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# Trustees Annual and Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31<sup>st</sup> December 2018.

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ST·PETER'S·CHURCH



WESTHAMPNETT

**St Peter's Church, Stane Street, Westhampnett, Chichester, PO18 0NT**



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St Peter's is part of the Joint Benefice of St Paul, Chichester with St Peter, Westhampnett

*Website:* [www.stpeterswesthampnett.uk](http://www.stpeterswesthampnett.uk)

*Rector of the Joint Benefice:* The Revd. Canon, Simon Holland, St Paul's Church, Churchside, Chichester, PO19 6FT

*Associate Rector of the Joint Benefice:* The Revd. Rachel Hawes, Downcote Cottage, Summersdale Road, Chichester, PO19 6PN

*Independent Examiner:* Rachel Bryant, 22 Maplehurst Road, Summesdale, Chichester PO19 6QL.

*Bankers:* HSBC, 94 East Street, Chichester, PO19 1HD

# St Peter's Westhampnett:

## Trustees Annual Report for 2018

### Introduction

This is the first full year since the licensing of our new Associate Rector, The Revd Rachel Hawes, at the end of 2017. This is a full-time, non-stipendiary post. The Associate Rector is appointed to the whole Benefice but her special responsibility is as Priest-in-Charge of St Peter's.

### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the Rector and the Associate Rector, in

- the promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- the promotion in the parish of the whole mission of the church, pastoral, social, evangelistic and, ecumenical.
- the promotion in the parish of the ethos of the Mission Statement of the Diocese of Chichester - *To know, love, follow Jesus*
- the practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay;
- the provision of financial support to those in need and, via mission giving, to other organisations with similar objectives.

### What we planned to do to achieve our charitable objectives

When planning our activities for the year, the Rector, the Associate Rector and the PCC have had regard to the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

For 2018 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church;
- Enabling as many people as possible to become part of our parish community and in particular reaching out to those who are newly part of the parish, as a result the recent extensive housing development there;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Providing religious educational input and pastoral support to The March Church of England Primary School;
- Providing pastoral care for people living in the parish;

- Giving grants to missionary organisations;
- Reaching out to the ‘unchurched’ through ‘open to all’ activities;
- Maintaining the fabric of the church building as an historic centre for the village.
- Planning a major Re-ordering Project for the church, to provide it with facilities which will enable it to fulfil its objective to be a centre of worship and mission, serving the rapidly growing community in Westhampnett.

## Our vision for the future – a new Mission Action Plan

At the start of this year, working with the Associate Rector, our PCC produced a new Mission Action Plan. This Plan draws upon both theological and practical ideas, as well as on existing St Peter’s statements and documents and is inspired by the siting of our church on Stane Street – the ancient Roman road from Chichester to London. As a church community we identify ourselves as being on a journey and part of God’s pilgrim people and we identify pilgrimage with three elements: companionship with God; companionship with each other; and companionship with those we meet along the way.

This new Mission Action Plan underpins and inspires all the work we have done this year, both within our church community and within the wider community that we seek to engage with and to serve.

## What we achieved and how we affected beneficiaries’ lives

### Attendance at worship

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 everyone to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ, is a major demonstration of the public benefit of our activities.

There are 125 parishioners on the church electoral roll, 102 of whom are not resident within the parish. There was 1 deletion and 2 additions during the year. The average regular weekly attendance, counted during October, was 63. This number increases to around 130 at festivals.

With the assistance of our new Associate Rector, we have continued to build up our children’s ministry and, in particular, the Family Eucharist, held on the first Sunday of every month, to ensure increased participation by children of all ages. As a result, the children now read the lessons, act in a dramatised version of the Gospel for the Sunday and write and lead the Intercessions. The children’s Serving Team, launched in 2017, has grown in strength and nearly all our children, between the ages of 6 and 10, now serve. The team serves at every Parish Eucharist except the Family Eucharist. The combination of these initiatives has continued to increase the number of parents with young families regularly attending worship at the church.

*My daughter is so much more confident about everything since she started reading in church. It has really fed into her school life and I am so grateful.*

Parent via email

Our Church Year began with a joyful Family Service for Epiphany, in which the children acted in a play about the visit of the Magi to the Infant Jesus. The beautifully decorated 3 Kings (from our new Nativity set) were processed to the Crib for Epiphany season.

