
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 2022

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

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 2022

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 2022 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 set-backs caused by the Covid-19 pandemic and by restrictions introduced by Government Regulation to ensure that 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 and reviewed in 2021. 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 lifting of Covid-19 Government Regulations on St Peter’s

We entered 2022 with continued concerns about Covid-19 but also with hope that this would be the first year, since the start of the pandemic, in which we might look for a return to ‘normality’.

At St Peter’s we had already considered, after appropriate risk assessment, that we could safely resume all our normal services and this continued in 2022.

In August 2022, in accordance with Church of England guidelines, we suspended the practice of intinction and restored the Common Cup (the shared chalice). Although there is no obligation to receive the sacrament in both kinds, a large proportion of our congregation are receiving from the chalice. In accordance with the guidelines, the practice of individual intinction was not permitted.

We have also restored our former practice of receiving Communion from the Communion rail in the chancel and also of the use of Lay Ministers of Holy Communion for chalice distribution.

All of these things, though small in themselves, are important to the worshipping community and have helped to restore and heal the psychological damage caused by 2 years of the Covid pandemic.

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 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 trouble, to feel that the Church is still there for them. It had always been our practice to keep the Church open daily. We returned to that practice in 2021, despite Covid, and St Peter's has been open daily ever since. 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.

After the displacement during the pandemic, the annual revision of the Church Electoral Roll had, in 2021, reverted to its normal time in March. On revision, in April 2022 there were 85 names on the Roll (4 removals and 3 additions) – a drop of 1 from the previous year. By the end of the year, however, the number had again risen to 86 names on the Roll (the same number as the previous year). Of these, 60 are not resident within the parish. The average regular weekly attendance, counted during October, was 29 (as opposed to 27 in 2021). Numbers rose slightly in 2022 as result of an increasing return to 'normality' in society generally. Even those who had initially been nervous about coming to church had returned by 2022. It is clear however that, in some areas, patterns of church attendance have changed. In the two years of the pandemic our children, who were on average 8 in 2019, have grown up and acquired outside interests which often conflict with regular Sunday church attendance. They are still with us, but not every Sunday as before. On the other hand, the near completion of the Madgwick Park estate in Westhampnett has brought a number of new families with very young children into church. We are delighted to welcome them and they are enriching our worship.

Our children's ministry is very important to us. Throughout 2022 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. 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. At 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 support the liturgy in 2022, although less regularly than in previous years. This is inevitable, as some of our children have now moved on and we have a number of pre-school children who are too young at present to participate. We look forward to including them in the Team as soon as they are older.

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

"He was so pleased with himself after reading in church this morning. It means a lot to him – thank you for the opportunity!"

A parent by email

"I love God and I love St Peter's Church."

Card from a
First Communion Candidate (aged 8)

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.

It was a real joy for us to be able to celebrate Easter together in St Peter's again after the restrictions of the pandemic years. 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 businesses 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 re-instated our Palm Sunday procession through the village (although donkeys were in short supply and our efforts to hire one failed!). 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. Holy Week concluded with the Parish Eucharist on Easter Sunday and an Easter Egg hunt for the children. In total 66 adults and children attended St Peter's on Easter Eve and Easter Day. This is the most profoundly joyful point of the Christian year and a time for celebration, and we did indeed celebrate on Easter Sunday with prosecco (and delicious cup cakes!) in the church garden.

Sadly our Associate Rector contracted Covid in Holy Week and was forced to isolate. We were most grateful to Fr. Anthony Freeman, who assists at St Peter's, for stepping in to cover all the Easter services.

The Covid restrictions of 2020/21 had interrupted our 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 reinstated this in June 2021 but numbers were smaller and did not rise significantly in 2022. In particular, the residents of the two Care Homes in Westhampnett have stopped coming. Staff shortages have meant there are not enough carers to bring the residents. As we already visit both these Homes and take Holy Communion into them we will review the future of this project in 2023.

