
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 2023

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 (until 9 April 2023 – after which the Benefice was in vacancy.)

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 2023

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 undertaking 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 2023 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 ‘un-churched’ through ‘open to all’ activities;
- Maintaining the fabric of the church building as an historic centre for the village; and
- Planning a major Re-ordering Project for the church, to provide it with facilities which will enable it to fulfil its objective to be a centre of worship and mission, serving the rapidly growing community in Westhampnett.

Our vision for the future in our Mission Action Plan

Our work throughout the year, both within our church community and within the wider community that we serve, continues to be underpinned and inspired by the vision of our 5-year Mission Action Plan, agreed in 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 2023, at last free of all Government restrictions in relation to the Covid-19 pandemic. It was a relief to feel a complete return to normality.

Benefice in vacancy

In April 2003, Fr Simon Holland, the Rector of the Joint Benefice, left St Paul’s to take up the post of Interim Dean of Chichester Cathedral. We were very sad to see him go but we knew that he would bring his many gifts to his service in this new role at the Cathedral. We celebrated his appointment with farewell drinks at St Paul’s on 9 April. Since then, the Benefice has been in vacancy (although a new appointment has now been made). During this period the Associate Rector has liaised closely with the Churchwardens of St Paul’s and has been available to them if required.

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.

We keep St Peter’s open daily. We feel 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. Those who visit the church are able to leave prayer requests and light candles and we have found that many do this and obviously find it helpful.

The Church Electoral Roll was revised in March/April 2023. On revision, there were 77 names on the Roll (10 removals and no additions). Two removals were because of death and the remaining 8 because

the person had either ceased to reside in the parish and had not habitually attended public worship for 6 months; or was never resident and had not attended public worship in the preceding 6 months. 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, 61 were not resident within the parish.

The average regular weekly attendance, counted during October, was 47 (as opposed to 29 in 2022). This was a significant increase and entirely attributable to large numbers of young families attending our regular Family Service on the first Sunday of the month. The completion of the Madgwick Park estate in Westhampnett is the major factor in this increase as it has brought a large number of new families into the village. We are delighted to welcome them and they are enriching our worship.

Our children's ministry is especially important to us. Throughout 2023 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. We were also very pleased to be able to offer Sunday School for the increasing number of very young children who are now attending St Peter's. This has been ably led by one of our Churchwardens, Jane Stone, who is a former teacher.

Our children's Serving Team continued to support the liturgy in 2023. After a fall off in numbers in the team in the previous year, we were pleased to see new members joining in 2023. Theirs in an important role in our worship and it is a delight to see how enthusiastic they are about it.

Our Church Year began as usual, with a well-attended Family Service for Epiphany, in which the children read the lessons, delivered the prayers and gave a presentation on the meaning of Epiphany and the gifts of The Magi. Our beautifully decorated Kings (from our Nativity set) were then processed to the Crib for Epiphany season.

As always, in the weeks before 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. We began Holy Week with a Palm Sunday procession, which started on the village green at Westhampnett and processed to the church, singing Easter hymns. The dramatised Passion Gospel during the Eucharist service was movingly

performed by our *Open the Book* team.

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

"She was so excited to read on Sunday. Thank you so much for encouraging her in this."

A parent by email

"I just want to thank you for preparing me for my First Holy Communion and for my cross, which I have not taken off since Sunday."

Letter from a
First Communion Candidate (aged 9)

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 61 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 cupcakes!).

In 2019 we had launched a weekday Eucharist and coffee morning in the Westhampnett Community Hall. This was part of our mission to connect with the growing village community in Westhampnett. Unfortunately, the Covid restrictions severely disrupted this project and, although we reinstated it, numbers remained very low. In particular, the residents of the two Care Homes in Westhampnett had stopped coming because severe staff shortages meant there are not enough carers to bring them. As we already visit both these Homes and take Holy Communion into them, we decided to move this Eucharist back to the Church in January 2023. The service is followed by a coffee morning and, although numbers remain small, there are a group of regular attendees who clearly find the simple weekday service helpful.

On 7 May we held a special Family Eucharist to celebrate the King's Coronation. The older children delivered a moving presentation entitled *Called to Serve*. This reflected upon the King's promise at the start of the Coronation Service, "I come not to be served but to serve", and how it rested on the example of the Servant Kingship of Christ. In Sunday School the younger children looked at what it meant to call Jesus a king and made wonderful crowns (decorated with stick-on jewels!). They paraded into the Service, wearing their crowns, at the Peace!