This Easter was the first since our Associate Rector joined us and, inspired by her, we sought to make the village aware of the events and services in Holy Week and to encourage them to attend. We leafleted all homes in the village with an Easter card, giving details of the services and a simple explanation of their meaning. We began Holy Week with a Palm Sunday procession, which started on the new village green at Westhampnett and processed

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*Holy Week, begins with Palm Sunday when Jesus rode into Jerusalem on a donkey, with the crowds cheering him on and waving palm branches; he had a last meal with his friends on Thursday (Maundy Thursday) but by Friday (Good Friday) he had been betrayed, arrested and crucified. Public opinion was as fickle then as now!*

The Chichester Observer

around the village to the church, singing Easter hymns. The star of this procession was undoubtedly Boysee the donkey, supplied by Hayling Island Donkey Sanctuary. He was gentle and well behaved and the children loved him. (His presence persuaded the Chichester Observer to write an article about the service with pictures!). The dramatised Passion Gospel during the service was movingly performed by our *Open the Book* team.

Good Friday; and (the high point of the sequence) the Easter Vigil, in which the Easter fire is lit outside the church and the paschal candle (a symbol of the light of Christ) processed into the darkened church for the first Eucharist of Easter. The week concluded with the Parish Eucharist on Easter Sunday and an Easter Egg hunt for the children.

During the year we held a number of joint services with our sister church St Paul's. On 10 May we celebrated the Eucharist of Ascension Day together at St Peter's. This was a really joyful occasion, with the full choir from St Paul's attending and celebratory drinks and fireworks afterwards, in the church grounds. On 29 June we joined the congregation at St Paul's for our joint Patronal Festival, again with a party afterwards.

One of the highlights of our year was the service on Remembrance Sunday, in the year in which the 100<sup>th</sup> anniversary of the signing of the Armistice was commemorated. With churches all over the country, St Peter's participated in the project *There But Not There*, run by the charity *Remembered*. The 8 First World War soldiers named on St Peter's War Memorial were remembered on this anniversary by moving silhouette installations in the church.

The Advent and Christmas and Epiphany seasons saw some very special services for children and adults alike. This year, we again held an Advent Evening Service of Light, with a visiting choir from Chichester University, who gave us a feast of beautiful music, including a most moving performance of *Silent Night*, accompanied on the flute by one of our children. Several of our children read lessons, which is a mark of how much their active involvement in church services has improved their confidence. We were delighted to welcome people from the village of Westhampnett and surrounding villages, who were not regular worshippers.

Our new Crib Figures continue to be a source of delight to the younger children who love the Nativity at the focal point of the church, using the open altar as the 'stable'. We use these figures to 'tell the story' of Advent and Christmas for the children, in Services which fully engage their imaginations.

Our Advent Travelling Crib (a beautiful miniature crib with all the Nativity figures, carved in olive wood by Christians in Palestine) again made its journey round the Parish this Advent. This is a wonderful way for young and old within the church community to meet each other (especially, to meet those they may not know well) and to share fellowship. The Crib is accompanied by a simple Order of Service, suitable for all ages. The children love the Crib and, amazingly, all the Nativity figures came back and none were lost!

The Christmas Carol service (another big event, again with a choir from Chichester University) proved very popular and was well attended, as were the Midnight Mass and Christmas Day Services (the latter enlivened by a 'Christmas Star Hunt' for the children).

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*Thank you so much for the beautiful music at your Carol Service – it really took me back to my childhood.*

Dovecote Nursing Home Resident

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We continue to welcome The March Church of England Primary School to the church for its key termly services, including a Passion Play at Easter, and Harvest and Christingle Services. These are conducted by the Associate Rector in liaison with the Head. In addition, we hosted a School Leavers Service in July, which was packed with children and parents preparing for the transition to secondary school.

### **Teaching, baptising and nurturing new and existing believers**

It is the policy of the United Benefice to admit baptised children to Holy Communion (after preparation) and this year a group of 8 children commenced a 10-session course, led by the Associate Rector. They were admitted to Holy Communion on Mothering Sunday in a beautiful service. Their presence at the altar rail as communicant members of the Church has greatly enriched our worship experience. In addition, we were pleased that one of the children who was admitted to Holy Communion this year decided to prepare Confirmation. She attended Confirmation classes with candidates from St Paul's and was confirmed at the service there in November, conducted by the Bishop

We continue seek to encourage the participation in worship of all members of the church community through readings and intercessional prayers and by serving as Lay Ministers of Holy Communion. This year we were delighted to commission 3 new Lay Ministers who were trained, in a series of sessions, by the Associate Rector and commissioned on Advent Sunday.

