
Trustees Annual and Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31st December 2020

ST·PETER'S·CHURCH



WESTHAMPNETT

Registered Charity No: 1191476

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

CONTENTS

	Page
Trustees annual report	5
Summary of Financial Receipts and Payments	15
Statement of Assets and Liabilities	16
Notes to the Financial Report	17
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

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 2020

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.

Registration

As our annual income does not currently exceed £100,000 we have always been an Excepted Charity. This year, however, we sought and were given permission to apply for voluntary registration. We did this in preparation for the fundraising we are about to undertake for our Re-ordering Project.

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 2020 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 of 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; and
- Managing and adapting all of the above plans in the light of the Covid-19 restrictions introduced by Government Regulation to ensure that, as far as possible, all our charitable objectives continued to be fulfilled.

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 2017. 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

The effect of the Covid-19 Government Regulations on St Peter's

Inevitably, this year, everything that we have done has been affected by the Covid-19 pandemic and the Government Regulations associated with its control. It has been a year of continual change and re-assessment and it has been difficult to make long-term plans or to carry forward those that we had already made. Nevertheless, as far as possible, we have attempted to carry on as normal, because we know that the routine and the familiar are important to many of those we serve; not least because their lives have been so disrupted and restricted in other ways.

It is our normal practice at St Peter's to keep the church open daily between 9.00 am and 4.00pm. Government Covid-19 Regulations affected this as follows:

- Public worship was suspended on 17 March, but churches were, at that point, allowed to remain open for private prayer.
- All churches were required to close from 23 March to 14 June.
- All churches were permitted to re-open for private prayer on 15 June.
- Public worship was permitted to resume on 4 July.
- Public worship was suspended again from 5 November to 2 December, but churches were permitted to remain open for private prayer.

St Peter's was closed as required from 23 March to 14 June. We undertook the required statutory risk assessment and re-opened on 15 June for private prayer. We would have liked to resume public worship immediately but our risk assessment indicated that we could not do so until we had made the building sufficiently Covid-safe for congregational movement. This involved the removal of all fixed pews in the north and south aisles, for which we had to obtain Archdeacon's Temporary Re-ordering Licence. We did this to enable circulation space with social distancing and, in particular, to allow a 'one-way' system for congregation members, leaving and returning to their seats when they received Holy Communion.

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 at Christian worship is a major demonstration of the public benefit of our activities.

Throughout 2020 Covid our approach was, as far as permitted by the Government Regulations, to ensure that we maintained our 'open' church ethos in every way we could.

During the whole period when churches were permitted to open, St Peter's was open; with clear notices both on the premises, on our website and on the Church of England's *A Church Near You* website, to let people know that this was the case. Those who visited the church were able to leave prayer requests and light candles and we found that many did this and obviously found it comforting to do so.

When public worship was suspended, we immediately made alternative provision in the following ways:

- The Associate Rector communicated regularly with the church community, using the Electoral Roll email list. She sent out a weekly pewsheet with readings, a reflection and sometimes photographs of the church and countryside around. We wanted people to be able to 'see' their church in pictures, even if they were not able to go in. Many people commented how much they liked receiving this and how the photographs cheered them. The pewsheet was also put on our website and posted to all those who were not online.
- The Parish Eucharist continued to be celebrated on Zoom every Sunday. We felt it important to use Zoom, rather than to livestream the service, because we wanted people to be able to participate in the service 'in real time' and to be able to see and communicate with one another and with the clergy. For this reason, we held an open 'social' session after each service so that parishioners could chat. Many people said how important this had been in counteracting the loneliness and isolation caused by lockdown. Our average weekly attendance on Zoom was 32.
- We added additional weekday Compline services on Zoom, to enable people to stay connected during the week.
- We understood that IT was not the ideal method of communication for some of our older parishioners and we offered guidance by telephone to anyone who was online but was unfamiliar with Zoom or other aspects of IT.
- We established a telephone rota to contact all those who were not online and ensure that we kept in touch with them.
- We offered help with shopping, the collection of prescriptions etc to all who needed it.
- We were anxious to ensure that holding services on Zoom did not exclude those who were not on the Electoral Roll email list so, as well as posting details on our website, we also advertised on posters throughout the village, so that anyone who wished to join could contact the Associate Rector to be included. We found that a number of people joined our worshipping community in this way and then came to church when public worship was permitted to resume.

"Thank you so much for the pewsheet and the lovely photographs. They really made me smile at the beauty around us, despite everything – especially God's promise in the photo of the rainbow."

