting closed.