We also continue to encourage the study of, and reflection on, our faith through our Teaching and Nurture programme, led by the Associate Rector. In Lent this year we followed the Diocesan Lent Course (*Inspiring Vision*), which looked at different aspects of prayer as they had affected the life of the contributors to the course. Each week the course offered a different work of art, as a starting point for discussion, supported by an accompanying podcast, reflecting upon the ways in which the work had brought personal inspiration to the individual concerned.

We continue to seek, though lay involvement in leading this and other teaching programmes, to extend opportunities for the exercise of ministry and gifts within the life of our community. (This year two lay members have assisted the Associate Rector in leading teaching; one with the First Communion classes and one with the Lent Course.)

### **Socialising, sharing food and company and celebrating together**

We believe very strongly that social events play an important role in the life of the parish, providing a way of meeting others, avoiding loneliness and learning to live together.

Throughout the year we have met and shared food, wine and fellowship together on numerous occasions. In the spring and summer, we celebrated after special services such as Mothering Sunday and Ascension Day; at the end of the year we shared mulled wine and mince pies after Advent and Christmas services. We also held several Parish lunches and suppers, in particular at Easter, after the Annual Parochial Church Meeting ('APCM') and in the Autumn at Harvest Festival.

We encourage families who bring children for baptism to celebrate with us in the church after the service and many have done so throughout the year.

Our children and young families (inspired by their encounter with Boysee the donkey on Palm Sunday) had a lovely day out in August at the Hayling Island Donkey Sanctuary, during which they sponsored 2 donkeys, whose welfare they are now eagerly following.

We have held a number of fundraising events throughout the year, including a Raffle (for which many prizes were generously donated by local businesses and individuals) a Film Night, a handicraft stall at the March School Craft Fair and a Flower Festival with tea and cakes, during the Armistice week commemorations. All of these events have been publicised in Westhampnett village and we have been delighted to welcome visitors who are not part of our regular congregation.

A real accolade for the St Peter's Flower Team was to be invited to take part in the Chichester Cathedral Flower Festival this year. They offered a fascinating and beautiful display entitled *Three Extraordinary Women*,

interpreting in flowers, Edna Walling, Lester Rowntree and Elizabeth Von Armin - all influential women of their time.

### **Changes in our church community - saying goodbye**

This year at our APCM we said goodbye to a number of church officers who were stepping down, after many years of loyal service at St Peter's; in a particular, both Churchwardens, our Treasurer and our Organist. We joined together to celebrate all they had contributed to life of St Peter's, over such a long period of time and to make presentations to them by way of thanks.

All church communities experience this kind of change and it is always sad to lose the active participation and expertise of those who have served so faithfully for so long. Nevertheless, we believe that it is the mission of the church to enable and encourage the gifts of all its members and we are pleased and grateful that new candidates have been willing to come forward and offer to serve in these vital roles.

### **Evangelism and outreach**

The pastoral offices - baptism, marriage and funerals - continue to be the place where the church community reaches out to the parish it serves. It was with great delight that we celebrated 8 baptisms this year (including one adult baptism) and 2 weddings. In addition, 8 couples are currently preparing for marriage. We also held 10 funerals and 2 interment of ashes, as well as 3 services at the local crematorium.

We continue to strengthen our ties with The March Church of England Primary School. The Associate Rector visits the school regularly, conducts assembly there every other week and celebrates the Eucharist there monthly. In addition, a joint group from the United Benefice continue to take *Open the Book* (narrating and dramatizing Bible stories) into the school for a twice monthly assembly. This is very popular with the children and this year we are delighted that the group have extended their work with *Open the Book* to the Central School in Chichester.

We continue to offer pastoral support and regular home communion to the two nursing homes in the parish and to encourage those residents who are able, to attend services at St Peter's.

### **Provision of the church building for people to enjoy**

It is important to us that our historic church is available, not just to the church family, but also to the wider community. We wish it to be appreciated as sacred space (a place for prayer and contemplation); community space (a place where

the events of life are celebrated); and historic space (a place that connects people to their past as well as giving them hope for the future). To this end, the church building is kept open from 9am to 4pm and the entries in the Visitors' Book testify to how much people appreciate this.