During the year we held three joint services with our sister church, St Paul's. On 18 May their congregation came to us for an evening Eucharist for Ascension Day. On our patronal festival - St Peter and St Paul, on 25 June - we went to them. We went again on 26 November for the Feast of Christ the King. On both occasions our Associate Rector celebrated and it was a joy for our two congregations to be able to worship together.

In 2023 we said goodbye to two members of our congregation who had, in their different ways, made a significant contribution to our worship. Benjamin Irvine-Capel, our very talented young student organist, left us after his A Levels, at the beginning of June, ultimately to take up his university place in the autumn. He gave us a year's worth of wonderful music and has been much missed. We also said goodbye to Tracy Flitcroft who had been assisting in our liturgy, while completing her training for ordination. She left us in June to be ordained and to begin her curacy. Our prayers went with her for her future ministry.

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 back to sing for us, Natasha Page, the soprano whose beautiful voice gave us such joy during the years of Covid, when congregational singing was prohibited. At this service we also welcomed Charlotte Barton, the student trumpeter from the University of Chichester who has played for us several times before in Remembrance Sunday Services. 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 the story of the Nativity. Unfortunately, an outbreak of chickenpox meant that we had to make a late substitution for the child who was to have played Mary! (She was almost inconsolable - but she has been promised the part again next year!) The main characters in the story were ably supported by 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!

“I couldn’t get him to go to bed – he loved looking at it so much! It’s a beautiful idea. Thank you.”

A parent by email

We held the traditional Service of Nine Lessons and Carols again this year with a four-part choir from the University of Chichester. This is a very beautiful service, and a time when our ancient church, lit entirely by candlelight, really comes into its own.

We again 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 to be because people were travelling on Christmas Day to be with family. 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 183 adults and children attended our special services during the Advent and Christmas period and 49 attended on Christmas Eve and Christmas Day.

We continue to value the contribution of the Reverend Anthony Freeman (our Honorary Assistant Priest with PTO) 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. He also has responsibility for our Outward Giving programme and has formed a team to work with him in this area. On 2 July, at the Feast of Thomas the Apostle, Fr Anthony celebrated the golden anniversary of his priesting and we were delighted to celebrate with him at a special Eucharist on that day.

Teaching, baptising and nurturing new and existing believers

We continued to welcome new members of the Christian community in Baptism. This year we baptised 14 children and 2 adults. The increase in the number of new families now settled in Westhampnett, as a result of the recent 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 this year we prepared three children for their First Communion. Towards the end of the year, another group had begun to come forward to start classes in January 2024. We were also delighted to prepare and present an adult candidate for Confirmation at the Cathedral in April.

We seek to encourage the participation in worship of all members of the church community, through readings and intercessional prayers and in the administration of the chalice.

We continue to encourage the study of, and reflection on, our faith through our Teaching and Nurture programme. In Lent this year we followed the Diocesan Lent Course, *Who Then Is This?* As part of the Diocesan Year of the Old Testament 2023, the Course reflected on some key figures in the Old Testament and their connection to the New Testament. The Course was delivered for the whole benefice, with sessions both face to face and on Zoom and was well attended.

In September our Associate Rector co-led a course at the Cathedral with the Canon Precentor, entitled *Human & Divine Perspectives – Encountering Christ in the company of Piero della Francesca*. We

were delighted to be able to collaborate with the Cathedral's educational programme. Another course on the theme of faith and art is planned for 2024.

Through lay involvement in this and other teaching programmes, we hope to continue 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 2023 we were able to hold a number of social events. We celebrated with drinks (and cakes for the children!) on Easter Sunday. We also celebrated after our special service for the King's Coronation and after the Ascension Day Service, both in May. During the summer, we 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.

Some of the events we hold contribute to our fundraising for the mission of St Peter's. In June we held a Raffle Draw with some exciting prizes, including Goodwood tickets. We also held a cake and jam sale which always proves popular. We linked up with events at The March School; in particular we had a stall selling homemade jams, marmalades and plants at both their Summer and Christmas fetes. In addition, our Events Group held a Games Evening. The weather kept us in the church but the event was much enjoyed by those who attended (including a visiting dog!). The Group also held a Quiz Evening in August, with questions about the history of the church designed to encourage everyone, especially the children, to look closely at the historic building we use and which we all take rather for granted.

