

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF  
ST ANDREW'S CHURCH, WEST TARRING**

*(In the Benefice of Maybridge and West Tarring)*



**ST ANDREW'S  
CHURCH**  
WEST TARRING

**TRUSTEES' ANNUAL REPORT  
FOR YEAR ENDING 2019**

**Registered Charity No: 1130723**

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## STRUCTURE, GOVERNANCE AND MANAGEMENT OF THE CHARITY

The Parochial Church Council (PCC) is a charity registered with the Charity Commission as required by the Charities Act 2011 (Registration Number: 1130723). Its governing document is the Parochial Church Councils (Powers) Measure 1956.

The Charity Trustees are members of the PCC. Membership of the PCC is determined under the Church representation rules and consists of certain ex-officio members (the Incumbent, the Assistant Curate, Churchwardens and representatives on Deanery, Diocesan or General Synods) and twelve members of the congregation on the Church electoral role (elected at the Annual Parochial Church Meeting) and appropriate co-opted members. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

### Ex-officio Members:

Fr Mark Lyon SSC	(Rector)	Chairman
Fr Ian Edgar	(Assistant Curate)	
Mrs Jane Wells	(Churchwarden)	Vice-Chairman
Mr Stephen Stripp	(Churchwarden)	

### Elected Members:

Liz McCarthy	
Ian Alexander	
Jaqui Ball	
Robin Churchill	
Brenda Cox	
Claire Martin	
Peggy Mulholland	(from April 2019)
Paul Halstead	(from April 2019)
Ros Bailey	
Ann Patten	
Brenda McCurdie	(from April 2019)

### Deanery Synod:

Hazel Whittaker	
Leah Barrs	
Michael Winter	(to August 2019)
Frances Spencer	

### Co-opted by the PCC:

Kathy Shuttleworth	Treasurer
Margaret Sturmey	Secretary

## OUR AIMS, OBJECTIVES AND PURPOSES AS A CHARITY

The primary objective of St Andrew's PCC is the promotion of the Gospel of our Lord Jesus Christ, according to the doctrines and practices of the Church of England.

The PCC has the responsibility of co-operating with the Rector in promoting in the parish the whole mission of the Church: pastoral, evangelistic, social and ecumenical. Volunteers play a significant part in all activities of the parish, especially in youth work, fund-raising and administration. Donations are made annually to local and national charities.

## TRUSTEES' REVIEW OF THE YEAR

*(What we have achieved and how we have affected beneficiaries' lives)*

The Parish has been very active this past year. We welcomed Peggy Mulholland, Paul Halstead and Brenda McCurdie to the PCC.

There were 196 Parishioners on the Electoral Role at the last APCM. The PCC has met five times this year with a standard agenda and sundry items. The PCC has the following Sub Committees: Mission and Renewal (Chaired by Fr Mark Lyon), Buildings (Chaired by Stephen Stripp), and Social & Fundraising (Chaired by Sue Worsley). PCC members are allocated to Sub-committees, which co-opt additional members of the congregation with talents in that specific area. The clear structure of PCC Meetings, where the Chair of the Sub-committee reports back to the PCC, works very well and ensures the PCC meetings are more focused and do not run on for too long.

The Standing Committee, which has full executive authority in between PCC Meetings, has taken on the responsibilities of the Finance Committee and also oversees the employees of the Parish, and met several times as a particular need arose.

The Parish has continued to comply fully with the General Data Protection Regulations introduced in May 2018 and continues to ensure data collected is appropriate and held securely.

Over the past year we have engaged fully with the Diocesan Strategy and the Year of Vocation. A highlight of this was the witnessing of our Assistant Curate, Fr Ian Edgar being ordained priest by the Bishop of Chichester in St Andrew's Church on 15 June 2019 and over the following days offering his first Masses in the parishes of St Andrew, St Symphorian's and St Richard's. A number of study courses were run throughout the year with the Year of Vocation as the theme. A particular focus was given to the initiative 'Leading your Church into Growth'. This focuses on growth in three aspects, depth of faith, wider community engagement and the growing of congregations numerically. This was a group wide project with the PCC's choosing three people from each parish to form a leadership group. Following lengthy discussions and meetings of the joint leadership team a successful Advent course was run for all three wider congregations to review aspects of each parish and devise a plan for their future missions. A follow up consultation with the wider congregations is planned for Eastertide 2020. St Andrew's leadership team is made up of Margaret Sturmeay, Ian Alexander and Sophie Businge.