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*Such a beautiful church – how lovely to find it open!*

Entry in our Visitors' Book

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We continue to explore ways in which the church building can be used for community events, bearing in mind that the church currently has neither a kitchen nor proper toilet facilities. We have held concerts and social events, to which both church going and non-church going communities have been invited and attended. The March School also use the church for educational purposes, regularly bringing classes to gain a greater understanding of church buildings and their history. This year several classes from the school came, during the Armistice commemorations, to look at a display of photographs and to listen to the Associate Rector talk about her grandfather, who fought in the First World War and survived. The children were amazed to see family photographs and to realise that this was a 'real person'. Perhaps for the first time this ceased to be just history for them.

## Current and future projects, including spatial reordering of the church building

### Graveyard maintenance

This year our church has continued its highly successful relationship with the Kent and Sussex Probationary Service and, in particular, the Community Payback Team. A team of unpaid workers under the supervision of the Community Payback Team have been working on the maintenance and upkeep of the graveyard. They have cleared overgrown shrubs and brambles and tidied numerous graves. This relationship is a very special one - there are benefits on both sides. The church graveyard is beautifully kept and the unpaid workers have commented on their sense of being valued and of worth for a job well done.

### Graveyard extension

Continuing the work done in the previous year, the land at the rear of the churchyard, that was overgrown, has been landscaped and seeded. The PCC plan to utilise part of the land, once consecrated, for future burials and a garden of remembrance. The rest of the land to be left as open space for the benefit of the church and the local community.

### Re-ordering the church

The church is currently without any basic facilities (such as toilet or kitchen). This limits the use of the church for the type of community activity which the PCC sees as an important part of its mission in the growing community of Westhampnett.

In accordance with the vision outlined in our new Mission Action Plan, the PCC have agreed a scheme for the complete re-ordering of the church. This re-ordering project involves the installation of a kitchen and toilet; the removal of the existing fixed pews to provide flexible floor space (replacing them with moveable pew benches); the installation of under-floor heating; the provision of a glassed-in meeting room in the north-west aisle; the re-location of the font to the aisle crossing; the creation of a sacrament chapel; the replacement of the existing wooden south door with a glass door; the installation of decorative wrought iron grilles on the exterior entrance of the porch; the re-decoration of the interior of the church and the installation of a new lighting scheme. This year saw site visits from the DAC (who were helpful and supportive of the scheme) and also from all relevant historical societies. Detailed final plans have now been prepared and the PCC intends to submit them to the DAC early next year with the hope of proceeding to tender and faculty immediately thereafter. At this point a team will begin work on fund-raising and grant applications.

One of the encouraging aspects of the work this year has been the new logo (generously designed for us without charge by the artist involved) and showing the crossed keys of St Peter surmounting the scallop shell of a pilgrim. The logo reflects our vision of mission as spiritual and practical pilgrimage, outlined in our Mission Action Plan.

### Provision of tangible support to the poor and needy

Again this year, we supported our local Food Bank by regular monthly food collections and an additional special collection during Advent. Members of our *Mothers and Others* co-ordinated this and large cardboard boxes were filled with food and personal grooming supplies for Christmas.

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*Thank you so much for all the help and support you have given us."*

Food bank Co-ordinator

### Other charitable giving

The church family has supported several charitable societies, including The Bell Tower Drop in Centre, The Bishop's Discretionary Fund, Combat Stress and the Royal British Legion.

## Financial Review

In the year total receipts to the unrestricted funds were £30,491 of which voluntary giving amounted to £18,070, a Gift Aid receipts of £5,063 and a grant amounting to £750. In addition there were restricted receipts of £2,348 which are detailed in the Financial Statements.

The PCC were grateful for various donations, fundraising activities and grants. Grants received was used to continue the maintenance of the church yard.

Unrestricted funds totalling £46,227 were spent to provide the Christian ministry of St. Peter's Church. The largest expenditures of the PCC being the £14,915 paid to the Diocese for our share of Parish Ministry Costs. This amount covers the housing, stipend and pension costs of the clergy, and, also a standard sum for Diocesan central costs, clergy training and a contribution to national church funds. Also the PCC spent a further £14,003 finalising the work to the land behind the church yard to level and seed it for church use. Within the churchyard expenses the PCC spent £1,100 making safe a tomb. Following the retirement of our organist cost of services now includes the fees paid to provide music at our services.

Restricted funds totalling £8,621 were spent during the year. Of which the PCC spent £4,769 on repairs required to the fabric of the church as required by the Quinquennial Review. A further £2,956 was expended on the kitchen & toilet project in respect of architects fees.

