

---

# 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 2019

---

ST·PETER'S·CHURCH



WESTHAMPNETT

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



## CONTENTS

	<b>Page</b>
Trustees annual report	5
Summary of Financial Receipts and Payments	14
Statement of Assets and Liabilities	15
Notes to the Financial Report	16
Report of the Independent Examiner	20

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, Summersdale, Chichester PO19 6QL.

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



# St Peter's Westhampnett:

## Trustees Annual Report for 2019

### 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 2019 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 in our Mission Action Plan

Our work throughout the year, both within our church community and within the wider community that we serve, continues to be underpinned and inspired by the vision of our 5-year Mission Action Plan, agreed in 2018. 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.

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

### Attendance at worship and our services

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.

After the 5<sup>th</sup> year revision of the Church Electoral Roll, in April this year, there were 77 names on the Roll, of whom 57 are not resident within the parish. There was 1 addition during the year, bringing the number to 78 at the year's end. The average regular weekly attendance, counted during October, was 41. This number increases to around 100 at festivals.

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, offer a presentation based on the theme for the Sunday and write and lead the Intercessions. It has been lovely to see the younger siblings in our families eager to take part, just like their older brothers and sisters. In addition to this, the children's Serving Team, 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.

---

*"He really wants to read in church now, just like his brother and is really excited about it!"*

Parent via WhatsApp

---

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 Nativity set) were processed to the Crib for Epiphany season.

This Easter we again 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 around the village to the church, singing Easter hymns. The star of this

---

*The Services of Holy Week are some of the most beautiful and varied in the Church's liturgy. The Church seeks to enter into the events that led up to Jesus' crucifixion, as they are described in scripture, so that we can imaginatively and spiritually experience those events for ourselves...Do come and join us.*

From the Parish Newsletter

---

procession was undoubtedly Boysee the donkey. He has become an old friend, supplied again this year by Hayling Island Donkey Sanctuary. He was gentle and well behaved and the children loved him. The dramatised Passion Gospel during the service was movingly performed by our *Open the Book* team.

Holy Week at St Peter's included a full observance of the Triduum with the traditional services of Maundy Thursday; 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 21 May we celebrated the Eucharist of Ascension Day together at St Peter's. This was a very happy occasion, with the full choir from St Paul's

attending and celebratory drinks afterwards. On 28 June we joined the congregation at St Paul's for our joint Patronal Festival, again with a party afterwards. Finally, on 20 October, we celebrated a Eucharist of thanksgiving for 25 years of women's ordination to the priesthood. This was a really joyful service, conducted jointly by the women priests from both churches, several of whom spoke movingly of their sense of vocation and their experiences both before and after ordination.

This year, the new Westhampnett Community Hall was opened by the Duchess of Richmond & Gordon on 30 November. The St Peter's community has been glad to support the Parish Council in this project and to be the first to take a regular booking of the Hall. We did this in December, in order to launch a fresh venture, as part of our mission to connect with the growing village community in Westhampnett - a weekday Eucharist, held on the first Wednesday of each month, followed by a Village coffee morning. We were particularly glad to see residents from both Nursing Homes in the village attending and we hope that, as the event becomes established, we can encourage young mothers with toddlers to attend as well.

The Advent and Christmas seasons saw some very special services for children and adults alike. This year, we again held an Advent Evening Service of Light. We were delighted to welcome a visiting four-part choir made up of three Lay Vicars from Chichester Cathedral with a soprano from St Martin-in-the-Fields, London. They gave us a feast of beautiful music, including a most moving performance of *Remember O thou Man* by Thomas Ravenscroft. 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. In addition this year, our *Open the Book* team led a charming (and very funny Crib Service) in which our children acted, telling the story of the Nativity, with Mary and Joseph and a host of very convincingly confused shepherds and runaway sheep!

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!