As part of the ongoing desire of the PCC to see our Church Building used in a variety of ways and contexts, activities this year included coffee mornings, a Nativity Festival in December centred around the new Nativity Set purchased in memory of Kay Griffiths, and a fundraising sing-along pantomime staged by members of the High Street Residents' Association as well as the Open Day and Harvest Festival at the end of September/beginning of October.

The Church has continued to welcome and embrace the wider community for the occasional offices of Baptisms, Weddings and Funerals. The numbers of each - Baptisms and Weddings -

have remained fairly constant compared with previous years. Members of the Mothers' Union and the wider church family continue to assist Fr Mark in the Baptism process. Fr Mark and Fr Ian along with Frances Spencer prepared 10 of our young people to receive their First Communion and in November a weekend of activities were organized and all 10 received their First Communion for the first time, each being sponsored by members of the wider worshipping community. Fr Ian also prepared four parishioners for confirmation and they were confirmed by Bishop Martin at the Deanery Confirmation in St Botolph's Church, Heene.

Funerals continue to be a big part of the ministry of the clergy in the Parish, with very good relationships with all the local undertakers. As well as one-to-one pastoral ministry for each of the mourners in question as need arises, all mourners of funerals from November 2018 to November 2019 were personally invited to attend the annual Requiem Mass for All Souls where the names of loved ones were prayed for individually and an opportunity for mourners to light candles included. The parish laid on refreshments afterwards as a part of their ongoing support for the bereaved. While the numbers for this Mass remained constant to the year before, a significant number of those invited took up the invitation this year and this formed a significant part of our outreach in the wider community.

The Sunday Adventurers continue to join the congregation at Communion on Sunday mornings. This is an important aspect of the life of our community and the children and leaders feel very much part of the wider life of the worshipping community. A number of the young people were sponsored by the Parish community to attend the Children's Pilgrimage (7-11yr olds) and Youth Pilgrimage (11-18yr olds) in Walsingham. In addition, five of our young people were also sponsored in part by the Parish and in part by the pilgrims to Lourdes in order to help push some of the pilgrims in wheelchairs and generally assist the clergy in leading those present. In August the Parish also organized a further pilgrimage to the Shrine of Our Lady of Walsingham for twenty adult pilgrims (lower than previous years) due to more attending the special pilgrimage to Lourdes.

Fr Mark and Fr Ian continued to have good connections with some of the local schools in the parish. Fr Mark and Jaqui Ball continue to be Associate Governors of Palatine Primary School. Christmas again saw the Church being used by the local community, with the three schools, Oak Grove, Durrington High and Palatine all holding their annual Carol Services in church at the end of term. The Christmas services were still very well supported by the local community and are a major aspect of our mission to wider life of the community. All Christmas services were well attended with the Crib service being again very popular and presented an ideal opportunity to welcome and bless the new Nativity set.

St Andrew's, St Richard's, Maybridge and St Symphorian's, Durrington continue to share special services and support each other at their respective Patronal Festivals. St Andrew's celebrated their Patronal as normal where our preacher this year was The Reverend Rebecca Swyer, Director of the Apostolic Life Department in the Diocese. We have continued to keep the major weekday feasts together as part of the growing relationship between all three parishes. Fr Mark and Fr Ben continue to cover for each other as and when necessary and together with Fr Ian celebrate the Daily Offices together on a daily basis.

The links between the three parishes were enhanced by a joint pilgrimage of some 41 people to Lourdes in July 2019. Additionally, St. Andrew's shared in the visit to St Symphorian's of members of the church in Munchberg, with whom they are twinned, participating in and hosting services and social events over the five days of the visit.

In August, we said farewell to our Director of Music, Michael Winter and his family. As part of his development towards seeking ordination, Michael moved to Norfolk to gain wider experience in a pastoral setting. In the Autumn the choir was led by Frances Spencer and temporary organists. The Parish advertised for the role of Director of Music and Parish Organist, and Robert Fitzgerald was successful in his application and took up his role in January 2020.

