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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 2021

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ST·PETER'S·CHURCH



WESTHAMPNETT

Registered Charity No: 1191476

**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 Bryan, 22 Maplehurst Road, Summersdale, Chichester PO19 6QL.

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



# St Peter's Westhampnett:

## Trustees Annual Report for 2021

### Our aims and purposes as a charity

The Parochial Church Council (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. In 2020 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 2021 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 on-going 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***

We entered 2021 with continued concerns about the spread of Covid-19 but also with hope, in the form of the promised vaccination programme.

The 3<sup>rd</sup> Lockdown began on the 6 January. Unlike the lockdowns in 2020, public worship was permitted to continue. The responsibility was placed on individual incumbents to undertake appropriate risk assessments and to ensure that the church was Covid-safe for worship. At St Peter’s we felt that we could safely continue with all our normal services. We had already, in 2020, taken steps to ensure 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. This had been achieved by the removal of all fixed pews in the north and south aisles, under an Archdeacon’s Temporary Re-ordering Licence. This arrangement remains in place.

### ***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 the Covid pandemic we have felt strongly that the role of the Church (in both meanings of the word - as a sacred building and as a worshipping community) is to be open, visible and functioning. We are aware that, whether they attend regularly or not, it matters to many people, especially in times of crisis, to feel that the Church is still there for them. For the whole of 2021, St Peter’s has been open daily and our services have continued. We have put 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 these details. 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.

We were however aware, at the start of the 3rd Lockdown, that, although many people were happy to attend church some still felt vulnerable and anxious and were still not comfortable doing so.

Accordingly we made additional provision in the following ways:

- The Associate Rector continued to communicate 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. Many people who were not able to attend church in person commented how much they liked receiving this and how the photographs cheered them. The pewsheet was also put on our website.
- We introduced an additional weekly Eucharist on Zoom on Wednesdays at 6.30pm. This was well attended and served all those who did not yet feel able to attend church on Sundays. Our use of Zoom in 2020 taught us that, for our worshipping community, it worked better than livestreaming the service, because it enabled people 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. People again said how important this was for them in counteracting loneliness and isolation.
- We continued to stay in touch by telephone with those who were not online and to offer support in whatever way we could.
- After the displacement of 2020, the annual revision of the Church Electoral Roll reverted to its normal time in March. On revision, there were 86 names on the Roll (3 removals and 4 additions) making an overall increase of 1 from the previous year. Of these, 63 are not resident within the parish. The average regular weekly attendance, counted during October, was 27 (as opposed to 32 in 2019). We were not surprised by the slight drop as we were aware that there were still parishioners who were nervous about attending public worship and/or were shielding themselves or to protect vulnerable relatives. This became increasingly noticeable in November and December when the emergence of the Omicron variant caused additional anxiety.

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*"How cheering to get the photos of snowdrops and hellibores! Thank you so much for doing this."*

*"Thank you so much the for lovely photographs of the church at Easter – it gave me real hope to see everything continuing."*

Parishioners by email

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We have been concerned not to lose our children's ministry during these difficult times. Throughout 2021 we have 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 prayers. Towards the end of the year this became a struggle as so many children succumbed to the Omicron variant of Covid and had to isolate.

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*"I can't believe X read all that in public – they were so pleased with themselves afterwards. Thank you for the encouragement!"*

A parent by email

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Nevertheless we kept going because 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. It was lovely to see children, who had been initially reluctant to take part,

suddenly engaging and blossoming as a result.

Our children's Serving Team continued to serve during the year. Nearly all our children, between the ages of 6 and 10, now serve. As restrictions were lifted and the need for social distancing became less urgent we were able to reintroduce elements of the liturgy, such as the Gospel procession, which we had been forced to suspend in 2020.

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.