---

*"One of my children hid baby Jesus under her pillow; but luckily we found Him in the morning!"*

A Parent

---

The Christmas Carol service was supported by the beautiful singing of a choir from Chichester University. It proved very popular and was well attended. A highlight of the Service was the choir's rendition of *Silent Night*, accompanied on the flute by one of our children. Midnight Mass and Christmas Day Services were well attended and on Christmas Day the children enjoyed a 'Christmas Star Hunt' - the little children taking a delight in discovering the silver stars that had 'fallen from the sky' on Christmas Night and were, it turned out, hiding a chocolate in the centre of each!

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.

This year we have been delighted to welcome the Reverend Anthony Freeman to St Peter's, to assist the Associate Rector both in conducting services and in pastoral work.

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

We continue to welcome new members of the Christian community in Baptism. This year we baptised 6 children and 2 adults. We were particularly glad to see families from the new housing developments – part of the growing village of Westhampnett - bringing their young children for Baptism.

We 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.

In addition we 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 (*Living Christ*), which,

in recognition of the Diocesan *Year of Vocation*, looked at the personal stories of individual Christians and what it means to live out vocation in the Christian life.

We continue to seek, through lay involvement in this and other teaching programmes, to extend opportunities to encourage vocation and the exercise of ministry and gifts within the life of our community.

### **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) have sponsored 2 donkeys at the Hayling Island Donkey Sanctuary, 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 hugely enjoyable 70s Evening (*Beatles & Beyond*); a car boot sale; and a really successful *Carols Round the Village* event, which took place over two evenings in December and was very popular with the local community. 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.

We also took part in the *Great British Spring Clean* – a national movement to encourage communities to care for their environment and to pick up litter. Members of the congregation joined with people from the local community for this event and we hosted tea and cakes in the church afterwards. It was particularly nice to welcome families with young children to help with this important project.

### **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 two adult baptisms) and 5 weddings. In addition, 10 couples are currently preparing for marriage. We also held 5 funerals and 1 interment of ashes, as well as 4 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.

---

*Such a peaceful, prayerful place – thank you for keeping it open.*

Entry in our Visitors' Book

---

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 to the church to learn about its history and to listen to the Associate Rector explaining when the church was built and how it has been altered over the centuries. They were particularly fascinated by the Roman tiles, set in the exterior of south wall – although the younger children (whose sense of time and chronology is not fully developed) assumed that the Associate Rector knew the Romans personally!

### **Safeguarding**

The PCC takes its Safeguarding responsibilities seriously and seeks to ensure that children and vulnerable adults within the church community are protected at all times. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have ‘due regard’ to guidance issued by the House of Bishops on matters relating to the Safeguarding of children and vulnerable adults and has adopted the House of Bishop’s *Promoting a Safer Church; Safeguarding Policy Statement*.

We have completed the Diocesan online programme *Simple Quality Protects*, which is a tool designed to help PCCs achieve the best standards of Safeguarding in a focussed way. This tool has enabled us to review and revise our Safeguarding Policies and process documents in the light of the most recent guidance.

All volunteers working with children or vulnerable adults are subject to DBS checks and have undergone the following Safeguarding Training:

C0 – Safeguarding Basic Awareness

C1 – Safeguarding Foundation

C2 – Safeguarding Leadership

Clergy have, in addition, undergone:

C3 – Clergy and Lay Ministers

Safeguarding is a standard item on all PCC Agendas and our Parish Safeguarding Officer reports regularly. We have had no Safeguarding incidents in the period covered by this Report.

## **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 mown and maintained. 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. Detailed final plans have now been prepared and were submitted to the DAC in May. The DAC has indicated that it is in sympathy with our proposals, although it

has deferred our application for answers on a number of minor technical points. It has also advised us that we should wait before re-applying until we have been able to raise at least 60% of the overall costs of the project. We have therefore begun work on fund-raising and grant applications.