Following the resignation of Jan Grange as editor of the monthly Parish Magazine, the PCC took the opportunity, to begin a process of widening our reach of getting our mission and news out into the wider community, by beginning a quarterly newsletter 'Talking to Tarring' which is professionally designed and printed and delivered to every household in the Parish. The first edition was a Christmas themed edition, delivered at the beginning of December and despite some reservations of the stopping of such a long held tradition as the parish magazine, feedback from both parishioners and wider community was very positive indeed. The plan is to produce and deliver the newsletters in time to advertise Easter, Tarring Market, Harvest and Christmas each year going forward.

The parish continues to be blessed with significant financial resources and generous parishioners. A number of retiring collections were taken for specific charities and causes throughout the year. In addition, the Parish gave 25% of the takings from the Tarring Market to the charity 'Chichester Diocesan Association for Family Support Work' and also offered free rent of the Old Palace for their local refugee families work. Other charities also benefitted with reduced or free rent of the Old Palace as need arose. In December 2019 Fr Mark put the proposal to the PCC that as well as helping lots of charities throughout the year, a more focused approach of supporting one charity could also be trialled. It was decided that for 2020, the charity the PCC will particularly lend it support to is 'Turning Tides' the local homeless charity. This will also be the charity that would receive 25% of the Tarring Market income for 2020. This will be reviewed each December by the PCC and a different charity may be chosen.

## **CHURCH BUILDING AND FABRIC**

The Church building continues to be in a good state of repair. Routine maintenance tasks have been attended to and carried out as the need arose. Helena Buqué on behalf of Fr Luke, Archdeacon of Chichester, carried out an Archdeacon's Visitation as part of his legal duties and as a way of beginning his ministry in the role in October. As part of this, the official Inventory and Terrier and other legal requirements of the parish were assessed and all was in order.

## **SAFEGUARDING**

The parish takes its responsibility for the Safeguarding of Children and Vulnerable Adults very seriously. It has complied fully with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016. The Parish adopts (as standard practice) the Chichester Diocesan Safeguarding Policy, and DBS (Disclosure and Barring Service) checks are carried out for all those requiring them in line with that policy. With the Diocesan wide training program, all those who require specific safeguarding training have all attended the relevant courses. This is overseen by Frances Spencer and Claire Martin, our Parish Safeguarding Officers.

The church took part in the Simple Quality Protects review during 2019 and came out with flying colours, passing Level 1, (the minimum and only level currently being examined). We were one of the few churches locally who not only had no areas to pick up on but were well on the way to the next standard. All confidential safeguarding files are securely stored in the locked cupboard and filing cabinet of the Rectory.

## FINANCIAL REVIEW

The purpose of the PCC is to carry out its functions and activities for the charitable benefit of its parishioners and the wider community, and as a result the balance sheet isn't presented to show the PCC's net worth as if the PCC is a business – the Charity Commission regularly reminds charities that they often fail to demonstrate public benefit.

The Statement of Financial Activities summarises the transactions detailed within the accounts and shows that during 2019 income to the General Fund exceeded expenditure by £39,800. The parish was fortunate to receive generous legacies and gifts of over £67,000 part of which have been invested in branding, including a new quarterly newsletter for circulation throughout the parish. A new crib set costing approximately £2500 was purchased from Kay Griffith's legacy in her memory. Over £4000 was donated to charity via various retiring collections and particularly the recent Nativity Fair. Transfers from the Old Palace Account amounting to £10,000 have partially repaid the extensive repair and renovation costs of two or three years ago. An increase in investments contributed to an overall surplus in the General Fund to carry forward of £126,450. Running costs, included unplanned repairs (storm damage, boiler failures etc), were met. Refreshments followed many services throughout the year. The Parish Contribution of £64,783 was met in full.

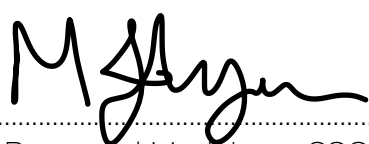
### Overview and Outlook

The finances of the Church Council, monitored and kept under regular review, continue to be in a sound state.