In early Spring we organised our annual *Litter Pick* which was open to everyone who wished to participate. Apart from being an important way of liaising with the local community, this event also provides much needed assistance in keeping our village of Westhampnett free of the litter which accumulates so unattractively on roadsides and in hedges.

In September members of the congregation took part in *Ride and Stride* - a day event in which participants visit local churches either on foot or by bicycle. This is a lovely way to get to know some of the beautiful churches in our area. Half the proceeds go to support the Historic Churches Trust and the other half go to the individual churches.

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 this reason, we have been particularly pleased, to be able to host the Madgwick Park Book Club, which continues to meet 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.

"Lovely to see you all. Thanks for the wine and cake! And I really enjoyed the last book. What are we reading next?"

A Book Club member

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 still remain lower than before the pandemic, with only 3 weddings in 2023. Baptism numbers, however, are significantly up, for the third year in a row, with 14 Baptisms, of which 10 were infants or young children. 6 funerals were conducted in church and 4 interments of ashes, as well as a further 5 services at the local crematorium.

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.

We also continue to visit both Nursing Homes in Westhampnett and to take Holy Communion regularly to those who are housebound.

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);

"What a delightful church – and so beautifully kept!"

"How nice to find the church open. Thank you."

Entries 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*.

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.

We began again in 2022. As a preliminary, we conducted a Community Survey to find out what the

“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

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.*

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

In September this year it became public that the Government had leased the Chichester Park Hotel, situated in the Parish and very close to the church, to house asylum seekers. Rumour ran wild on social media that the hotel had been filled with 300 young male migrant workers. Sadly this led to hostile and aggressive demonstrations outside the hotel for several weeks. In fact the residents were almost all young women and children. There were 197 residents in all of whom 62 were children

under 10 and babies. Most of the rest were single women and there were 3 pregnant women. There were about 15 whole families - married couples with children – so only about 15 men in total. The residents came from all over the world: Syria, Afghanistan, Sudan, Colombia, Georgia, Uganda, to name but a few countries. They were all at different stages in the asylum process. Many were traumatised because they had experienced violence and persecution in the countries they had fled from. We were glad to be able to assist these people in practical ways by donations of clothing and children’s toys. The Associate Rector visited the hotel regularly and linked up with *The Sanctuary in Chichester*, a registered charity which supports refugees and asylum seekers. Through the expertise of *The Sanctuary* staff we were able to ensure that those who needed, e.g. legal advice, had access to it. We have been very glad to welcome the residents of the hotel to worship with us at St Peter’s.

Again this year, we supported also 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

Our newly formed Mission Group, led by our Assistant Priest, put in a lot of work in 2023 on our outward giving. It was decided to raise money for a specific charity to be chosen by the congregation and ratified by the PCC. In 2023 the chosen charity was Sage House, a local charity providing dementia support. The Mission Group liaised closely with this charity and visited several times, and in total £750 was raised to support it. This year we have also supported The Bell Tower Drop in Centre (£300); The Bible Society - Bible a Month (£120) and Christian Aid Week (£362). In addition we made a special collection for the Turkish Earthquake Appeal, to which, through the generosity of the congregation, we were able to give £800. We have also continued to deposit Funds with Boom, the West Sussex Credit Union. We have also paid our Parish Share in full.

Financial Review

In 2023 total receipts amounted to £33,328 (compare £31,785 in 2022) and total payments amounted to £34,846 (£33,742 in 2022) resulting in net expenditure of £1,519 (£1,957 in 2022) and an equivalent reduction in monetary assets. Reserves were more than sufficient to cover the shortfall.

Overall receipts increased by 4.8%. It is worth noting that:

- planned giving, collections and fundraising all increased notwithstanding the harsh financial climate.
- statutory fees for weddings and funerals also increased.
- the greatest percentage increase was seen in investment income which more than tripled (from a low base) due to higher interest rates, mostly to the benefit of restricted funds.
- although the Ride & Stride sponsored event took place in September as usual, raising £240 for St Peters and £240 for the Sussex Historic Churches Trust, no receipt is shown in these accounts because the income from it was not received until January 2024.
- the only grant income related to the Chancel Trust as the Parish Council grant towards upkeep of the churchyard was not received this year.
- a donation was received specifically for the benefit of refugees in the Chichester diocese and a new restricted fund was created pending it being used for that purpose.