The net result for the year for the unrestricted funds was an excess of payments over receipts of £15,735. Adding bank and deposit balances brought forward at the beginning of the year, the balance carried forward in cash and at the bank at 31st December totalled £25,870.

## Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) this equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations.

It is also the PCC policy to invest funds balances with the CBF Church of England deposit fund.

## Structure, governance and management of the charity

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

### Ex Officio members:

Rector	The Reverend Canon Simon Holland	(Chair)
Associate Rector		
Curate	The Reverend Rachel Hawes The Reverend Martha Weatherill	

Churchwardens:	Mrs Annie Barnes	(to April 2018)
	Mr John Proctor	(to April 2018)
	Mrs Jane Ambrose	(from April 2018)
	Mrs Jane Stone	(from April 2018)

### Elected members:

Mrs Lycia Bish	(to April 2018) PCC Secretary & Electoral Roll Officer
Mrs Tina Proctor	(to April 2018) Treasurer
Mr Martin Bennett	
Mr Vic Holloway	
Mrs Katherine Peregrin	(to April 2018)
Mrs Katherine Hughes-Jones	(to September 2018)
Mrs Ann Kent	(to April 2018) Verger
Mrs Fiona Lewis	(to September 2018)
Mrs Jane Ambrose	(to April 2018)
Mrs Jane Stone	(to April 2018)
Mr John Proctor	(from April 2018) Treasurer
Mrs Laura Bradley	(from April 2018)
Mrs Salli Douglas	(from April 2018)
Ms Dawn Egerton	(from April 2018)
Ms Jane Holden	(from April 2018)
Mrs Anne Parker	(from April 2018)

### Co-opted members:

Mr Richard Barnes	(to April 2018) Organist
Mrs Carol Wadsworth-Jones	(from November 2018) Joint Treasurer

### Deanery Synod

#### Reps:

Mrs Tracey Flitcroft
Mr John Whittaker

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the Churchwardens and members of the Deanery, Diocesan or General Synods and 10 members of the church who are elected at the 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.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd Rachel Hawes, PCC Chair



Date 12 March 2019





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# Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31<sup>st</sup> December 2018.

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# St Peter's Church, Westhampnett Summary of Financial Receipts for y/e 31/12/2018

## PAROCHIAL CHURCH COUNCIL OF ST PETER'S, WESTHAMPNETT FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018 RECEIPTS AND PAYMENTS ACCOUNT

	General Unrestricted Fund £	Books Restricted Fund £	Flower Fund Restricted Fund £	Fabric Restricted Fund £	Kitchen & Toilet Restricted Fund £	Maintenance of graves (Gilbert Trust) Restricted Fund £	TOTAL FUNDS 2018 £	TOTAL FUNDS 2017 £
<b>Receipts</b>								
<i>Vote</i> Voluntary Receipts								
2 Planned giving	10,211.55						10,211.55	12,602.40
3 Collections and other giving	5,588.80						5,588.80	7,303.24
4 Income tax recovered	5,063.58						5,063.58	4,892.83
Refund of Vicarage expenses	350.85						350.85	307.25
Donations	1,874.11			800.00			2,674.11	3,580.35
5 Door Alms Box	44.30						44.30	63.84
6 Grants (Parish Council, Deanery & CDBoF)	750.00						750.00	2,100.00
Legacy							-	30,027.90
	23,883.19	-	-	800.00	-	-	24,683.19	60,877.81
<i>Receipts from activities for generating funds</i>								
Produce Stall	874.30						874.30	-
Ride & Stride	205.50						205.50	100.00
History Weekend							-	648.64
Music Recitals / Concerts					750.00		750.00	-
Raffles	985.00						985.00	-
Harvest Supper	151.10						151.10	-
Film Night	381.15						381.15	76.00
Armistice Weekend	187.60						187.60	-
Silent Auction							-	40.00
Jumble Sale							-	303.50
Church Hire	60.00						60.00	-
	2,844.65	-	-	-	750.00	-	3,594.65	1,168.14
<i>Receipts from Church activities</i>								
7 Weddings & Funerals	3,628.00		485.00				4,113.00	2,360.00
Orders of Service	135.86						135.86	-
	3,763.86	-	485.00	-	-	-	4,248.86	2,360.00
<i>Other Receipts</i>								
Insurance claims							-	-
<i>Receipts from investments</i>								
HSBC Savings account interest paid directly to savings account					10.59		10.59	1.61
Interest from CCLA CBF Deposit Fund				59.46			59.46	46.79
Dividend from CCLA CBF Investment Fund						242.39	242.39	237.27
	-	-	-	59.46	10.59	242.39	312.44	285.67
<b>Total receipts</b>	<b>30,491.70</b>	<b>-</b>	<b>485.00</b>	<b>859.46</b>	<b>760.59</b>	<b>242.39</b>	<b>32,839.14</b>	<b>64,691.62</b>