## COVID19 UPDATE

Due to the ongoing COVID19 pandemic, the finances of the Parish has seen a marked reduction in its income and increases in expenditure in this period. Reduction in income has been mainly due to the lack of the Tarring Market, which has not been able to take place, rental income from the Old Palace being reduced and a reduction in the Open Plate collections. The PCC has offset some of this reduction in income by taking advantage of the help from the Government, particularly through its Jobs Retention Scheme, furloughing the eligible employees and redeploying other members of staff where possible. In addition to reduction of income, during this period the PCC has also had to pay out expenditure (unbudgeted for) directly relating to COVID19. The Standing Committee and PCC reviews the income and expenditure on a regular basis and is keeping a close eye on the Parish finances. While there is in all likelihood going to be a deficit for the 2020 financial year, St Andrew's is blessed with reserves and it is currently envisaged we can maintain our day-to-day expenditure going forward. The PCC remain immensely grateful to all parishioners who have both maintained their usual giving to the Church community and in some instances increased their giving during this period.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by:



.....  
The Reverend Mark Lyon SSC  
Chairman

Date: 11<sup>th</sup> September 2020



## Independent Examiner's Report to the members of the PCC of Saint Andrew's Church, West Tarring.

I report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2019, which are set out on the following pages.

### Respective responsibilities of the PCC and the examiner

As the charity trustees of the PCC you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to examine the accounts under section 145 of the 2011 Act, follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act, and state whether particular matters have come to my attention.

### Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent examiner's statement

I have completed my examination. I have identified a matter of concern that gives me reasonable cause to believe that the accounts prepared for the Charity have not been prepared fully in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities. The accounts do not include up to date valuations of the investment properties. It is not possible to quantify the financial effect of the omission but the likelihood is that, if the properties had been included at fair value at the reporting date, the effect on the balance sheet funds would be a significant increase.

In connection with my examination, I confirm that no other matter has come to my attention giving me reasonable cause to believe in any material respect that:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. except for the matter of concern noted above, the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no other concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

John Pudduck F.C.C.A.  
Independent Examiner  
The Martlet Partnership LLP  
E1 Yeoman Gate  
Yeoman Way  
Worthing, BN13 3QZ  
Date ..... 2020





## Statement of Financial Activities


	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>						
Donations and legacies	£72,600	£260	£2,666	—	£75,526	£11,796
Income from charitable activities	£68,290	£100	—	—	£68,390	£72,349
Other trading activities	£6,808	£19,690	—	—	£26,498	£30,481
Investments	£22,485	£22,241	£5,308	—	£50,034	£52,644
Other income	£6,838	£164	—	—	£7,002	£9,405
<b>Total income</b>	<b>£177,021</b>	<b>£42,455</b>	<b>£7,974</b>	<b>—</b>	<b>£227,450</b>	<b>£176,675</b>
<b>Expenditure on:</b>						
Raising funds	£1,273	£275	—	—	£1,548	£870
Expenditure on charitable activities	£133,218	£29,266	£7,655	—	£170,139	£182,532
Other expenditure	£2,730	—	—	—	£2,730	£2,730
<b>Total expenditure</b>	<b>£137,221</b>	<b>£29,541</b>	<b>£7,655</b>	<b>—</b>	<b>£174,417</b>	<b>£186,132</b>
Gains / losses on investment assets	£6,303	£15,833	£28,366	—	£50,502	(£3,480)
<b>Net income / (expenditure) resources before transfer</b>	<b>£46,103</b>	<b>£28,747</b>	<b>£28,684</b>	<b>—</b>	<b>£103,535</b>	<b>(£12,937)</b>
<b>Transfers</b>						
Gross transfers between funds - in	£10,000	—	£144	—	£10,144	£2,656
Gross transfers between funds - out	(£144)	(£10,000)	—	—	(£10,144)	(£2,656)
<b>Other recognised gains / losses</b>						
<b>Net movement in funds</b>	<b>£55,959</b>	<b>£18,747</b>	<b>£28,828</b>	<b>—</b>	<b>£103,535</b>	<b>(£12,937)</b>
<b>Total funds brought forward</b>	<b>£70,491</b>	<b>£599,875</b>	<b>£194,819</b>	<b>—</b>	<b>£865,185</b>	<b>£878,122</b>
<b>Total funds carried forward</b>	<b>£126,450</b>	<b>£618,622</b>	<b>£223,647</b>	<b>—</b>	<b>£968,720</b>	<b>£865,185</b>