Overall payments increased by a modest 3.3%. The only payments of note were:

- the cost of utilities increased by 11%. The PCC decided to join the Parish Buying Scheme Energy Basket in September in order to better manage the cost of electricity.

- a one-off donation from church funds of £800 to the Christian Aid Earthquake Appeal which made possible by the generosity of the congregation.
- although the PCC had anticipated expenditure on Quinquennial repairs, no major expenditure was required in 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 and to the organisation that supplies gardeners who maintain the churchyard so beautifully. The latter organisation kindly waived its fee again this year.

As anticipated £9,000 of General Funds have been designated and a number of grant applications have been submitted in support of the Re-ordering Project. Some of the applications have been successful although the funds were not received until 2024. More grant applications will be made with a view to preparing for the first phase of the project.

At the year-end total funds amounted to £48,617 of which £27,059 is restricted, £12,558 is held in the General Fund and £9,000 is designated for the Reordering Project.

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 is reserved to cover expenditure involved in carrying out the works required by the last quinquennial inspection. The PCC has designated the remainder of the available funds for the Reordering Project.

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	(until 9 April 2023)
Associate Rector	The Reverend Rachel Hawes	(Chair)
Churchwardens:	Mrs Jane Stone Mrs Ann Kent	(from April 2018) (from September 2020)
Elected members:	Mrs Laura Bradley	(from April 2021) Safeguarding Officer
	Mrs Rebecca Coombes	(from April 2021)
	Mrs Val Edwards	(from April 2021)
	Mrs Rosemarie Scott	(from April 2023)
	Mrs Joy Smith	(from April 2021 until September 2023)
	Mrs Hazel Bate	(from March 2022) PCC Secretary & Electoral Roll Officer
	Mr Gerald Bate	(from March 2022)
Co-opted Members:	The Reverend Anthony Freeman	
Deanery Synod Reps:	Mrs Anne Parker Mrs Gillian Madley	(from April 2019 until April 2023) (from September 2020 until April 2023)
	Mr Gerald Bate	(from April 2023)

The PCC was assisted by the following, not a member:

Appointed under CRR 2020 Rule M20 (3)(b)	Mrs Carol Wadsworth-Jones	(from April 2019) Treasurer
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Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the Churchwardens and members of the Deanery, Diocesan or General Synods and members of the church who are elected at the APCM. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was approved by the Parochial Church Council and signed on its behalf by the Revd Rachel Hawes (PCC Chair).

Signed:



Date: 5 March 2024

Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31st December 2023

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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>		<i>Restricted Fund/s</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>		<i>All Funds 2023</i>	<i>All Funds 2022</i>	
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	26,263	-	566	26,829	27,244	
Charitable activities	2,857	-	-	2,857	1,909	
Other trading activities	2,488	-	-	2,488	2,214	
Investments	356	-	797	1,153	418	
Other receipts	-	-	-	-	-	
Total received	31,964	-	1,364	33,328	31,785	2
Expenditure on:						
Cost of raising funds	-	-	-	-	-	
Charitable costs	34,424	305	-	34,729	33,239	
Trading costs	117	-	-	117	192	
Other payments	-	-	-	-	311	
Total paid	34,541	305	-	34,846	33,742	3
Reconciliation of funds:						
Net income/(net expenditure)	(2,577)	(305)	1,364	(1,519)	(1,957)	
Transfers between funds	(8,693)	9,000	(307)	-	-	4
Net movement in funds	(11,270)	8,695	1,057	(1,519)	(1,957)	
Bank accounts at 1 January	23,828	305	15,921	40,054	42,011	
Bank accounts at 31 December	12,558	9,000	16,977	38,535	40,054	A&L