After the closure of all churches in 2020 it was a real joy for us to be able to celebrate Easter together in St Peter's again. As always this Easter, we sought to make the village aware of the events and services in Holy Week and to encourage them to attend. We produced a leaflet and posters which we distributed to local business and to key points in the village such as the Community Hall, giving details of the services and a simple explanation of their meaning. At the start of Holy Week we would have liked to re-instate our Palm Sunday procession through the village but because some Covid restrictions were still in place we curtailed this to a service on the roadside, south of the church and a procession in to the church from there. 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. This year we had the additional joy of an adult Baptism during the Vigil Service. Holy Week concluded with the Parish Eucharist on Easter Sunday and an Easter Egg hunt for the children. In total 65 adults and children attended St Peter's on Easter Eve and Easter Day. After all the difficulties of the previous months this was a real cause of celebration, and we did indeed celebrate on Easter Sunday with prosecco (and delicious cup cakes!) in the church garden.

The Covid restrictions of 2020/21 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. We were pleased to be able to reinstate this from June 2021. Inevitably numbers were smaller and it will need building up again after so long a gap.

Throughout the first part of 2021, even though public worship was permitted, congregational singing was not allowed. We very much missed sung music and so we continued to employ local musicians, to sing the service hymns and an anthem during Communion. The congregation much appreciated this – many people said how much live music raised their spirits. With the lifting of restrictions on 19<sup>th</sup> July we were at last able to restore congregational singing. This was a real source of celebration.

At this point our Associate Rector decided that, although we could not reintroduce the common cup, it would be appropriate to introduce Communion with intinction - dipping the host in the consecrated wine. This enabled all communicants to receive both the bread and wine of the Eucharist. The practice had, in fact, been permitted throughout the pandemic but we had not felt that communicants would have the confidence to receive in this way until now.

The Advent and Christmas seasons saw some very special services for children and adults alike. This year, we were able to hold an Advent Evening Service of Light again, after having had to cancel it in 2020 because of the 2<sup>nd</sup> Lockdown. We were delighted to welcome Chris Pilgrim, counter-tenor, to sing for us. He gave us a feast of beautiful music, including a most moving performance of the anonymous medieval carol *There is no Rose of such virtue*. Several of our children read lessons at this service, which is a mark of how much their

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*We are approaching the holiest point of the Christian year, when the services are varied and beautiful and speak to us of the depth and richness of our Christian faith. The period from Palm Sunday to Easter Sunday ('Holy Week') is an important spiritual journey and I warmly encourage you to make time to experience that journey for yourselves.*

**The Associate Rector - Easter Services Leaflet**

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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 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, the leader of our *Open the Book* team led a charming Crib Service, in which our children acted, telling the story of the Nativity, with Mary and Joseph and a host of very convincing shepherds. It was also a great pleasure to hear the accomplished solo flute playing of one of the children.

Our Advent Travelling Crib (a beautiful miniature crib with all the Nativity figures, carved in olive wood by Christians in Palestine) made its journey round the Parish again this Advent for the first time since 2019. 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. Because of outbreaks of Covid along the way the Crib did in fact stop several times, for longer than intended with one or two families! The children loved it and, amazingly, all the Nativity figures came back and none were lost!

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*"I'm so sorry we can't bring the Crib on to you yet because of Covid but my children are loving having it in the house!"*

A parent

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We held the traditional Service of Nine Lessons and Carols by candlelight again this year with some lovely solo music provided by Chris Pilgrim.

We noticed, in the weeks just before Christmas, that service attendance began to fall away significantly. Many people became increasingly anxious about the more transmissible Omicron variant of Covid 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 again down on pre-Covid years. 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. Sadly again this year it has not proved possible, because of Covid, for the children to come to church. We had a Christingle Service planned but in the end had to cancel it because of outbreaks of Covid. The Associate Rector has however continued to take assemblies with the School, initially on Zoom and then, towards the end of the year, in person in the school hall again.

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 and in the training of lay Intercessors.

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

Despite the lockdown we continued to welcome new members of the Christian community in Baptism. This year we baptised 9 children and 4 adults. The new housing developments in Madgwick Park, Westhampnett are almost finished and it has been a real pleasure to welcome young families who have just moved into the village and who are bringing their children for Baptism.

It is the policy of the United Benefice to admit baptised children to Holy Communion (after preparation) and at the end of this year we have again assembled a small group of children who will begin First Communion classes in January 2022.

We seek to encourage the participation in worship of all members of the church community, through readings and intercessional prayers. It had not been possible for the first half of the year for our Lay Ministers of Holy Communion to assist at the Eucharist because the chalice remains suspended. However now that Communion with intinction is being offered we are again able to use our Lay Ministers to hold the chalice at distribution.