## Balance sheet as at 31<sup>st</sup> December 2019

	Total funds	Prior year funds
<b>Fixed assets</b>		
Investment Properties	£478,429	£478,429
Investments	£324,404	£273,901
	<b>£802,833</b>	<b>£752,330</b>
<b>Current assets</b>		
Stocks and work in progress	£142	£207
Debtors	£1,758	£3,655
Cash at bank and in hand	£173,832	£119,061
	<b>£175,732</b>	<b>£122,923</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	£9,845	£10,068
	<b>£9,845</b>	<b>£10,068</b>
<b>Net current assets less current liabilities</b>	<b>£165,887</b>	<b>£112,855</b>
<b>Total assets less current liabilities</b>	<b>£968,720</b>	<b>£865,185</b>
<b>Total net assets less liabilities</b>	<b>£968,720</b>	<b>£865,185</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	£126,450	£70,491
<b>Designated</b>		
Belfry	£2,123	£2,123
Old Palace	£15,091	£13,350
Pat Baker Events Fund	£22,308	£19,668
Printing	—	£798
New Projects Fund	£130	£130
Sunday Adventurers	£219	£295
Tower Repairs	£3,218	£3,218
Youth Work Projects	£59,821	£53,826
Bookstall	£1,909	£1,792
Capital Reserve Fund	£445,000	£445,000
Church Repairs	£62,944	£53,498
Livewire	£320	£320
Minor improvements	£3,925	£3,925
Music Fund	£1,185	£1,505
Church Notice Board	£428	£428
<b>Restricted</b>		
Church Maintenance	£213,845	£184,731
Agency collection	----	----
Flowers	£985	£1,257
Hymn Books	£264	£264
Longmans Tombs & Windows	£2,492	£2,492
Organ Repair	£6,075	£6,074
Pilgrimages	(£13)	—
<b>Funds of the church</b>	<b>£968,720</b>	<b>£865,185</b>

Approved by the Parochial Church Council on 11<sup>th</sup> September 2020 and signed on its behalf by:

The Reverend Mark Lyon:

 (Rector)

Kathleen Shuttleworth:

 (Treasurer)

The notes on pages 15-19 form an integral part of these accounts.

## Fund movement by type

		Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
<b>Belfry - Belfry</b>							
Designated		£2,123	—	—	—	—	£2,123
	<b>Sub-total for Belfry</b>	<b>£2,123</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£2,123</b>
<b>Books - Bookstall</b>							
Designated		£1,792	£507	£390	—	—	£1,909
	<b>Sub-total for Books</b>	<b>£1,792</b>	<b>£507</b>	<b>£390</b>	<b>—</b>	<b>—</b>	<b>£1,909</b>
<b>CapReserve - Capital Reserve Fund</b>							
Designated		£445,000	—	—	—	—	£445,000
	<b>Sub-total for CapReserve</b>	<b>£445,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£445,000</b>
<b>ChMaint - Church Maintenance</b>							
Restricted		£184,731	£5,308	£4,560	—	£28,366	£213,845
	<b>Sub-total for ChMaint</b>	<b>£184,731</b>	<b>£5,308</b>	<b>£4,560</b>	<b>—</b>	<b>£28,366</b>	<b>£213,845</b>
<b>ChRepairs - Church Repairs</b>							
Designated		£53,498	£1,544	£579	—	£8,482	£62,944
	<b>Sub-total for ChRepairs</b>	<b>£53,498</b>	<b>£1,544</b>	<b>£579</b>	<b>—</b>	<b>£8,482</b>	<b>£62,944</b>
<b>Flowers - Flowers</b>							
Restricted		£1,257	£2,666	£3,081	£144	—	£985
	<b>Sub-total for Flowers</b>	<b>£1,257</b>	<b>£2,666</b>	<b>£3,081</b>	<b>£144</b>	<b>—</b>	<b>£985</b>
<b>Hymns - Hymn Books</b>							
Restricted		£264	—	—	—	—	£264
	<b>Sub-total for Hymns</b>	<b>£264</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£264</b>
<b>Livewire - Livewire</b>							
Designated		£320	—	—	—	—	£320
	<b>Sub-total for Livewire</b>	<b>£320</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£320</b>
<b>Longmans - Longmans Tombs &amp; Win</b>							
Restricted		£2,492	—	—	—	—	£2,492
	<b>Sub-total for Longmans</b>	<b>£2,492</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£2,492</b>
<b>MinImps - Minor improvements</b>							
Designated		£3,925	—	—	—	—	£3,925
	<b>Sub-total for MinImps</b>	<b>£3,925</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£3,925</b>
<b>Music - Music Fund</b>							
Designated		£1,505	£14	£333	—	—	£1,185
	<b>Sub-total for Music</b>	<b>£1,505</b>	<b>£14</b>	<b>£333</b>	<b>—</b>	<b>—</b>	<b>£1,185</b>
<b>NoticeBd - Church Notice Board</b>							
Designated		£428	—	—	—	—	£428
	<b>Sub-total for NoticeBd</b>	<b>£428</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£428</b>
<b>OPalace - Old Palace</b>							
Designated		£13,350	£27,552	£15,811	(£10,000)	—	£15,091
	<b>Sub-total for OPalace</b>	<b>£13,350</b>	<b>£27,552</b>	<b>£15,811</b>	<b>(£10,000)</b>	<b>—</b>	<b>£15,091</b>
<b>OrganRep - Organ Repair</b>							
Restricted		£6,075	—	—	—	—	£6,075
	<b>Sub-total for OrganRep</b>	<b>£6,075</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£6,075</b>
<b>PBEvents - Pat Baker Events Fun</b>							
Designated		£19,668	£1,787	£3,189	—	£4,044	£22,308
	<b>Sub-total for PBEvents</b>	<b>£19,668</b>	<b>£1,787</b>	<b>£3,189</b>	<b>—</b>	<b>£4,044</b>	<b>£22,308</b>
<b>ParOffice - Parish Office</b>							
Restricted		—	—	—	—	—	—
	<b>Sub-total for ParOffice</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Pilgrim - Pilgrimages</b>							
Restricted		—	—	£13	—	—	(£13)
	<b>Sub-total for Pilgrim</b>	<b>—</b>	<b>—</b>	<b>£13</b>	<b>—</b>	<b>—</b>	<b>(£13)</b>
<b>Print - Printing</b>							
Designated		£798	—	£797	—	—	—
	<b>Sub-total for Print</b>	<b>£798</b>	<b>—</b>	<b>£797</b>	<b>—</b>	<b>—</b>	<b>—</b>