The Advent and Christmas seasons saw some very special services for children and adults alike. Our Advent Evening Service of Light was well attended and we were delighted to welcome a four-part choir from the University of Chichester, who gave us a feast of beautiful music, including a most moving performance of the Carol *Gwahoddiad - Arglwydd Dyma Fi (I hear thy welcome voice)* by Lewis Hartsough, sung in the original Welsh. Again this year, several of our children read lessons at this service - a mark of how much their active involvement in church services has improved their confidence. We were delighted to welcome many 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 in a way which fully engages their imaginations. The leader of our *Open the Book* team led a charming Crib Service, in which our children acted. In the story of the Nativity, as told by the children, Mary and Joseph's experience was dramatic – it was sometimes 'Amazing!' and sometimes 'Awful!' – a chorus which ran throughout the

"My daughter was fascinated by the Crib. It is such a lovely thing to do and we really liked the little service when you hand it over."

A parent by email

performance. In support of the main characters were a host of very convincing shepherds and sheep - and one donkey!

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. 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. Many young families, who had just moved into the village, hosted the Crib for the first time and loved it. They sent photos of their children around the Crib. Amazingly, all the Nativity figures came back and none were lost!

We held the traditional Service of Nine Lessons and Carols by candlelight again this year with a four-part choir of young choristers from Portsmouth Cathedral and a trumpeter from Chichester University.

We noticed some changes in patterns of attendance at Christmas. Many more young families with children came to the Crib Service on Christmas Eve, rather than attending on Christmas Day and more people came to Midnight Mass. Anecdotally, this seemed because people were travelling on Christmas Day to be with family, sometimes for the first time since Covid. Those children who did attend on Christmas Day 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!

In total 162 adults and children attended our special services during the Christmas period and 46 attended on Christmas Eve and Christmas Day.

We continue to value the contribution of the Reverend Anthony Freeman in all our work at St Peter's. He assists the Associate Rector in conducting services. He also helps with pastoral work, including Nursing Home Communion and in the training of the team of lay intercessors. Midway through 2022 he took on responsibility for our Outward Giving programme and has formed a team to work with him in this area.

Teaching, baptising and nurturing new and existing believers

We continued to welcome new members of the Christian community in Baptism. This year we baptised 13 children and 1 adult. The increase in the number of new families now settled in Westhampnett, as a result of the new housing development in Madgwick Park, is reflected in the significant rise in infant Baptisms. It has been a real pleasure to see so many more young families coming to St Peter's.

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 2023.

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 during the pandemic for our Lay Ministers of Holy Communion to assist at the Eucharist because the chalice was suspended. Now that it has been restored we are able to use our Lay Ministers again – it has been very positive to welcome them back.

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 *Following Christ in the Footsteps of the Saints*. The Course followed the lectionary readings for each Sunday in Lent and offered an opportunity to discuss and reflect on the themes raised by those readings. 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. In 2022 we were at last able to re-introduce social events without restriction. We celebrated with drinks on Easter Sunday and, during the summer, had several informal 'bring and share' picnics on our paddock behind the church. It was lovely to sit on the grass and watch the children playing cricket.

On the Queen's Jubilee weekend we held a *Sing your Favourite Hymns* event, followed by a cream tea in the paddock. In July The Chichester Musical Project gave a wonderful concert in the church, with a programme that included songs from *A Streetcar Named Desire*. We also linked up with events at The

March School, in particular we had a stall selling homemade jams and marmalades at both their summer and Christmas fetes.

In addition to these one-off events, we also started a monthly *Mums and Toddlers Coffee Morning*. This is an attempt to link up many of the young families whose children had been

baptised at St Peter's during the year. It was well attended and has now become a regular feature at St Peter's. It is an important example of the way we seek to reach out and connect with the new and growing village community. We would like the people of the village, whether they worship regularly at St Peter's or not, to feel that the church is 'theirs' and that they can use it.

For the same reason, we have been particularly pleased, to be able to host the Madgwick Park Book Club, which now meets regularly in the church on Friday evenings. The Associate Vicar attends this Club and is delighted at the opportunity it gives her to get to know people through it.