"Thank you so much for the beautiful montage of St Peter's at Remembrance time. There is a strange feeling of peace about the pictures, which is odd in a way given the context. The church truly is a sanctuary."

Parishioners by email

As a result of Covid restrictions, the annual revision of the Church Electoral Roll took place later than normal this year, in September. After revision, there were 85 names on the Roll (an increase of 8 from the previous year), of whom 64 are not resident within the parish. The average regular weekly attendance, counted during October, was 32 (as opposed to 41 in 2019). Given all the pressures and difficulties caused by Covid we were very pleased that this number had not decreased more significantly, as a high proportion of our regular congregation is elderly and shielding.

We were concerned not to lose our children's ministry during these difficult times. We were very glad to see how many children (and their pets!) joined our Zoom services and, when public worship was permitted again, we continued with the Family Eucharist, on the first Sunday of every month. We design this service to ensure participation by children of all ages. Children read the lessons, give presentations based on the theme for the Sunday and write and lead the

"She has just suddenly said she wants to take part and now there is no stopping her! We are so pleased."

A Parent by email

prayers. We believe that participating and 'performing' in church helps to grow children's confidence in a way which feeds into all other parts of their lives, including school. In a time when the mental health and well-being of children has given cause for concern, this was never more important.

Our children's Serving Team, has grown in strength and nearly all our children, between the ages of 6 and 10, now serve. The

team continued to serve during the year, although we adapted what they did and restricted their movement during the service to ensure social distancing.

Our Church Year began as usual, with a joyful Family Service for Epiphany, in which the beautifully decorated 3 Kings (from our Nativity set) were processed to the Crib for Epiphany season.

Then, on 23 March, the Covid pandemic intervened and public worship was suspended.

Holy Week and Easter – the most important feast of the Christian year, fell during lockdown when the church was closed. Inevitably all our plans had to be revised.

“ Dear Friends

This Sunday is Palm Sunday and although, sadly, we cannot gather (with Boysee the donkey!) to process around the village to Church, I will still be celebrating the Eucharist and blessing Palms (on Zoom) and I do hope you can join me.”

Email from the Associate Rector

At the start of Holy Week, on Palm Sunday, we would normally have processed through the village singing hymns, with a donkey and the children dressed up as disciples - this was, of course, not possible. All our services had to be transferred to Zoom.

Holy Week 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, adapted for online delivery. The paschal candle (a symbol of the light of Christ) was still lit and photographs of the church at Easter were sent to everyone on the email list and posted on our website.

The lockdown interrupted our new weekday Eucharist and coffee morning in the Westhampnett Community Hall. This was a project we launched in 2019, as part of our mission to connect with the growing village community in Westhampnett. It had been proving popular with more elderly residents of the village and also some young families. We were able to hold a few of these services during the year but the Hall was mostly closed and we had to transfer the service to Zoom. It will be re-instated as soon as it is permissible.

From 2 August to 1 November we were able to hold services in church again and this was a source of great joy to the whole community. It enabled us to hold a really happy Harvest Festival, Family Service with all the children taking part and donations for the Food Bank collected.

Throughout 2020, even when public worship was permitted, congregational singing was not allowed. We very much missed sung music and we decided to employ local musicians, to sing the service hymns and an anthem during Communion. This proved hugely popular with the congregation – many people said how much hearing live music lifted their spirits. In addition, the musicians, for whom lockdown had been a depressing time, were really grateful for the work and for an opportunity to perform and obviously enjoyed coming to St Peter's - so everyone benefitted.

A large part of the Advent Season fell outside of lockdown but public worship was still suspended on Advent Sunday so we had to cancel our Advent Service of Light which was a source of great regret, as we had planned a quartet of singers and some beautiful music.

During the second lockdown in November we reverted to Zoom.

We were worshipping together again in church by Christmas and we were so glad to be able to return to some form of normality – to be able to decorate our Christmas tree again this year, with the children helping and to put out the Crib. Our Crib Figures continue to be a source of delight to the younger children. The Crib is the focal point of the church at Christmas with the open altar as the 'stable'. We also use the Crib figures to 'tell the story' of Advent and Christmas for the children, in Services which fully engage their imaginations. This year, our children acted a charming Crib Service (not diminished by social distancing) telling the story of the Nativity.

The candlelit Christmas Carol service was one of the highlights of the Christmas season. Although congregational singing was not possible we had a small choir of four professional singers, who gave us an evening of the most beautiful music. The service was well attended and, for many, it was the first event they had been to since the November lockdown.