<b>Projects - New Projects Fund</b>						
Designated	£130	—	—	—	—	£130
<b>Sub-total for Projects</b>	<b>£130</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£130</b>
<b>SAdventure - Sunday Adventurers</b>						
Designated	£295	—	£75	—	—	£219
<b>Sub-total for SAdventure</b>	<b>£295</b>	<b>—</b>	<b>£75</b>	<b>—</b>	<b>—</b>	<b>£219</b>
<b>TowerRep - Tower Repairs</b>						
Designated	£3,218	—	—	—	—	£3,218
<b>Sub-total for TowerRep</b>	<b>£3,218</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£3,218</b>
<b>Youthwork - Youth Work Projects</b>						
Designated	£53,826	£11,050	£8,363	—	£3,308	£59,821
<b>Sub-total for Youthwork</b>	<b>£53,826</b>	<b>£11,050</b>	<b>£8,363</b>	<b>—</b>	<b>£3,308</b>	<b>£59,821</b>
<b>General - General fund</b>						
Unrestricted	£70,491	£177,021	£137,221	£9,855	£6,303	£126,450
<b>Sub-total for General</b>	<b>£70,491</b>	<b>£177,021</b>	<b>£137,221</b>	<b>£9,855</b>	<b>£6,303</b>	<b>£126,450</b>
<b>None - Agency collection</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for None</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Grand total</b>	<b>£865,185</b>	<b>£227,450</b>	<b>£174,412</b>	<b>—</b>	<b>£50,503</b>	<b>£968,720</b>

## Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
Giving through church boxes	£223	£10	—	—	£233	£239
One-off Gift Aid gifts	£6,000	—	—	—	£6,000	£1,582
Donations appeals etc	£2,862	£250	£2,666	—	£5,778	£9,675
Legacies	£60,343	—	—	—	£60,343	—
Other funds generated	£3,172	—	—	—	£3,172	£300
Total	£72,600	£260	£2,666	—	£75,526	£11,796
<b>Income from charitable activities</b>						
Gift Aid - Bank	£8,796	£100	—	—	£8,896	£9,616
Gift Aid - Envelopes	£11,495	—	—	—	£11,495	£13,417
Parish Giving Scheme	£25,637	—	—	—	£25,637	£23,670
Loose plate collections	£9,617	—	—	—	£9,617	£10,230
Tax recoverable on Gift Aid	£7,580	—	—	—	£7,580	£8,689
Fees for weddings and funerals	£5,165	—	—	—	£5,165	£6,727
Total	£68,290	£100	—	—	£68,390	£72,349
<b>Other trading activities</b>						
Tarring Market	£3,847	—	—	—	£3,847	£4,753
Social Activities	£1,707	—	—	—	£1,707	£1,890
Concerts & Musical Events	—	£830	—	—	£830	£1,221
Bookstall sales - fund raising	—	£508	—	—	£508	£473
Church hall lettings - fund raising	—	£18,352	—	—	£18,352	£20,276
Magazine income - advertising	£550	—	—	—	£550	£996
Parish magazine sales	£704	—	—	—	£704	£872
Total	£6,808	£19,690	—	—	£26,498	£30,481
<b>Investments</b>						
Dividends	£4,848	£2,301	£5,308	—	£12,457	£12,841
Bank and building society interest	£537	—	—	—	£537	£257
Rent from lands or buildings	£17,100	£19,940	—	—	£37,040	£39,546
Total	£22,485	£22,241	£5,308	—	£50,034	£52,644
<b>Other income</b>						
Recurring grants	£1,461	—	—	—	£1,461	£1,425
VAT Refund	—	—	—	—	—	£770
Insurance claims	£4,310	—	—	—	£4,310	£5,189
Surplus - sales of fixed assets	—	—	—	—	—	£444
Collected for gifts	£897	—	—	—	£897	—
Miscellaneous Income	£170	£164	—	—	£334	£1,576
Total	£6,838	£164	—	—	£7,002	£9,405
<b>INCOME TOTAL</b>	<b>£177,021</b>	<b>£42,455</b>	<b>£7,974</b>	<b>—</b>	<b>£227,450</b>	<b>£176,675</b>

## Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
EXPENDITURE						
	Raising funds					
Costs of fetes & other events	£1,273	—	—	—	£1,273	£551
Bookstall costs	—	£275	—	—	£275	£319
Total	£1,273	£275	—	—	£1,548	£870
	Expenditure on charitable activities					
Giving - relief and development agencies	£200	£76	—	—	£276	£118
Home mission	£2,622	£60	—	—	£2,682	£2,165
Secular charities	—	—	—	—	—	£534
Clergy Costs	£3,136	—	—	—	£3,136	£1,064
Ministry parish share etc	£64,783	—	—	—	£64,783	£69,656
Events Organiser costs	—	£2,816	—	—	£2,816	£4,630
Salary of parish administrator	£5,387	—	—	—	£5,387	£6,086
Working expenses of incumbent	£4,353	—	—	—	£4,353	£3,795
Council tax	£2,772	—	—	—	£2,772	£2,433
Water rates - vicarage	£784	—	—	—	£784	£752
Youth & Children's work	—	£5,050	—	—	£5,050	£4,940
Parish training and mission	£157	£600	—	—	£757	£609
Church running - insurance	£5,510	—	—	—	£5,510	£5,324
Church office - telephone	£418	£374	—	—	£792	£438
Organ / piano tuning	£707	—	—	—	£707	£1,699
Organists, Choir, Excelsis Singers & Mus	£6,336	£290	—	—	£6,626	£8,657
Church maintenance	£1,490	£579	—	—	£2,069	£8,806
Cleaning	£150	—	—	—	£150	£80
Upkeep of services	£5,525	—	£3,081	—	£8,606	£5,783
Social Activities	£2,406	—	—	—	£2,406	£1,592
Benefice Social Expenses	£57	—	—	—	£57	£75
Administration	£9,496	£174	£14	—	£9,684	£3,856
Printing	£3,579	£798	—	—	£4,377	£4,331
Church running - heating and lighting	£4,611	—	—	—	£4,611	£4,957
Miscellaneous	£1,271	—	—	—	£1,271	£4,676
Magazine expenses	£268	—	—	—	£268	—
Hall running - utilities & insurance	—	£6,092	—	—	£6,092	£4,725
Hall running - maintenance	—	£3,141	—	—	£3,141	£14,713
Hall running - cleaning	—	£1,105	—	—	£1,105	£612
Hall running - miscellaneous	—	£597	—	—	£597	£635
Hall running - Caretaker's salary & rent	—	£4,799	—	—	£4,799	£4,282
Church major repairs - structure	—	—	—	—	—	£4,135
Storm damage repairs	—	—	£4,560	—	£4,560	—
Other PCC property upkeep	£5,816	£2,671	—	—	£8,487	£5,780
New building Church	—	—	—	—	—	£260
Gifts	£1,384	£44	—	—	£1,428	£329
Total	£133,218	£29,266	£7,655	—	£170,139	£182,532
	Other expenditure					
Governance costs	£2,730	—	—	—	£2,730	£2,730
Total	£2,730	—	—	—	£2,730	£2,730
EXPENDITURE TOTAL	£137,221	£29,541	£7,655	—	£174,417	£186,132