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, which had been severely affected during the Covid restrictions, are now on the increase again. Wedding numbers were still lower than before the pandemic, with only 4 weddings in 2022. Baptism numbers however were significantly up, for the second year in a row, with 14 Baptisms, of which 13 were infants or young children. The Associate Rector conducted 2 funerals in Church and 2 interments of ashes, as well as a further 4 services at the local crematorium and 1 at the Cathedral.

We continue to nurture our ties with The March Church of England Primary School. The Associate Rector (who is also a School Governor) takes Assemblies there every other week, alternating with our *Open the Book* Team who present dramatised versions of Bible stories. Through this we ensure we have a weekly presence in the School. In addition the Associate Rector also conducts a monthly Eucharist there and the School comes to St Peter's for the key festivals such as Harvest and Christmas.

It was a source of great regret throughout the Covid pandemic, that we were not permitted because of the risk of infection, to offer pastoral support and regular home communion to the two Nursing Homes in the parish. In 2022 we were able to resume this ministry and we now visit and take Holy Communion regularly to both Homes.

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);

"Such a delight to find this beautiful Saxon church open! It is a place of real peace and so well kept."

Entry in our Visitors' Book

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.

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*.

"Thank you so much for the Coffee Morning. I met people there who are my neighbours on Madgwick but I'd never spoken to them before."

A Magdwick Park resident by email

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. This year members of the Team also helped with the cleaning of the church, which has eased the burden on the small group of volunteers who normally clean it.

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 began again in 2022. As a preliminary, we conducted a Community Survey to find out what the growing community at Westhampnett wanted from their church. In the rubric to the Questionnaire we explained our Re-ordering Project and said: *We would like to see the Church used by the people of Westhampnett, not just on Sundays for services, but during the week as well. We would like to know what is*

important to you - the Westhampnett community? We have made some suggestions below. We then asked people to rate them on a scale of 1 to 5 and to add any other suggestions of their own.

“This seems to us a great idea to bring this beautiful old church into the 21st century. Westhampnett is growing quickly. Let’s hope the people of Westhampnett get behind you.”

“Thank you. We really appreciate this and value our community and would love to have opportunities to get involved/meet people,”

“A great idea to make the church more available – I agree with all your objectives.”

Responses to the Community Questionnaire

We distributed 600 questionnaires and had just over a 10% response rate. The response was overwhelmingly positive, with 55% of contributors adding additional suggestions and comments. A few respondents expressed concern as to whether our project would conflict with the Charitable aims of the new Community Hall in Westhampnett. We had anticipated this and our Associate Rector has been able to attend the Parish Council meetings to brief them on our plans and to explain that what we propose will be part of the ongoing outward mission of the church and complementary rather than in competition with the work they are doing.

We will use the data from our Questionnaire to support the grant applications we are now starting to make for our Re-ordering Project.

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 also continued to deposit Funds with Boom, the West Sussex Credit Union. We have also paid our Parish Share.

Financial Review

2022 represented a return to relative normality after the pandemic. Total income amounted to £31,785 and total expenditure amounted to £33,742 resulting in a deficit of £1,957 and an equivalent reduction in monetary assets. £732 of the deficit related to the day to day operations of the church and the balance related to exceptional expenditure, primarily relating to Quinquennial repairs. Reserves were more than sufficient to cover the shortfall.

A summary comparison with 2021 shows that both income and expenditure fell in 2022 (see Summary of Financial Receipts and Payments) but this was due to exceptional items in 2021; discounting those exceptional items income and expenditure were almost on a par.

Donations were higher than in 2021. Although plate collections went down, planned giving increased and ‘other’ donations (neither plate nor planned) maintained a similar level to 2021. In the ‘other’ donations category there was a substantial donation from the Goodwood Estate and from friends of the church living overseas as well as a number of smaller donations from various individuals and receipts from Easyfundraising. Easyfundraising is an organisation through which many retailers allow on-line shoppers to nominate a charity to receive a small donation from the retailer at no extra cost to the shopper. Donations from this source, based on a small number of on-line shoppers, amounted to £112. In the longer term this could be a good source of income if more friends of St

Peter's can be persuaded to join the scheme. Grant income came from Westhampnett Parish Council (towards the cost of the upkeep of the graveyard), the Deanery Synod and the Chancel Trust. There were no legacies. Fundraising activities raised £1,712 net of associated costs. This figure includes the proceeds of the Ride and Stride sponsored event in both 2021 and 2022. Statutory fees for weddings and funerals were lower than in 2021 for the happy reason that there were fewer funerals. Investment income increased due to the rise in interest rates.