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 *The Poet's Gospel*. This Course came out of a collaboration between CTBI and the poet John Alan Davis, whose wife died in 2014. Davis had written a version of the Gospel in verse as a way of dealing with his grief. He said, 'The task brought the life of Jesus and the relevance of his message closer to me. It became, as much as anything else, a way of staunching the wound of a personal tragedy.' The Course seemed particularly appropriate in the light of the suffering, great or small, that so many people had experienced as a result of the Covid pandemic. The Course was held on Zoom and was well attended.

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. After the total lockdown of 2020 we have this year been able, with care, to re-introduce some social events, mainly outside. We celebrated with drinks on Easter Sunday and, in the summer, we held a 'bring and share' picnic on our paddock behind the church. It was lovely to sit on the grass and watch the children playing cricket. In November the St Richard Singers gave a wonderful concert in the church, entitled *A Song Shall Rise*, with a programme that included Howells' *A Hymn to St Cecelia* and a moving performance of Fauré's *Requiem*. Half the proceeds of this concert were donated to the church. It was a real pleasure to host the St Richard Singers because, throughout the summer, when they had been unable to rehearse indoors because of Covid restrictions, they had rented our paddock and rehearsed outside, to the accompaniment (they reported) of song birds and the local foxes!

Although these occasions were few and so much less than the number of events we would have held in normal circumstances, they were, perhaps, all the more precious because we had been prevented from anything like them for over a year. It gave us hope for the future and for a return to life with fewer constraints.

### **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. Weddings and Baptisms had been severely affected by Covid restrictions in 2020. Wedding numbers were still lower than usual in 2021, with 3 weddings and 1 wedding blessing but Baptism numbers were up significantly – 13 in all. We also held 4 funerals in church and 3 interments of ashes, as well as 2 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, throughout 2021, 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 still unable to offer pastoral support and regular home communion to the two Nursing Homes in the parish. It was also still not possible 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

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*“A beautiful Saxon church! How lovely to find it open and what a sense of peace it gives in these difficult times.”*

Entry in our Visitors' Book

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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 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 in 2020) is not something we ever wish to be forced to do again. 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. We are very glad that St Peter's has been open daily throughout 2021.

## 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.

## 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 were prepared and 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 for the last 2 years. We expect to start in 2022.

## 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.

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

Food Bank Co-ordinator

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## 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

2021 was not without its challenges due to the continuing pandemic. Even though the church was open for public worship throughout the year some members of the congregation were unable or reluctant to attend at times, weddings were deferred and general fundraising was adversely affected. Nonetheless a comparison with the 2019 accounts shows that both receipts and payments returned to pre-pandemic levels. There is little point in making comparisons with 2020 as it was such an exceptional year.

Overall payments of £39,497 exceeded receipts of £34,141 resulting in net expenditure of £5,355 and an equivalent reduction in monetary assets.

This outcome was largely due to exceptional expenditure, borne by the Fabric Fund, of £4,988 on a new boiler. Without this exceptional item net expenditure would have been £367, in other words almost break even on a day to day operational basis. This is similar to 2019 when net expenditure was £8,045 but after excluding exceptional expenditure on Reordering the result would have been net income of £44, once again close to break even.

On the receipts side the PCC is grateful to everyone who helped to support St Peter's, not least our generous congregation, other donors and fundraisers. Collections almost reached pre-pandemic levels, falling short of 2019 by less than £300 and both planned giving and other donations increased slightly. St Peter's was fortunate in receiving substantial donations from the Goodwood Estate, The

Worshipful Company of Glass Sellers and a private donor, as well as numerous smaller donations and two legacies. Donations of £862 benefited the Soloist Fund, created last year to enhance services and lift spirits during the pandemic. In addition St Peter's received a grant from the Parish Council, which is used towards the cost of the upkeep of the graveyard, and the much anticipated accumulated income grant of £2,380 for the Chancel Trust. This latter is a one off receipt, being income accumulated over a number of years. Future receipts from this source are unlikely to exceed £175 per year. Despite the difficulties, fundraising from concerts, raffles and sales of small items amounted to £1,856 after expenses. Unfortunately the proceeds of the annual Ride and Stride event, which raised almost £200, were not received before year end.