### **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.

---

*“Thank you so much for your continued support for the food Bank..”*

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**

Regular readers of this document may find it helpful to know that the format of the Financial Report has been updated this year to adopt the template proposed by the Parish Advisor in order to provide greater clarity and consistency in financial reporting. The Summary of Financial Receipts and Payments now provides a simple overview - further details are given in tables in the notes to the accounts (the Notes). The Statement of Assets and Liabilities no longer specifies individual funds - this detail is found in the Statement of Funds, also in the Notes. There have been two further significant changes - firstly, a review of the status of the Book Fund and Flower Fund has identified that they are funds designated by the PCC for a specific purpose and not restricted funds as previously shown in the accounts (the difference between the two is explained in the Notes); secondly, Chichester DBF have reviewed the status of the Chancel Trust and concluded that it is not an asset belonging to the PCC. In practice these changes will have little impact on the PCC’s finances. The Book and Flower Funds can still be expended and, in future, the income of the Chancel Trust will be paid to the PCC to contribute to insuring the Chancel. Finally, one minor change, the Kitchen and Toilet Fund has been renamed – it is now the Reordering Fund.

In the year total receipts amounted to £33,238 and total expenditure amounted to £41,283 – there was therefore an overall £8,045 net outflow of funds. However, as indicated below, the majority of this net outflow related to extraordinary expenditure on the Reordering Project - the normal operating activities of the church almost broke even. The Reordering Project is borne by of the Reordering Fund, a restricted fund raised specifically for that purpose. The normal operating activities of the church are borne by the unrestricted funds, primarily the General Fund.

Restricted funds receipts totalling £366 related to interest on investments. The expenditure of £8,089 related to obtaining architects and archaeologists reports to progress the Reordering Project. The net result for the restricted funds was an excess of payments over receipts, a £7,723 outflow of funds. Taking into account balances brought forward at the beginning of the year this left restricted monetary assets (including the DBF deposit account) of £21,213 at the end of the year to carry forward to 2020. In addition there were investment assets valued at £8,549.

Unrestricted funds receipts amounted to £32,872. The PCC was grateful for many donations and grants amounting to £25,575 and for the activities of the events committee and individuals who raised £3,622 from trading activities and by promoting voluntary giving through sponsored events, carol singing and bucket collections. In addition, statutory fees for weddings and funerals produced £2,871 and there was a small amount of bank interest.

Expenditure from the unrestricted funds amounted to £33,194 of which £32,340 were spent to provide the Christian ministry of St Peter’s Church and £854 were spent on fund raising. As in the past, the largest expenditure was our parish share - £15,392 paid to the Diocese to contribute to the housing, stipend and pension costs of the clergy, and also a standard sum for Diocesan central costs, clergy training and contribution to national church funds. The other main costs were, as is to be expected, the cost of services, including organist fees, choral fees and children’s participation, and church running costs.

The net result for the unrestricted funds was an excess of payments over receipts, a £322 outflow of funds of which £66 related to the General Fund and £256 to the Designated Book and Flower Funds. Taking into account balances brought forward at the beginning of the year this left unrestricted monetary assets of £25,868 to carry forward to 2020. There were no investment assets in the unrestricted funds.

## Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which 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 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	
Associate Rector	The Reverend Rachel Hawes	(Chair)
Curate	The Reverend Martha Weatherill	

Churchwardens: Mrs Jane Ambrose  
Mrs Jane Stone

### Elected members:

Mr Martin Bennett	(to April 2019)
Mr Vic Holloway	(to April 2019)
Mr John Proctor	(to April 2019) Treasurer
Mrs Laura Bradley	(from April 2018)
Mrs Salli Douglas	(from April 2018) PCC Secretary & Electoral Roll Officer
Ms Dawn Egerton	(from April 2018) Safeguarding Officer
Mrs Anne Parker	(from April 2018) Sidesperson
Mr Sean Page	(from April 2019)

### Co-opted members:

The Reverend Anthony Freeman

### Deanery Synod Reps:

Mrs Tracey Flitcroft	(to November 2019)
Mrs Anne Parker	(from April 2019)

### Appointed under CCR Rule 15 (e)(i)

Mrs Carol Wadsworth-Jones	(from April 2019) Treasurer
---------------------------	-----------------------------

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 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: 10 March 2020