St Peter's Church, Westhampnett

Statement of Assets and Liabilities

Our financial position at the year-end was

	Unrestricted			Total All Funds 2023	Total	Notes
	General	Designated	Restricted		All Funds	
	Fund	Funds	Funds		2023	
	£	£	£	£	£	
Assets:						
Cash in hand	56	-	-	56	33	
Bank current account	1,133	-	1,497	2,630	1,621	
Bank deposit account	3,656	-	3,164	6,820	18,390	
Boom (West Sussex Credit Union)	-	5,035	-	5,035	5,015	
CCLA - CBF Deposit Fund	7,714	3,965	12,316	23,994	14,994	
PCC-owned bank & cash funds	12,558	9,000	16,977	38,535	40,054	R&P
Diocesan Assigned Fees received	443	-	-	443	248	
Other held as agent	33	-	-	33	-	
Total monetary assets	13,034	9,000	16,977	39,011	40,302	
Gift Aid recoverable (est.)	1,579	-	13	1,591	1,475	
Debtors	1,579	-	13	1,591	1,475	
446 CBF Income Shares (mkt value)	-	-	10,082	10,082	9,215	5
Investments MV 31 Dec 2023	-	-	10,082	10,082	9,215	
	-	-	-	-	-	
Other	-	-	-	-	-	
	-	-	-	-	-	
Total assets	14,613	9,000	27,072	50,684	50,992	
Liabilities:						
Unpaid Diocesan parochial fees	443	-	-	443	248	
Due to Southern Coop	33	-	-	33	-	
Total liabilities	476	-	-	476	248	

St Peter's Church, Westhampnett

Notes to the Financial Report

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

2. Analysis of total received

	Unrestricted		Restricted Fund/s	Total	Total	Notes
	General	Designated		All Funds	All Funds	
	Fund	Funds		2023	2022	
	£	£	£	£		
Planned giving (excl. tax refunds)	14,734	-	-	14,734	13,905	6
Collections	3,791	-	-	3,791	2,967	7
Gift Aid recovered	4,448	-	-	4,448	4,468	8
Other donations	3,208	-	392	3,600	3,557	9
Grants	-	-	174	174	1,973	10
Legacies	-	-	-	-	-	
Sponsored events	-	-	-	-	344	
Event collections	82	-	-	82	30	
Donations and legacies	26,263	-	566	26,829	27,244	
Statutory fees for weddings & funerals	2,857	-	-	2,857	1,909	
Charitable activities	2,857	-	-	2,857	1,909	
Weddings & funerals (other)	925	-	-	925	892	11
Events	-	-	-	-	-	
Raffles	885	-	-	885	735	
Tombolas	-	-	-	-	100	
Sales (Car boot, small items etc)	679	-	-	679	416	
Church hire	-	-	-	-	70	
Other trading activities	2,488	-	-	2,488	2,214	
Bank & CBF deposit interest	336	-	522	857	144	
CBF investment fund dividend	-	-	276	276	274	
Boom dividend	20	-	-	20	-	
Investments	356	-	797	1,153	418	
Other receipts	-	-	-	-	-	
Other receipts	-	-	-	-	-	
Total received on all funds	31,964	-	1,364	33,328	31,785	

3. Analysis of total paid

	Unrestricted		Restricted	Total	Total	Notes
	General	Designated		All Funds	All Funds	
	Fund	Funds		Fund/s	2023	
	£	£	£	£	£	
Cost of fundraising activities/events	-	-	-	-	-	
Other appeals expenses	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	12
Charitable grants and donations	1,270	-	-	1,270	420	13
Parish share to Chichester Diocese	16,862	-	-	16,862	16,228	
Honoraria	715	-	-	715	845	14
Clergy and other people's expenses	793	-	-	793	705	15
Costs of church services	3,907	-	-	3,907	3,843	16
Insurance	1,781	-	-	1,781	1,572	
Administrative costs	1,213	-	-	1,213	1,027	17
Church utilities	2,243	-	-	2,243	2,013	18
Other church running costs	1,404	-	-	1,404	1,077	19
Church maintenance & redecoration	1,128	-	-	1,128	1,474	20
Churchyard	1,279	305	-	1,584	1,921	21
Portaloo Hire	1,728	-	-	1,728	1,872	
Fixtures & Fittings	100	-	-	100	243	22
Charitable costs	34,424	305	-	34,729	33,239	
Wedding/funeral extras	84	-	-	84	97	
Events costs	-	-	-	-	31	
Raffles	33	-	-	33	64	
Trading costs	117	-	-	117	192	23
Reordering costs:	-	-	-	-	311	24
Other Payments	-	-	-	-	311	
Total paid on all funds	34,541	305	-	34,846	33,742	

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 existing at the start of the year 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). The Refugee Fund was formed in response to a small donation received for the support of refugees in the diocese.