On the payments side Parish Share remains the largest item of expenditure - St Peter's continues to support the church's mission by contributing more than its strict proportion of the costs of providing ministry in the Diocese. Donations to the Bell Tower Drop In Centre and the Bible a Month Scheme have also been maintained. The cost of purchasing and fitting the boiler, referred to above, was an exceptional item of expenditure this year but should stand St Peter's in good stead for years to come. The next largest item of expenditure, the cost of running services, has reverted unsurprisingly to pre-pandemic levels. This year it seemed appropriate to split running costs between utilities (oil, electricity and water) and other running costs (pest control, organ tuning being the primary items). This should more easily enable the PCC to monitor the cost of utilities when prices are generally expected to rise steeply. Fortunately the electricity contract was re-negotiated in February 2021 and remains at a fixed rate until February 2023. The cost of maintaining the churchyard has increased notwithstanding the waiver of fees by the organisation which supplies the gardeners. This is largely due to the cost of maintaining and replacing aging gardening equipment which is being asked to cope with a large area of land since the land clearance in 2018. The cost of hiring the Portaloo remains a considerable item of expenditure but will become unnecessary when the Reordering Project is complete.

The Reordering Project and Quinquennial repairs have remained on hold but should proceed in 2022.

In conclusion, St Peter's has successfully negotiated another difficult year. Sufficient reserves were in place to cover the net expenditure outcome caused by exceptional payments. The day to day operation of the church continues to run on or close to break even.

## **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 Stone	(from April 2018)
	Mrs Ann Kent	(from September 2020)
<b>Elected members:</b>	Mrs Laura Bradley	(from April 2021)
	Mr Brian Coles	(from April 2021)
	Mrs Rebecca Coombes	(from April 2021)
	Mrs Salli Douglas	(from April 2021)
	Mrs Val Edwards	PCC Secretary & Electoral Roll Officer (from April 2021)
	Ms Dawn Egerton	(from April 2021)
	Mr Sean Page	Safeguarding Officer (from April 2019 to November 2021)
	Mrs Rosemarie Scott	(from September 2020)
	Mrs Joy Smith	(from April 2021)
<b>Co-opted members:</b>	The Reverend Anthony Freeman	
<b>Deanery Synod Reps:</b>	Mrs Anne Parker	(from April 2019)
	Mrs Gillian Madley	(from September 2020)
<b>Appointed under CRR 2020 Rule M20 (3)(b)</b>	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 its behalf by The Revd Rachel Hawes (PCC Chair).

Signed: 

Date: 8 March 2022

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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 2021

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# 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>		Restricted Fund/s	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	General Fund	Designated Funds		All Funds 2021	All Funds 2020	
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	24,453	-	1,152	25,605	26,201	
Charitable activities	2,577	-	-	2,577	1,666	
Other trading activities	3,299	-	-	3,299	1,360	
Investments	1	-	280	282	351	
Other receipts	-	-	2,380	2,380	-	
<b>Total received</b>	<b>30,330</b>	<b>-</b>	<b>3,812</b>	<b>34,141</b>	<b>29,578</b>	<b>2</b>
<b>Expenditure on:</b>						
Cost of raising funds	-	-	-	-	-	
Charitable costs	32,234	88	6,517	38,839	28,826	
Trading costs	658	-	-	658	168	
Other payments	-	-	-	-	300	
<b>Total paid</b>	<b>32,892</b>	<b>88</b>	<b>6,517</b>	<b>39,497</b>	<b>29,293</b>	<b>3</b>
<i>Reconciliation of funds:</i>						
<b>Net income or (net expenditure)</b>	<b>(2,562)</b>	<b>(88)</b>	<b>(2,705)</b>	<b>(5,355)</b>	<b>285</b>	
Transfers between funds	1,196	68	(1,265)	-	-	4&5
<b>Net movement in funds</b>	<b>(1,366)</b>	<b>(19)</b>	<b>(3,970)</b>	<b>(5,355)</b>	<b>285</b>	
Bank accounts at 1 January	25,557	324	21,485	47,366	47,081	6
<b>Bank accounts at 31 December</b>	<b>24,191</b>	<b>305</b>	<b>17,515</b>	<b>42,011</b>	<b>47,366</b>	<b>A&amp;L</b>