---

# 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 2019

## CONTENTS

	<b>Page</b>
Summary of Financial Receipts and Payments	14
Statement of Assets and Liabilities	15
Notes to the Financial Report	16
Report of the Independent Examiner	20

# St Peter's Church, Westhampnett

## Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows

	<i>Unrestricted</i>		<i>Restricted Funds</i>	<b>Total All Funds 2019</b>	<i>Total All Funds 2018</i>	Notes
	<b>General Fund</b>	<b>Designated Funds</b>				
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	25,575	-	-	<b>25,575</b>	24,889	
Charitable activities	2,871	-	-	<b>2,871</b>	3,628	
Other trading activities	4,413	-	-	<b>4,413</b>	4,010	
Investments	13	-	366	<b>379</b>	312	
Other receipts	-	-	-	-	-	
<b>Total received</b>	<b>32,872</b>	-	<b>366</b>	<b>33,238</b>	32,839	2
<b>Expenditure on:</b>				-		
Cost of raising funds	14	-	-	<b>14</b>	-	
Charitable costs	32,084	256	-	<b>32,340</b>	51,831	
Trading costs	840	-	-	<b>840</b>	137	
Other payments	-	-	8,089	<b>8,089</b>	2,956	
<b>Total paid</b>	<b>32,938</b>	<b>256</b>	<b>8,089</b>	<b>41,283</b>	54,925	8
<i>Reconciliation of funds:</i>						
<b>Net income or (net expenditure)</b>	<b>(66)</b>	<b>(256)</b>	<b>(7,723)</b>	<b>(8,045)</b>	<b>(22,086)</b>	
Transfers between funds	-	-	-	-	-	
<b>Net movement in funds</b>	<b>(66)</b>	<b>(256)</b>	<b>(7,723)</b>	<b>(8,045)</b>	<b>(22,086)</b>	
Bank/Cash funds at 1 January	25,870	320	28,936	<b>55,126</b>	77,212	
<b>Bank/Cash funds at 31 December</b>	<b>25,804</b>	<b>64</b>	<b>21,213</b>	<b>47,081</b>	55,126	A&L

# St Peter's Church, Westhampnett

## Statement of Assets and Liabilities

Our financial position at the year end was

	Unrestricted		Restrict ed Funds	Total All Funds 2019	Total All Funds 2018	Note s
	Genera l Fund	Designate d Funds				
	£	£	£	£	£	
<b>Assets:</b>						
Cash (and CQs) in hand	511			511		
Bank current account	16,414	64	3,965	20,443	30,019	
Bank deposit account	8,879	-	2,254	11,133	10,112	
CCLA - CBF Deposit Fund	-	-	14,994	14,994	14,994	
PCC-owned bank & cash funds	25,804	64	21,213	47,081	55,126	R&P
Diocesan Assigned Fees received	552	-	-	552	-	
<b>Total monetary assets</b>	<b>26,356</b>	<b>64</b>	<b>21,213</b>	<b>47,633</b>	<b>55,126</b>	
DBF Chancel Trust Accum. Income			2,208	2,208	2,034	16
Gift Aid recoverable (est.)	2,000	-	-	2,000	-	
<b>Debtors</b>	<b>2,000</b>	<b>-</b>	<b>2,208</b>	<b>4,208</b>	<b>2,034</b>	
446 CBF Income Shares (mkt value)	-	-	8,549	8,549	7,202	
<b>Investment assets at market value</b>	<b>-</b>	<b>-</b>	<b>8,549</b>	<b>8,549</b>	<b>7,202</b>	
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total assets</b>	<b>28,356</b>	<b>64</b>	<b>31,970</b>	<b>60,390</b>	<b>64,362</b>	
<b>Liabilities:</b>						
Unpaid Diocesan fees for weddings/funerals	552	-	-	552	-	
Contribution to Payback Team	500			500		
Printing	385			385		
Design of porch grilles			300	300		
Service music	490		-	490	-	
<b>Total liabilities</b>	<b>1,927</b>	<b>-</b>	<b>300</b>	<b>2,227</b>	<b>-</b>	