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides. The unrestricted funds comprise the General Fund and a designated fund to finance the Reordering Project. The Memorial Garden Fund has been closed following completion of its objective - the purchase and placement of a bench in the church grounds.

Transfers between funds were as follows:

General Fund	Designated Funds	Restricted Funds	Purpose
£	£	£	
(9,000)	9,000	-	To create the designated Reordering Fund
307		(307)	To part compensate the General Fund for Chancel insurance payments
(8693)	9,000	(307)	Total

Fund receipts, payments and final balances are as follows:

	Balances			Transfers,	Balances
	b/fwd			other gains	c/fwd
	01-Jan-23	Income	Expenditure	and losses	31-Dec-23
	£	£	£	£	£
Fabric fund	12,359	476	-	-	12,835
Reordering Fund	1,648	24	-	-	1,672
Gilbert Trust	10,686	297	-	867	11,850
Chancel Trust	220	174	-	(307)	87
Soloist Fund	223	50	-	-	273
Refugee Fund	-	342	-	-	342
Total of all restricted funds	25,135	1,364	-	560	27,059
General fund	23,828	31,964	(34,541)	(8,693)	12,558
Designated Memorial Garden Fund	305	-	(305)	-	-
Designated Reordering Fund	-	-	-	9,000	9,000
Total of all unrestricted funds	24,133	31,964	(34,846)	307	21,558
Total funds	49,269	33,328	(34,846)	867	48,617

This table excludes debtors and liabilities.

5. The Gilbert Trust Investments were revalued as at 31 Dec 2023

6. Planned Giving refers to payments received by standing order and bank transfer into the Treasurer's Current Account, including Parish Giving Scheme but excluding the Gift Aid element.
7. Collections includes weekly cash collections, gift aid envelopes and other irregular collections.
8. Gift Aid recovered includes the Parish Giving Scheme element of £2,783 plus claims for direct donations in the year ended 31/12/22 and GASDS for the year ended 5/4/23.
9. Other donations relates to voluntary giving outside the context of services or fundraising events. It includes a large donation from the Goodwood Estate, donations from individuals and donations received from retailers via Easyfundraising.
10. The 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, vergers 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 2023.
13. Donations to charities including The Bell Tower Drop In Centre, the Bible a Month Scheme and the Christian Aid Earthquake Appeal.
14. Honoraria relate to payments made to the person acting as vergers or bell ringer for weddings/funerals/baptisms.
15. Clergy expenses amounted to £793 relating primarily to postage, stationery, printing and a subscription to Zoom.
16. Cost of services includes sacristy supplies, service hospitality, flowers, children's participation, service music and subscriptions, and banners promoting special services.
17. Administrative costs include web presence, financial costs (bank charges and card reader), office supplies, printing (pewsheets, Orders of Service, newsletters) and sundries.
18. Church Utilities
Utilities comprise oil, electricity and water. Oil is purchased at the current variable rate. The reduction in oil cost is due to taking only one delivery of oil in 2023 compared with two deliveries in 2022. The electricity contract that commenced in February 2021 remained at a fixed rate until February 2023. It was replaced by an interim contract until September 2023 when Westhampnett joined the Parish Buying Scheme Energy Basket with a view to better managing electricity costs. The increase in cost reflects the increase in prices. The fall in the water charge is due to the timing of invoices.

Utility	2023 £	2022 £
Oil	838	1,207
Electricity	1,366	753
Water	39	52
Total	2,243	2,013

19. Other church running costs include security, cleaning, pest control, organ tuning and repair, and fire extinguisher maintenance.
20. Church maintenance includes minor repairs paid out of the General 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. Also included is the purchase of a bench from the Memorial Garden Fund.
22. Fixtures & Fittings – the purchase of a folding table and chairs.
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. There were no Reordering Costs in 2023 pending the outcome of multiple grant applications.

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

Signed:  Date: 5 March 2024

Independent Examiner's Report to the PCC of St Peter's Church, Westhampnett for the Year Ended 31st December 2023

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 2023 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

17 March 2024

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 2023

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