Expenditure was also on a par with 2021. There was a small increase in parish share, St Peter's contribution to providing ministry in the Diocese, which remains the largest item of expenditure. Other donations by St Peter's to the Bible a Month scheme and the Bell Tower Drop In Centre remained at the same level. The cost of church services, administration and costs relating to the churchyard were all slightly lower than in 2021. However the cost of insurance, church utilities, general running costs and maintenance and decoration all rose. The 60% increase in utility bills related primarily to the price of oil as electricity remains at a fixed rate until February 2023.

The PCC is grateful for the continuing generosity of the congregation and other donors notwithstanding the difficult financial climate. The PCC also wishes to extend its thanks to those involved in fundraising activities on its behalf, to the Parish Council and to the organisation that supplies gardeners who maintain the churchyard so beautifully. The latter organisation kindly waived its fee thus allowing the Parish Council grant to be spent on the repair and purchase of gardening equipment.

As predicted in last year's report, work began on reactivating the Reordering Project which should bear fruit in the form of grant applications in 2023. In addition, the architect was commissioned to complete the Quinquennial Report detailing repairs required to the fabric of the church – this work has begun but the main expenditure will not be incurred until 2023.

The year ahead could prove challenging. Apart from 2020, which was the height of the pandemic, total income was the lowest it has been since 2012. Inevitably, running costs are rising and quinquennial repairs are looming. While reserves are sufficient for the time-being there is a need to find sources of increased income in the medium term.

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. An additional amount of £5,000 will be reserved to cover expenditure involved in carrying out the works required by the recent quinquennial inspection. It is the PCC's intention to designate the remainder of the available funds for the Reordering Project.

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: 7 March 2023

Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31st December 2022

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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>	Notes
	General Fund	Designated Funds		All Funds 2022	All Funds 2021	
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	26,728	-	516	27,244	25,605	
Charitable activities	1,909	-	-	1,909	2,577	
Other trading activities	2,214	-	-	2,214	3,299	
Investments	52	-	367	418	282	
Other receipts	-	-	-	-	2,380	
Total received	30,902	-	883	31,785	34,141	2
Expenditure on:						
Cost of raising funds	-	-	-	-	-	
Charitable costs	32,074	-	1,166	33,239	38,839	
Trading costs	192	-	-	192	658	
Other payments	-	-	311	311	-	
Total paid	32,265	-	1,477	33,742	39,497	3
Reconciliation of funds:						
Net income or (net expenditure)	(1,363)	-	(595)	(1,957)	(5,355)	
Transfers between funds	1,000	-	(1,000)	-	-	4
Net movement in funds	(363)	-	(1,595)	(1,957)	(5,355)	
Bank accounts at 1 January	24,191	305	17,515	42,011	47,366	
Bank accounts at 31 December	23,828	305	15,921	40,054	42,011	A&L