# St Peter's Church, Westhampnett

## Statement of Assets and Liabilities

Our financial position at the year end was

	Unrestricted			Total	Total	
	General	Designated	Restricted	All Funds	All Funds	Notes
	Fund	Funds	Funds	2021	2020	
	£	£	£	£	£	
<b>Assets:</b>						
Cash (and CQs) in hand	-	-	-	-		
Bank current account	322	305	1,243	<b>1,870</b>	10,727	
Bank deposit account	17,190	-	2,957	<b>20,147</b>	16,645	
Boom (West Sussex Credit Union)	5,000	-	-	<b>5,000</b>	5,000	
CCLA - CBF Deposit Fund	1,679	-	13,316	<b>14,994</b>	14,994	
PCC-owned bank & cash funds	24,191	305	17,515	<b>42,011</b>	47,366	R&P
Diocesan Assigned Fees received	230	-	-	<b>230</b>	168	
<b>Total monetary assets</b>	<b>24,421</b>	<b>305</b>	<b>17,515</b>	<b>42,241</b>	47,534	
				-		
Chichester DBF Chancel Ins Grant	-	-	-	-	2,379	
Gift Aid recoverable (est.)	1,605	-	183	<b>1,788</b>	726	
<b>Debtors</b>	<b>1,605</b>	-	<b>183</b>	<b>1,788</b>	<b>3,105</b>	
				-		
446 CBF Income Shares (mkt value)	-	-	10,444	<b>10,444</b>	9,137	
<b>Investment assets MV 31 Dec 2021</b>	-	-	<b>10,444</b>	<b>10,444</b>	9,137	
				-		
Other	-	-	-	-	-	
				-		
<b>Total assets</b>	<b>26,026</b>	<b>305</b>	<b>28,142</b>	<b>54,474</b>	59,776	
				-		
<b>Liabilities:</b>						
Unpaid Diocesan parochial fees	230	-	-	<b>230</b>	168	
				-		
<b>Total liabilities</b>	<b>230</b>	-	-	<b>230</b>	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	Total	Total	Notes
	General	Designated		All Funds	All Funds	
	Fund	Funds		Fund/s	2021	
	£	£	£	£	£	
Planned giving (excl. tax refunds)	11,767	-	-	11,767	11,352	7
Collections	4,639	-	-	4,639	3,114	8
Gift Aid recovered	3,493	-	123	3,616	3,508	9
Other donations	2,554	-	862	3,416	2,178	10
Grants	900	-	167	1,067	800	11
Legacies	1,100	-	-	1,100	5,250	
Sponsored events	-	-	-	-	-	
Carol Singing	-	-	-	-	-	
Event collections	-	-	-	-	-	
<b>Donations and legacies</b>	<b>24,453</b>	<b>-</b>	<b>1,152</b>	<b>25,605</b>	<b>26,201</b>	
Statutory fees for weddings & funerals	2,577	-	-	2,577	1,666	
<b>Charitable activities</b>	<b>2,577</b>	<b>-</b>	<b>-</b>	<b>2,577</b>	<b>1,666</b>	
Weddings & funerals (other)	1,029	-	-	1,029	217	12
Events	668	-	-	668	720	
Raffles	955	-	-	955	198	
Tombolas	-	-	-	-	-	
Sales (Car boot, small items etc)	557	-	-	557	225	
Church hire	90	-	-	90	-	
<b>Other trading activities</b>	<b>3,299</b>	<b>-</b>	<b>-</b>	<b>3,299</b>	<b>1,360</b>	
Bank & CBF deposit interest	1	-	15	17	95	
CBF investment fund dividend	-	-	265	265	256	
Letting of investment property	-	-	-	-	-	
<b>Investments</b>	<b>1</b>	<b>-</b>	<b>280</b>	<b>282</b>	<b>351</b>	
Accumulated Chancel Trust income	-	-	2,380	2,380	-	
<b>Other receipts</b>	<b>-</b>	<b>-</b>	<b>2,380</b>	<b>2,380</b>	<b>-</b>	<b>13</b>
<b>Total received on all funds</b>	<b>30,330</b>	<b>-</b>	<b>3,812</b>	<b>34,141</b>	<b>29,578</b>	