# St Peter's Church, Westhampnett Summary of Financial Payments for y/e 31/12/2018

## PAROCHIAL CHURCH COUNCIL OF ST PETER'S, WESTHAMPNETT FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018 RECEIPTS AND PAYMENTS ACCOUNT

	General Unrestricted Fund	Books Restricted Fund	Flower Fund Restricted Fund	Fabric Restricted Fund	Kitchen & Toilet Restricted Fund	Maintenance of graves (Gilbert Trust) Restricted Fund	TOTAL FUNDS 2018	TOTAL FUNDS 2017
<b>Payments</b>								
<i>Fundraising Costs</i>								
History Weekend							-	207.28
Music Recitals / Concerts					74.99		74.99	-
Raffles	62.34						62.34	-
Harvest Festival							-	-
Jumble Sale							-	64.00
	62.34	-	-	-	74.99	-	137.33	271.28
<i>Church activities</i>								
8 Charitable Donations	500.00						500.00	685.00
Diocesan parish contribution	14,915.00						14,915.00	16,160.00
Clergy expenses	520.07						520.07	-
Vicarage Costs	299.96						299.96	2,168.96
Church running expenses	2,921.70						2,921.70	3,005.06
9 Costs of services	3,295.43		896.42				4,191.85	4,782.69
Childrens' Church	12.74						12.74	932.06
10 Sundries, Printing and stationery	960.08						960.08	222.78
Fixtures & fittings	-						-	935.60
11 Buildings maintenance	1,347.80			4,769.46			6,117.26	366.54
12 Churchyard	3,845.98						3,845.98	2,151.80
Portaloo Hire	1,872.00						1,872.00	1,944.00
13 Land Clearance & fencing	14,003.76						14,003.76	6,032.21
14 Church Insurance	1,700.10						1,700.10	-
Unpresented cheque	(29.47)						(29.47)	-
	46,165.15	-	896.42	4,769.46	-	-	51,831.03	39,386.70
<i>Other Payments</i>								
Architects fees					2,956.46		2,956.46	-
	-	-	-	-	2,956.46	-	2,956.46	-
<b>Total payments</b>	<b>46,227.49</b>	<b>-</b>	<b>896.42</b>	<b>4,769.46</b>	<b>3,031.45</b>	<b>-</b>	<b>54,924.82</b>	<b>39,657.98</b>
<b>Excess of Receipts over Payments</b>	<b>(15,735.79)</b>	<b>-</b>	<b>(411.42)</b>	<b>(3,910.00)</b>	<b>(2,270.86)</b>	<b>242.39</b>	<b>(22,085.68)</b>	<b>25,033.64</b>
Transfers to / from CCLA CBF deposit account							-	-
Transfers to / from HSBC Savings account					(10.59)		(10.59)	(10,001.61)
Transfer to Fabric Fund							-	-
Transfer to Kitchen & Toilet Fund							-	-
Transfer to Maintenance Of Graves Fund							-	-
Cash on hand at 1 January 2018	853.64						853.64	(853.64)
Cash on hand at 31 December 2018							-	-
Bank <b>current</b> account at 1 January 2018	40,752.24	224.08	507.23	7,012.31	2,504.33	261.86	51,262.05	37,083.66
Bank <b>current</b> account at 31 December 2018	25,870.09	224.08	95.81	3,102.31	222.88	504.25	30,019.42	51,262.05