We noticed, however, in the weeks just before Christmas, that service attendance began to fall away significantly. Many people became increasingly anxious about the more transmissible versions of the Coronavirus in circulation, and, although we continued to ensure that all possible Covid-safe measures were in place, those who had been happy to attend public worship before, began to stay at home. In addition, many younger households were shielding so that they could visit elderly relatives at Christmas. All of this meant that attendance at our Midnight Mass and Christmas Day Services were well down on the previous year. However those who did attend enjoyed beautiful music and, on Christmas Day, those who came were treated to a 'Christmas Star Hunt'. The little children took a delight in discovering the painted stars that had 'fallen from the sky' on Christmas Night and which turned out to have helpful loops on them, to enable them to be hung afterwards, on the Christmas trees at home! Everyone went home with a pocket full of stars!

We continue to have close links with The March, Church of England Primary School. This year it has not been possible, because of lockdown and social distancing requirements, for the children to come to church and so the Associate Rector has conducted a reduced number of services in the school hall instead, ending with a beautiful Christingle Service.

We continue to value the contribution of the Reverend Anthony Freeman at St Peter's. He assists the Associate Rector in conducting services, both in person and on Zoom, and has helped with pastoral work.

Teaching, baptising and nurturing new and existing believers

Despite the lockdown we continue to welcome new members of the Christian community in Baptism. This year we baptised 3 children. 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.

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 in January, led by the Associate Rector. We intended to admit them to Holy Communion on Mothering Sunday but lockdown intervened and so it was October before we could do so. It was a joy, finally to be able to; their presence at the altar, as communicant members of the Church, continues to greatly enrich our worship experience.

We seek to encourage the participation in worship of all members of the church community, through readings and intercessional prayers. It has however not been possible for our Lay Ministers of Holy Communion to assist at the Eucharist this year because the chalice is suspended during the pandemic. We look forward to the time when Communion in both kinds is possible again.

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 Churches Together in Britain and Ireland (CTBI) Course *Opening the Scriptures*. This Course took, as its starting point, the passage from Luke 24: 32 'Were not our hearts burning within us while he was talking to us on the road, while he was opening the scriptures to us.' The course asked the question, 'What are the parts of the Bible that set your heart on fire? What texts or passages or stories in scripture make your heart burn within you?' Most of the course took place face to face but the final session fell within lockdown and was completed on Zoom.

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. This year almost all social events have been impossible to hold because of Covid restrictions and we have felt their loss severely.

Evangelism and outreach

The Pastoral Offices (Baptism, Marriage and Funerals) are particularly the place where the church community reaches out to the parish it serves. Inevitably, both Weddings and Baptisms were severely affected by Covid restrictions. We had 9 weddings scheduled for 2020 but most of these were either cancelled or moved to 2021. In the event we celebrated only 2 weddings and 3 Baptisms this year – nevertheless they were all very happy occasions and the restriction on numbers gave them a special intimacy. We also held 2 funerals, 1 grave blessing and 1 interment of ashes, as well as 6 services at the local crematorium.

We continue to nurture our ties with The March Church of England Primary School. The Associate Rector visits the school regularly and continued to conduct assemblies there whenever Covid restrictions permitted. Sadly our joint group from the United Benefice had to suspend *Open the Book* (narrating and dramatizing Bible stories) because of Covid risk but we hope to re-introduce it when safe to do so.

It was a source of great regret that, because of Covid, we were unable to offer pastoral support and regular home communion to the two Nursing Homes in the parish. It also became impossible for residents to attend services at St Peter's. The Associate Rector remains in contact with both Homes and will resume her visits when it is safe to do so.

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

“How wonderful to find the church open in these dark times! Thank you.”

Entry in our Visitors' Book

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 has always been kept open from 9am to 4pm and the entries in the Visitors' Book have testified to how much people appreciate this.

Closing our church – which we were obliged to do during the first lockdown from 23 March to 14 June – was not something we either welcomed or supported. It is our view that churches are places of refuge and sanctuary in times of trouble and a sign to the community of the presence of God in their midst. It is our regret that they were not permitted to remain open – not least because we have seen little evidence to suggest that places of worship have been sources of Covid outbreak. We re-opened St Peter's the moment we were permitted to do so and have not closed it since.