### 3. Analysis of total paid

	Unrestricted			Total	Total	Notes
	General	Designated	Restricted	All Funds	All Funds	
	Fund	Funds	Fund/s	2021	2020	
	£	£	£	£	£	
Cost of fundraising activities/events		-	-	-	-	
Other appeals expenses	-	-	-	-	-	
<b>Cost of raising funds</b>	-	-	-	-	-	14
Charitable grants and donations	420	-	-	420	420	15
Parish share to Chichester Diocese	15,910	-	-	15,910	15,853	
Honoraria	570	-	-	570	225	16
Clergy and other people's expenses	879	-	-	879	596	17
Costs of church services	3,357	88	1,450	4,895	2,811	18
Insurance	1,531	-	-	1,531	1,503	
Administrative costs	1,157	-	-	1,157	1,231	19
Church utilities	1,255	-	-	1,255	662	20
Other church running costs	805	-	-	805	727	
Church maintenance & redecoration	1,302	-	-	1,302	1,373	
Churchyard	2,479	-	78	2,558	1,841	21
Portaloo Hire	2,016	-	-	2,016	1,584	
Fixtures & Fittings	552	-	4,988	5,540	-	22
<b>Charitable costs</b>	<b>32,234</b>	<b>88</b>	<b>6,517</b>	<b>38,839</b>	<b>28,826</b>	
Wedding/funeral extras	334	-	-	334	-	
Events costs	276	-	-	276	148	
Raffles	48	-	-	48	20	
<b>Trading costs</b>	<b>658</b>	-	-	<b>658</b>	<b>168</b>	23
Reordering costs: Design	-	-	-	-	300	
<b>Other Payments</b>	-	-	-	-	300	
<b>Total paid on all funds</b>	<b>32,892</b>	<b>88</b>	<b>6,517</b>	<b>39,497</b>	<b>29,293</b>	

#### 4. 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), the Gilbert Trust (for the maintenance of certain graves), the Chancel Trust (to receive grants for the maintenance of the chancel) and the Soloist Fund (to pay for soloists to perform at the Parish Eucharist and other key services).

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

The unrestricted funds comprises the General Fund, a designated fund 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 Book Fund has been exhausted, there is no plan to designate any further funds for this purpose. The purchases of books will be made out of the General Fund in future.

Fund receipts and payments and final balances are as follows:

Fund receipts, payments and final balances are as follows:

4 Statement of funds	Balances		Transfers,		Balances
	b/fwd		other gains		c/fwd
	01-Jan-21	Income	Expenditure	and losses	31-Dec-21
	£	£	£	£	£
Fabric fund	18,289	15	(4,988)	-	13,316
Reordering Fund	1,956	0	-	-	1,956
Gilbert Trust	10,146	265	(78)	1,307	11,640
Chancel Trust	-	2,547	-	(1,500)	1,047
Soloist Fund	230	985	(1,450)	236	-
<b>Total of all restricted funds</b>	<b>30,621</b>	<b>3,812</b>	<b>(6,517)</b>	<b>43</b>	<b>27,959</b>
General fund	25,558	30,330	(32,892)	1,196	24,191
Designated Book Fund	19	-	(88)	68	-
Designated Memorial Garden Fund	305	-	-	-	305
<b>Total of all unrestricted funds</b>	<b>25,882</b>	<b>30,330</b>	<b>(32,980)</b>	<b>1,265</b>	<b>24,496</b>
<b>Total funds</b>	<b>56,503</b>	<b>34,141</b>	<b>(39,497)</b>	<b>1,307</b>	<b>52,455</b>

5. Transfers between funds were as follows:

General Fund	Designated Funds	Restricted Funds	Purpose
£	£	£	
(68)	68		To cancel the negative balance on the Book Fund
(236)		236	To cancel the negative balance on the Soloist Fund
1500		(1500)	To part compensate the General Fund for Chancel insurance payments
1196	68	(1265)	Total

6. Bank Accounts at 1 January

In the final line of the Summary of Financial Receipts and Payments 2020 the division of bank funds between the General Fund and Designated Funds was mistakenly shown as General Fund £25,252, Designated Fund £629, the correct figures are General Fund £25,557, Designated Fund £324. This was due to the incorrect inclusion of Transfers between funds figures in the Bank account at 1 January 2021 total. The figures have been corrected in the penultimate line of the Summary of Financial Receipts and Payments 2021. The overall figures were not affected and were correct.