St Peter's Church, Westhampnett

Statement of Assets and Liabilities

Our financial position at the year end was

	Unrestricted		Restricted Funds	Total	Total	Notes
	General Fund	Designated Funds		All Funds 2022	All Funds 2021	
	£	£	£	£	£	
Assets:						
Cash in hand	33	-	-	33	-	
Bank current account	1,135	-	486	1,621	1,870	
Bank deposit account	14,967	305	3,119	18,390	20,147	
Boom (West Sussex Credit Union)	5,015	-	-	5,015	5,000	
CCLA - CBF Deposit Fund	2,679	-	12,316	14,994	14,994	
PCC-owned bank & cash funds	23,828	305	15,921	40,054	42,011	R&P
Diocesan Assigned Fees received	248	-	-	248	230	
Total monetary assets	24,076	305	15,921	40,302	42,241	
					-	
Gift Aid recoverable (est.)	1,435	-	40	1,475	1,788	
Debtors	1,435	-	40	1,475	1,788	
					-	
446 CBF Income Shares (mkt value)	-	-	9,215	9,215	10,444	5
Investments MV 31 Dec 2022	-	-	9,215	9,215	10,444	
					-	
Other	-	-	-	-	-	
					-	
Total assets	25,511	305	25,175	50,992	54,474	
					-	
Liabilities:						
Unpaid Diocesan parochial fees	248	-	-	248	230	
					-	
Total liabilities	248	-	-	248	230	

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			Total	Total	Notes
	General	Designated	Restricted	All Funds	All Funds	
	Fund	Funds	Fund/s	2022	2021	
	£	£	£	£	£	
Planned giving (excl. tax refunds)	13,905	-	-	13,905	11,767	6
Collections	2,967	-	-	2,967	4,639	7
Gift Aid recovered	4,285	-	183	4,468	3,616	8
Other donations	3,397	-	160	3,557	3,416	9
Grants	1,800	-	173	1,973	1,067	10
Legacies	-	-	-	-	1,100	
Sponsored events	344	-	-	344	-	
Event collections	30	-	-	30	-	
Donations and legacies	26,728	-	516	27,244	25,605	
Statutory fees for weddings & funerals	1,909	-	-	1,909	2,577	
Charitable activities	1,909	-	-	1,909	2,577	
Weddings & funerals (other)	892	-	-	892	1,029	11
Events	-	-	-	-	668	
Raffles	735	-	-	735	955	
Tombolas	100	-	-	100	-	
Sales (Car boot, small items etc)	416	-	-	416	557	
Church hire	70	-	-	70	90	
Other trading activities	2,214	-	-	2,214	3,299	
Bank & CBF deposit interest	52	-	93	144	17	
CBF investment fund dividend	-	-	274	274	265	
Letting of investment property	-	-	-	-	-	
Investments	52	-	367	418	282	
Accumulated Chancel Trust income	-	-	-	-	2,380	
Other receipts	-	-	-	-	2,380	
Total received on all funds	30,902	-	883	31,785	34,141	

3. Analysis of total paid

	Unrestricted		Restricted	Total	Total	Notes
	General	Designated		All Funds	All Funds	
	Fund	Funds		Fund/s	2022	
	£	£	£	£	£	
Cost of fundraising activities/events	-	-	-	-	-	
Other appeals expenses	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	12
Charitable grants and donations	420	-	-	420	420	13
Parish share to Chichester Diocese	16,228	-	-	16,228	15,910	
Honoraria	845	-	-	845	570	14
Clergy and other people's expenses	705	-	-	705	879	15
Costs of church services	3,723	-	120	3,843	4,895	16
Insurance	1,572	-	-	1,572	1,531	
Administrative costs	1,027	-	-	1,027	1,157	17
Church utilities	2,013	-	-	2,013	1,255	18
Other church running costs	1,077	-	-	1,077	805	19
Church maintenance & redecoration	428	-	1,046	1,474	1,302	20
Churchyard	1,921	-	-	1,921	2,558	21
Portaloo Hire	1,872	-	-	1,872	2,016	
Fixtures & Fittings	243	-	-	243	5,540	22
Charitable costs	32,074	-	1,166	33,239	38,839	
Wedding/funeral extras	97	-	-	97	334	
Events costs	31	-	-	31	276	
Raffles	64	-	-	64	48	
Trading costs	192	-	-	192	658	23
Reordering costs:	-	-	311	311	-	24
Other Payments	-	-	311	311	-	
Total paid on all funds	32,265	-	1,477	33,742	39,497	

4. Transfers between funds were as follows:

General Fund	Designated Funds	Restricted Funds	Purpose
£	£	£	
1,000	-	(1,000)	To part compensate the General Fund for Chancel insurance payments
1,000	-	(1,000)	Total

5. 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 a bench in the memorial garden (the Memorial Garden Fund).