# St Peter's Church, Westhampnett

## Notes to the Financial Report

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

### 2. Analysis of total received

	Unrestricted		Restrict ed  Fund/s	Total All Funds  2019	Total All Funds  2018	Note s
	Gener al  Fund	Designate d  Funds				
	£	£	£	£	£	
Planned giving	11,534			11,534	10,212	3
Collections and other giving	4,912			4,912	5,589	4
Income tax recovered	4,741			4,741	5,064	5
Refund of Vicarage expenses	-			-	351	
Donations	3,104			3,104	2,674	6
Door Alms Box	-			-	44	
Grants	800			800	750	
Legacy	-			-	-	
Sponsored events	180			180	206	
Carol Singing	241			241	-	
Event collections	63			63	-	
<b>Donations and legacies</b>	<b>25,575</b>	-	-	<b>25,575</b>	24,889	
Statutory fees for weddings & funerals	2,871			2,871	3,628	
<b>Charitable activities</b>	<b>2,871</b>	-	-	<b>2,871</b>	3,628	
Weddings & funerals (other)	1,275			1,275	621	7
Events	1,301			1,301	1,470	
Raffles	1,198			1,198	985	
Tombolas	72			72	-	
Sales (Car boot, plants, art etc)	567			567	874	
Church centre hiring fees	-			-	60	
<b>Other trading activities</b>	<b>4,413</b>	-	-	<b>4,413</b>	4,010	
Bank & CBF deposit interest	13		118	131	70	
CBF investment fund dividend			248	248	242	
<b>Investments</b>	<b>13</b>	-	<b>366</b>	<b>379</b>	<b>312</b>	
Other receipts	-			-	-	
<b>Total received on all funds</b>	<b>32,872</b>	-	<b>366</b>	<b>33,238</b>	32,839	

3. Planned Giving refers to payments received by standing order and direct debit into the Treasurer's Current Account, including Parish Giving Scheme but excluding the Gift Aid element.
4. Collections and Other Giving includes weekly cash collections, gift aid envelopes and other irregular collections.
5. Income tax recovered relates to Gift Aid repayments – Parish Giving Scheme element of £2,103 plus claims for the year ended 31/12/18 and GASDS to 5/4/19.
6. Donations relate to voluntary giving outside the context of services or fundraising events.
7. Wedding/funeral and baptism receipts over and above statutory fees (flowers, orders of service, organist, vergers etc.)

#### 8. Analysis of total paid

	Unrestricted		Restricted Fund/s	Total All Funds 2019	Total All Funds 2018	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Sponsored event	4			4	-	
House to house badges - Carol singing	10			10	-	
<b>Cost of raising funds</b>	<b>14</b>	<b>-</b>	<b>-</b>	<b>14</b>	<b>-</b>	9
Charitable grants and donations	476			476	500	10
Parish share to Chichester Diocese	15,392			15,392	14,915	
Honoraria	265			265	-	11
Clergy and other people's expenses	342			342	520	12
Vicarage Costs	-			-	300	
Cost of services	4,222	256		4,478	4,192	13
Children's Church	-			-	13	
Insurance	1,747			1,747	1,700	
Sundries, Printing & stationery	977			977	960	14
Church running costs	3,112			3,112	2,922	
Church maintenance & redecoration	1,887			1,887	6,117	
Churchyard	1,792			1,792	3,846	
Portaloo Hire	1,872			1,872	1,872	
Land Clearance and fencing	-			-	14,004	
Unpresented cheque	-			-	(29)	
<b>Charitable costs</b>	<b>32,084</b>	<b>256</b>	<b>-</b>	<b>32,340</b>	<b>51,831</b>	
Events costs	807			807	75	
Raffles	33			33	62	
<b>Trading costs</b>	<b>840</b>	<b>-</b>	<b>-</b>	<b>840</b>	<b>137</b>	
Reordering costs: Architect			7,387	7,387	2,956	15
Reordering costs: Archaeology WSI			702	702		15
<b>Other payments</b>	<b>-</b>	<b>-</b>	<b>8,089</b>	<b>8,089</b>	<b>2,956</b>	
<b>Total paid on all funds</b>	<b>32,938</b>	<b>256</b>	<b>8,089</b>	<b>41,283</b>	<b>54,925</b>	