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

Our church has a 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 work on the maintenance and upkeep of the graveyard. 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. Although the Team were forced to suspend their work during the first lockdown, they returned in late summer and we were delighted to have them back, as the grass in the graveyard had, by then, grown to waist height! They worked tirelessly to bring the whole area back into order and it is, once again, a place of beauty and peace.

Hedge planting

This year we linked up with the *Big Climate Fightback* campaign run by The Woodland Trust. Its aim is to plant 50 million trees over 5 years. We applied for hedging trees as we wanted to a hedge the northern boundary of our field at the back of the church. The saplings came in November (all 315 of them!). They were a mixture of hazel, rowan,

crab apple, blackthorn and dog rose. We held a weekend event to prepare the land and plant all these trees – with a series of timed slots, so that restrictions were observed, and one planting group left before the next took over. A number of families took part and the children loved the whole process.

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 2019. 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 had intended to begin work on fund-raising and grant applications in 2020 but the Covid pandemic has unfortunately forced us to delay this a year.

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 at Harvest Festival.

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

Food Bank Co-ordinator

Other charitable giving

The church family has this year supported several charitable societies, including The Bell Tower Drop in Centre and Bible a Month. We have, this year deposited Funds with Boom, the West Sussex Credit Union (as described in the Financial Review below). We have also paid our Parish Share.

Financial Review

2020 was a challenging year due to the COVID-19 restrictions. Periods when St Peter’s was closed or open only for private prayer, inevitably had a negative impact on collection income and on capacity to undertake fundraising activities. There were also extra expenses, approximately £1,000, incurred to make the church safe when it was open, for example the cost of temporary removal and storage of some pews to improve the circulation area, a monthly subscription to Zoom to facilitate on-line services, additional cleaning for the church, anti-viral gels for the congregation and protective equipment for the clergy. At one point the PCC was anticipating a deficit in the region of £8,000. However, at the end of the year receipts exceeded payments by a small margin of £285.

This outcome was due to four key factors. Firstly, St Peter’s was fortunate in receiving two legacies totalling £5,250. Secondly, the churchwardens worked hard to minimise expenditure and were able to agree suspension of various contractual fees during the closure. Thirdly, the congregation and other donors gave generously when the church reopened. Finally, the PCC deferred planned expenditure in relation to the last Quinquennial Review and put the Reordering Project on hold. The PCC is grateful to everyone who helped to support St Peter’s, not least our donors and the contractors who waived their fees.

Overall receipts fell by £3,660 from £33,238 in 2019 to £29,578 in 2020. Within this overall figure, donations and legacies increased by £626, due to the receipt of the two legacies referred to above, but all other sources of income fell. Charitable activities (weddings and funerals) fell by £1,205, trading activities (fundraising) fell by £3,053 and interest fell by £28.

Overall payments fell by £11,990 from £41,283 in 2019 to £29,293 in 2020. The majority of this fall related to the Reordering Project which was put on hold during 2020 and resulted in ‘other payments’ falling by £7,789 from £8,089 (architects fees) in 2019 to £300 (design fees) in 2020. Operating expenses fell by £4,201, the greater part of this fall related to the cost of services and church running costs.

As finances tightened it became increasingly difficult to donate to worthy causes. The donations to the Bible a Month Scheme and the Bell Tower Drop In Centre were maintained but there was no Remembrance Day collection to donate to the British Legion as the service was held on Zoom. In light of this the PCC decided to deposit £5,000 with Boom, the West Sussex Credit Union, a not for profit organisation which provides ethical loans and savings for people struggling with debt. The deposit is unlikely to produce any income for St Peter's but will assist Boom to carry out its work saving the poorest in our society from unscrupulous loan companies and loan sharks. St Peter's contributes more than its strict proportion of costs in terms of Parish Share and the PCC maintained its full pledge for 2020 notwithstanding the difficult economic circumstances.

St Peter's provided public worship at all times when it was permitted to do so during 2020 and has increasingly employed vocal soloists to enhance the services and lift the spirits of the congregation, particularly when the congregation itself was banned from singing. This resulted in the creation of a new restricted fund to pay for the soloists, which stood in credit in the sum of £230 at the year end.

In conclusion, St Peter's has successfully negotiated a difficult year. However, expenditure which has been deferred is likely to be incurred within the next 12 months making 2021 even more challenging.