Fund receipts, payments and final balances are as follows:

	Balances			Transfers,	Balances
	b/fwd			other gains	c/fwd
	01-Jan-22	Income	Expenditure	and losses	31-Dec-22
	£	£	£	£	£
Fabric fund	13,316	89	(1,046)	-	12,359
Reordering Fund	1,957	2	(311)	-	1,648
Gilbert Trust	11,640	276	-	(1,229)	10,686
Chancel Trust	1,047	173	-	(1,000)	220
Soloist Fund	-	343	(120)	-	223
Total of all restricted funds	27,959	883	(1,477)	(2,229)	25,135
General fund	24,191	30,902	(32,265)	1,000	23,828
Designated Memorial Garden Fund	305	-	-	-	305
Total of all unrestricted funds	24,496	30,902	(32,265)	1,000	24,133
Total funds	52,456	31,785	(33,742)	(1,229)	49,269

The value of The Gilbert Trust Investments fell by £1,229 in the course of the year.

6. Planned Giving refers to regular donations received by standing order into the Treasurer's Current Account and donations via the Parish Giving Scheme but excluding the Gift Aid element.
7. Collections includes all service collections (Sundays, Weddings, Funerals, Baptisms, Christmas, Easter) including cash, card and gift aid envelopes.
8. Income tax recovered relates to Gift Aid repayments – Parish Giving Scheme element of £2,562.81 plus claims for the year ended 31/12/21 and GASDS for the year ended 5/4/21.
9. Other donations relate to voluntary giving outside the context of services or fundraising events. It includes large donations from the Goodwood Estate, small individual donations and donations received from retailers via Easyfundraising.
10. St Peter's received a grant of £900 from the Parish Council, used to help maintain the churchyard, and a grant of £900 from the Deanery Synod. 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.
11. Weddings & funerals (other) relates to receipts over and above statutory fees (flowers, orders of service, bells, verger etc.)
12. Cost of raising funds where no consideration is provided – i.e. the cost of promoting voluntary giving. No such costs were incurred in 2022.

13. Donations to charities including The Bell Tower Drop In Centre and the Bible a Month Scheme.
14. Honoraria relate to payments made to the person acting as verger or bell ringer for weddings/funerals/baptisms.
15. Clergy expenses amounted to £705 relating primarily to postage, stationery, printing and a subscription to Zoom.
16. Cost of services includes sacristy supplies, service hospitality, flowers, children's participation, music and hall hire for the Wednesday service at the village hall and banners promoting special services.
17. Administrative costs include web presence, financial costs (bank charges and card reader), office supplies, printing (pew sheets, Orders of Service, newsletters) and sundries.
18. Church Utilities

Utilities comprise oil, electricity and water. Oil is purchased at the current variable rate. The current electricity contract commenced in February 2021 and remains at a fixed rate until February 2023. The 60% increase in the overall cost of utilities is primarily due to the rising cost of oil and increased electricity usage. The increase in the water charge is due to the timing of invoices.

Utility	2022 £	2021 £
Oil	1,207	663
Electricity	754	575
Water	52	17
Total	2,013	1,255

19. Other church running costs include pest control, organ tuning and fire extinguisher maintenance.
20. Church maintenance includes minor repairs paid out of the General Fund and the architects fee for the Quinquennial report, paid out of the Fabric Fund.
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 once again kindly waived its £500 fee.
22. Fixtures and Fittings
Purchases included a new lapel microphone, folding chairs and a table.
23. Trading costs represent the cost of raising funds where there is an exchange of goods or services for money. This includes printing and flowers for weddings and funerals, purchase of raffle tickets and a gambling licence.
24. Reordering costs related to the Faculty fee for the removal of pews.

Approved by the Parochial Church Council and signed on its behalf

The Revd Rachel Hawes
Chair



Date: 7 March 2023

Independent Examiner's Report to the PCC of St Peter's Church, Westhampnett for the Year Ended 31st December 2022

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 2022 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

28 March 2023

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 31st December 2022

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