7. 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.
8. Collections and Other Giving includes weekly cash collections, gift aid envelopes and other irregular collections.
9. Income tax recovered relates to Gift Aid repayments – Parish Giving Scheme element of £2,118 plus claims for the year ended 31/12/20 and GASDS for the year ended 5/4/21.
10. Other donations relates to voluntary giving outside the context of services or fundraising events.
11. St Peter's received a grant of £900 from the Parish Council, used to help maintain the churchyard. The remaining grant income relates to the Chancel Trust – this income from Chichester DBF is a restricted charitable grant to reimburse the cost of insuring the Chancel.
12. Weddings & funerals (other) relates to receipts over and above statutory fees (flowers, orders of service, bells, vergers etc.)
13. The accumulated Chancel Trust income, shown as a debtor in the 2020 accounts, has been received from Chichester DBF. Part of this fund has been transferred to the General Fund to compensate for past payments out of the General Fund for chancel insurance. This could have been shown as a grant but has been included under Other Receipts to reflect the extraordinary nature of the receipt – the fund having accumulated over many years.
14. Cost of raising funds where no consideration is provided – ie the cost of promoting voluntary giving.
15. Donations to charities including The Bell Tower Drop In Centre and the Bible a Month Scheme.

16. Honoraria relate to payments made to the person acting as vergers or bell ringer for weddings/funerals/baptisms.
17. Clergy expenses amounted to £879 relating primarily to postage, stationery, printing and a subscription to Zoom.
18. Cost of services includes sacristy supplies, hospitality, flowers, children's participation, music and hall hire for the Wednesday service at the village hall.
19. Administrative costs were previously called Sundries, Printing & Stationery. This included web presence, office supplies and the cost of producing pewsheets, Orders of Service and monthly newsletters. This heading has been changed to reflect that it now also includes new financial costs as a result of the acquisition of a card reader in October and the introduction of bank charges in November.
20. Church Utilities and Other Church Running Costs  
The cost of utilities and other running costs were previously combined under one heading, Church running costs. Utilities comprise oil, electricity and water. Other running costs include pest control, organ tuning and fire extinguisher maintenance. The lower cost of utilities in 2020 may relate to the fact that the church was not open for public service for a period due to the Covid-19 pandemic. The current electricity contract commenced in February 2021 and remains at a fixed rate until February 2023. Oil is purchased at the current variable rate.
21. Churchyard includes gardening fees, the cost of purchasing and repairing gardening equipment, the hire of the container which houses it, the cost of planting and of maintaining the graves. The organisation which provides the gardeners has waived its fee, normally £500, for 2021. The cost of refurbishing the railings around the Gilbert Graves was borne by the Gilbert Trust Fund.
22. Fixtures and Fittings  
The primary cost, £4,988 for a new boiler, was borne by the Fabric Fund. Other purchases included new microphones, a portable radiator and folding chairs.
23. Trading costs represent the cost of raising funds where there is an exchange of goods or services for money.

This Financial Report was approved by the PCC and signed on its behalf by The Revd Rachel Hawes (PCC Chair)

Signed: 

Date: 8 March 2022

# Independent Examiner's Report to the PCC of St Peter's Church, Westhampnett for the Year Ended 31<sup>st</sup> December 2021

## 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 2021 set out in the preceding pages.

### 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

MRS RACHEL BRYAN

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

14 March 2022

### Examiner's address

22 Maplehurst Road, Chichester, PO19 6QL

# Independent Examiner's Report to the PCC of St Peter's Church, Westhampnett for the Year Ended 31<sup>st</sup> December 2021

## 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