9. Cost of raising funds where no consideration is provided – i.e. promoting voluntary giving.
10. Donations to charities including The Bell Tower Drop In Centre, the British Legion and the Bible a Month Scheme.
11. Honoraria relates to payments made to the Verger and Bell Ringer for weddings/funerals/baptisms.
12. Clergy expenses amounted to £328 relating to stationery, printing and provision of the Lent Course. One member of the PCC claimed printing expenses of £14.
13. Cost of services includes service items, flowers, children's participation and music.
14. Includes the cost of producing monthly newsletters and Orders of Service.
15. The Kitchen and Toilet Fund has been renamed – it is now known as the Reordering Fund. Fees relate to progressing the application to the Diocesan Advisory Committee for the Care of Churches for formal advice for the reordering of the church. The project will provide kitchen and toilet facilities.
16. Following advice from the Chichester Diocesan Fund and Board of Finance it is no longer appropriate to treat the Chancel Trust as a PCC asset. We are advised that the true status of the Chancel Trust Fund is that it is owned by the Chichester DBF (not as custodian trustee). The income will be paid to the PCC in order to contribute to insuring the Chancel. The accounts have been modified accordingly, the Chancel Trust assets have been excluded from our accounts and accumulated income is shown as a debtor until such time as it is paid to the PCC.
17. Statement of Funds:

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

There are no endowed funds.

Restricted Funds are not invested permanently but are to be spent within reasonable timescales for specific purposes.

The restricted funds comprise the Fabric Fund (to maintain the fabric of the church) and the Gilbert Trust (for the maintenance of certain graves).

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

The unrestricted funds comprises the General Fund and a designated sum for the purchase of Books (the Book Fund) and Flowers (the Flower Fund), the latter has now been exhausted. Both funds were previously shown as restricted funds but a review has established that they are in fact designated funds.

The summary of all funds appears on the next page.

## 18. Summary of funds

Fund receipts and payments and final balances are as follows:

### Statement of funds

	Balances b/fwd 1 Jan 2019	Receipts	Payments	Transfers, Other gains and losses	Balances c/fwd 31 Dec 2019
	£	£	£	£	£
None					
<b>Total endowed funds</b>	-	-	-	-	-
Fabric fund	18,097	109	-	-	<b>18,206</b>
Reordering Fund	10,335	8	(8,089)	-	<b>2,254</b>
Gilbert Trust	7,706	249	-	1,347	<b>9,302</b>
<b>Total restricted funds</b>	<b>36,138</b>	<b>366</b>	<b>(8,089)</b>	<b>1,347</b>	<b>29,762</b>
General fund	25,870	32,872	(32,938)		<b>25,804</b>
Designated Book Fund	224	-	(160)		<b>64</b>
Designated Flower Fund	96	-	(96)		-
<b>Total unrestricted funds</b>	<b>26,190</b>	<b>32,872</b>	<b>(33,194)</b>	-	<b>25,868</b>
<b>Total funds</b>	<b>£62,328</b>	<b>£33,238</b>	<b>£(41,283)</b>	<b>£1,347</b>	<b>£55,630</b>

Approved by the Parochial Church Council on 10 March 2020 and signed on its behalf,



The Revd Rachel Hawes  
Chair  
Date: 10 March 2020

# Independent Examiner's Report to the PCC of St Peter's Church, Westhampnett for the Year Ended 31<sup>st</sup> December 2019

## 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 2019 set out on pages 1 to 19

### 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 Acthave 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

15 March 2020

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

### Examiner's address

22 Maplehurst Road, Chichester, W. 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 2019

## Section B

## Disclosure

**Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners) 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