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 Parochial Church Council (PCC) is a charity, but is excepted from registering with the Charity Commission within the meaning of section 30 of the Charities Act 2011. It applied for voluntary registration in September 2020. The application was granted and it is now a Registered Charity, Number 1191476 Its governing document is the Parochial Church Councils (Powers) Measure 1956. During the year the following served as members of the PCC:

Ex Officio members:

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

Churchwardens:	Mrs Jane Ambrose	(to July 2020)
	Mrs Jane Stone	(from April 2018)
	Mrs Ann Kent	(from September 2020)

Elected members:	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)
	Mrs Rosemarie Scott	(from September 2020)

Co-opted members:	The Reverend Anthony Freeman	
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Deanery Synod Reps:	Mrs Anne Parker	(from April 2019)
	Gillian Madley	(from September 2020)

Appointed under CRR 2020 Rule M20 (3)(b)

Mrs Carol Wadsworth-Jones	(from April 2019) Treasurer
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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 its behalf by The Revd Rachel Hawes (PCC Chair).



Date: 9 March 2021

Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31st December 2021

CONTENTS

	Page
Summary of Financial Receipts and Payments	15
Statement of Assets and Liabilities	16
Notes to the Financial Report	17
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</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designated</i>				
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>2020</i>	<i>2019</i>	
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	
Income and endowments from:						
Donations and legacies	25,621	-	580	26,201	25,575	
Charitable activities	1,666	-	-	1,666	2,871	
Other trading activities	1,360	-	-	1,360	4,413	
Investments	10	-	341	351	379	
Other receipts	-	-	-	-	-	
Total received	28,657	-	921	29,578	33,238	2
Expenditure on:						
Cost of raising funds	-	-	-	-	14	
Charitable costs	28,431	45	350	28,826	32,340	
Trading costs	168	-	-	168	840	
Other payments	-	-	300	300	8,089	
Total paid	28,598	45	650	29,293	41,283	8
<i>Reconciliation of funds:</i>						
Net income or (net expenditure)	59	(45)	271	285	(8,045)	
Transfers between funds	(305)	305	-	-	-	
Net movement in funds	(246)	260	271	285	(8,045)	
Bank and cash funds at 1 January	25,804	64	21,213	47,081	55,126	
Bank and cash funds at 31 Decemb	25,252	629	21,485	47,366	47,081	A&L

St Peter's Church, Westhampnett

Statement of Assets and Liabilities

Our financial position at the year end was

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	General Fund	Designated Funds		All Funds 2020	All Funds 2019	
	£	£	£	£	£	
Assets:						
Cash (and CQs) in hand				-	511	
Bank current account	5,868	324	4,534	10,727	20,443	
Bank deposit account	14,689	-	1,956	16,645	11,134	
Boom (West Sussex Credit Union)	5,000			5,000	-	
CCLA - CBF Deposit Fund	-	-	14,994	14,994	14,994	
PCC-owned bank & cash funds	25,557	324	21,484	47,366	47,081	R&P
Diocesan Assigned Fees received	168	-	-	168	552	
Total monetary assets	25,725	324	21,484	47,534	47,633	
Chichester DBF Chancel Insurance Grant			2,379	2,379	2,208	15
Gift Aid recoverable (est.)	726	-	-	726	2,000	
Debtors	726	-	2,379	3,105	4,208	
446 CBF Income Shares (mkt value)	-	-	9,137	9,137	8,549	
Investment assets at market value	-	-	9,137	9,137	8,549	
Other	-	-	-	-	-	
Total assets	26,451	324	33,000	59,776	60,390	
Liabilities:						
Unpaid Diocesan parochial fees	168	-	-	168	-	
Total liabilities	168	-	-	168	-	

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		Restricted Fund/s	Total All Funds 2020	Total All Funds 2019	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Planned giving	11,352			11,352	11,534	3
Collections and other giving	3,114			3,114	4,912	4
Income tax recovered	3,508			3,508	4,741	5
Donations	1,598		580	2,178	3,104	6
Grants	800			800	800	
Legacy	5,250			5,250	-	
Sponsored events	-			-	180	
Carol Singing	-			-	241	
Event collections	-			-	63	
Donations and legacies	25,621	-	580	26,201	25,575	
Statutory fees for weddings & funerals				-	2,871	
Charitable activities	1,666	-	-	1,666	2,871	
Weddings & funerals (other)	217			217	1,275	7
Events	720			720	1,301	
Raffles	198			198	1,198	
Tombolas	-			-	72	
Sales (Car boot, plants, art etc)	225			225	567	
Church centre hiring fees				-	-	
Other trading activities	1,360	-	-	1,360	4,413	
Bank & CBF deposit interest	10		86	95	131	
CBF investment fund dividend			256	256	249	
Investments	10	-	341	351	379	
Other receipts				-	-	
Total received on all funds	28,657	-	921	29,578	33,238	

- 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.
- Collections and Other Giving includes weekly cash collections, gift aid envelopes and other irregular collections.
- Income tax recovered relates to Gift Aid repayments – Parish Giving Scheme element of £1,900 plus claims for the year ended 31/12/19 and GASDS to 5/4/20.
- Donations relates 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, bells, verger etc.)