# St Peter's Church, Westhampnett

## Statement of Assets and Liabilities for y/e 31/12/2018

### PAROCHIAL CHURCH COUNCIL OF ST PETER'S, WESTHAMPNETT

#### STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2018

	<i>Unrestricted</i>	←----- <i>Restricted</i> -----→						Totals 2018 £	2017 £
	General Fund	Books	Flowers	Fabric	Kitchen & Toilet	Maintenance of Graves (Gilbert Trust)	Chancel Trust		
	£	£	£	£	£	£	£	£	£
<b>Monetary assets</b>									
Bank Treasurer Current Account	25,870.09	224.08	95.81	3,102.31	222.88	504.25		<b>30,019.42</b>	51,262.05
Bank Savings Account					10,112.20			<b>10,112.20</b>	10,101.61
Cash on hand	-							-	853.64
CCLA CBF Deposit Fund				14,994.47				<b>14,994.47</b>	14,994.47
Chancel Trust Restricted income							2,033.63	<b>2,033.63</b>	1,869.58
	<b>25,870.09</b>	<b>224.08</b>	<b>95.81</b>	<b>18,096.78</b>	<b>10,335.08</b>	<b>504.25</b>	<b>2,033.63</b>	<b>57,159.72</b>	<b>79,081.35</b>
	-								
<b>Debtors</b>									
<b>Investment assets</b>									
Gilbert Trust (446 CBF Investment Fund (Income) shares (mkt value)						7,202.23		<b>7,202.23</b>	7,311.90
Chancel Trust Restricted Income (276 CBF Investment Fund (Income) shares plus (64.25 Fixed Income Securities Fund 15 units) (mkt value)							4,559.61	<b>4,559.61</b>	4,524.86
<b>Other assets</b>									
<b>Total assets</b>	<b>25,870.09</b>	<b>224.08</b>	<b>95.81</b>	<b>18,096.78</b>	<b>10,335.08</b>	<b>7,706.48</b>	<b>6,593.24</b>	<b>68,921.56</b>	<b>90,918.11</b>
<b>Liabilities</b>									
<b>Total liabilities</b>	-	-	-	-	-	-	-	-	-

# St Peter's Church, Westhampnett

## Notes to the Financial Report for y/e 31/12/2018

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- 1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2011, using the Receipts and Payments basis.
- 2 Planned Giving refers to payments received by standing order and direct debit into the Treasurer Current Account, including Parish Giving Scheme but excluding Gift Aid refund element £1649.24.
- 3 Collections and other Giving includes weekly cash collections and gift aid envelopes, also irregular collections.
- 4 Gift Aid repayments - PGS element of £1649.24 plus claims for the year ended 31/12/2017 & GASDS to 5/4/18. Any repayment relating to specific donations is shown in the relevant restricted fund.
- 5 Includes payments received for history books.
- 6 Grants from Parish Council £750 for upkeep of Church Yard.
- 7 Weddings & Funerals - Receipt shown is the amount retained by the PCC only. (i.e excludes Receipts & Payments passed on to third parties e.g to Chichester Diocese, organist, verger fees etc).
- 8 Donations to Charities includes payments to The Bell Tower Drop In Centre & Save the Children.
- 9 Costs of services includes £1085 for Organist Fees.
- 10 Includes costs of producing monthly news letters and Orders of service.
- 11 Buildings maintenance includes Quinquennial maintenance work on Church Fabric plus costs of refurbishing the vestry.
- 12 Churchyard costs include £1100 final payment for work required on dangerous tomb.
- 13 Costs of clearing land to rear of church for graveyard extension and Parish use.
- 14 Church Insurance now paid directly by PCC previously included in Parish share to Diocese.
- 15 First year the Diocese have separately shown our holding in the Fixed Income securities Fund.

Approved by the Parochial Church Council on 12 March 2019 and signed on its behalf,



The Revd Rachel Hawes  
Chair  
Date 12 March 2019

# Independent Examiner's Report to the PCC of St Peter's Church, Westhampnett for the Year Ended 31<sup>st</sup> December 2018

## Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Peter Westhampnett, on the annual report for the year ended 31<sup>st</sup> December 2018 set out on pages X to Y

**Respective responsibilities of trustees and examiner**

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention ~~(other than that disclosed below in Section B \*)~~

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

*\* Please delete the words in the (brackets) if they do not apply*

**Examiner's signature**



**Examiner's name** CAPITALS

.....Rachel Bryan.....

**Date**

...3 March 2019.....

**Relevant professional qualification(s) or body if any**

.....

**Examiner's address**

.....22 Maplehurst Road, Summersdale Chichester West Sussex PO19 6QL.....

# Independent Examiner's Report to the PCC of St Peter's Church, Westhampnett for the Year Ended 31<sup>st</sup> December 2018

## Section B

### Disclosure

**Only complete if the examiner needs to highlight material problems** *for example:*

- accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

Give here brief details of any items that the examiner wishes to disclose