8. Analysis of total paid

	Unrestricted		Restricted Fund/s	Total	Total	Notes
	General Fund	Designated Funds		All Funds 2020	All Funds 2019	
	£	£	£	£	£	
Sponsored event				-	4	
House to house badges -Carol singing				-	10	
Cost of raising funds	-	-	-	-	14	9
Charitable grants and donations	420			420	476	10
Parish share to Chichester Diocese	15,853			15,853	15,392	
Honoraria	225			225	265	11
Clergy and other people's expenses	596			596	342	12
Cost of services	2,416	45	350	2,811	4,477	13
Insurance	1,503			1,503	1,747	
Sundries, Printing & stationery	1,231			1,231	977	14
Church running costs	1,389			1,389	3,112	
Church maintenance & redecoration	1,373			1,373	1,887	
Churchyard	1,841			1,841	1,792	
Portaloo Hire	1,584			1,584	1,872	
Charitable costs	28,431	45	350	28,826	32,340	
Events costs	148			148	807	
Raffles	20			20	33	
Trading costs	168	-	-	168	840	
Reordering costs: Architect				-	7,387	
Reordering costs: Archaeology WSI				-	702	
Reordering costs: Design			300	300	702	
Other payments	-	-	300	300	8,089	
Total paid on all funds	28,598	45	650	29,293	41,283	

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 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 £578 relating primarily to postage, stationery, printing and a subscription to Zoom. One member of the PCC claimed printing expenses of £17.

13. Cost of services includes sacristy supplies, hospitality, flowers, children's participation and music.

14. Sundries, Printing & Stationery includes web presence, office supplies and the cost of producing pewsheets, Orders of Service and monthly newsletters.

15. Chancel trust and income grant

Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required. The previously disclosed asset value was

removed from the accounts in 2019 to reflect the decision that the PCC does not legally nor beneficially own the Chancel Trust Fund investments.

Income received from Chancel trusts is not investment income as the PCC does not own the trust fund nor its investments. Income from Chichester DBF is a restricted charitable grant to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from the General Funds. Grant income of £171 was accumulated in 2020 (2019 £174). Accumulated grant income not yet received from Chichester DBF and included in Debtors amounted to £2,379 at 31 December 2020 (2019 £2,208).

16. 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), the Reordering Fund (raised to finance the reordering project which will provide a toilet and kitchen for the church), the Gilbert Trust (for the maintenance of certain graves) and the Soloist Fund (to pay for soloists to perform at the Eucharist).

Unrestricted funds are not subject to any donor restrictions and can be spent as the PPC decides. The unrestricted funds comprises the General Fund, a designated sum for the purchase of Books (the Book Fund) and a designated fund for the purchase of a bench in the memorial garden (the Memorial Garden Fund). The Flower Fund was exhausted in 2019 and flowers are now paid for from the General Fund.

Fund receipts and payments and final balances are as follows:

	Balances b/fwd 1 Jan 2020	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2020
	£	£	£	£	£
None					
Total of all endowed funds	-	-	-	-	-
Fabric fund	18,206	83	-		18,289
Reordering Fund	2,254	2	(300)	-	1,956
Gilbert Trust	9,302	256	-	588	10,146
Soloist Fund	-	580	(350)	-	230
Total of all restricted funds	29,762	921	(650)	588	30,621
General fund	25,804	28,657	(28,598)	(305)	25,558
Designated Book Fund	64		(45)		19
Designated Memorial Garden Fund	-			305	305
Total of all unrestricted funds	25,868	28,657	(28,643)	-	25,882
Total funds	£55,630	£29,578	£(29,293)	£588	£56,503

Approved by the Parochial Church Council and signed on its behalf by The Revd Rachel Hawes (PCC Chair)



Date: 9 March 2021

Independent Examiner's Report to the PCC of St Peter's Church, Westhampnett for the Year Ended 31st December 2020

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 31st 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

RA BRYAN

Date

21 March 2021

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 31st December 2020

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