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

### 1. Accounting Policies

#### a) Accounting convention

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current (2015) Statement of Recommended Practice, Accounting and Reporting by the Charity SORP (FRS102) (effective 1 January 2019) and with the Charities Act 2011.

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

#### b) Funds accounting

Funds held by the PCC are:

*Unrestricted funds* – general funds which can be used for any PCC ordinary purposes

*Designated funds* – monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted Funds* – a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as balance on that fund.

#### c) Incoming resources

All incoming resources are accounted for gross.

##### Voluntary Income

*Collections* are recognised when received.

*Planned giving* receivable is recognised only when received.

*Income tax* recoverable on Gift Aid donations is recognised when the income is recognised.

*Grants and legacies* are recognised when the PCC is legally entitled to the amount due.

##### Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

##### All other income

All other income is recognised when it is receivable.

##### Gains and losses on investments

Realised gains or losses are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation on 31 December.

#### d) Resources used

Resources expended are accounted for on an accruals basis and are accounted for gross.

##### Grants and donations

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

##### Church activities

The diocesan parish contribution is accounted for when paid. Any parish contribution unpaid at 31 December would be provided for in these accounts as an operational (though not a legal) liability and would be shown as a creditor in the balance sheet.



## **NOTES TO THE FINANCIAL STATEMENTS (Continued)**

### **FOR THE YEAR ENDED 31 DECEMBER 2019**

#### **e) Fixed Assets**

##### **Tangible Fixed Assets**

Consecrated and beneficed property of any kind is excluded from the accounts by s. 10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the accounts.

All expenditure on consecrated or beneficed buildings and individual items costing under £2000 is written off in the year it was incurred.

##### **Depreciation**

No depreciation is provided on properties as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

##### **Investments**

Investments are stated at market value at the balance sheet date.

#### **f) Current Assets**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2019

#### 2. Tangible Fixed Assets

	At 31.12.19	At 31.12.18
	£	£
<b>Properties</b>		
Freehold House - 24 Upton Road – at PCC valuation	180,000	180,000
Freehold House - 17 Church Way – at PCC valuation	130,000	130,000
Leasehold Flat – 15 Ravenswood Court – at PCC valuation	<u>168,429</u>	<u>168,429</u>
	<u>£478,429</u>	<u>£478,429</u>

The Parochial Church Council also owns the freehold of the Old Palace (a Heritage asset) and the adjacent school room in Glebe Road, West Tarring, but as it is anticipated that these properties would never be sold, no valuation has ever been made.

The occupation of the properties is as follows:

24 Upton Road (acquisition cost in 1975 £12151) is let at the market rate.

17 Church Way (acquisition cost in 2007 £130,000) was let to the Musical Director who left at the end of September.

The flat at 15 Ravenswood Court (acquisition cost in 2007 £168,429) is opposite the Church and was acquired for future possible occupation by a member of the staff. It is currently let at the market rate and from 1<sup>st</sup> April 2016 this income has been credited to the Youth Work Projects Fund.

It is the intention of the PCC to arrange for a fair revaluation of these properties as at 31<sup>st</sup> December 2020.

#### 3. Investments

	<u>2019</u>	<u>2018</u>
	£	£
CBF Investment Funds:		
Market value 1 January	273,901	295,938
Less sales at 31.12.18 valuation	<u>-</u>	<u>18,556</u>
	273,901	277,382
Appreciation/(Depreciation) in value in year	<u>50,503</u>	<u>(3,481)</u>
Market value 31 December	<u>£324,404</u>	<u>£273,901</u>

#### 4. Capital Reserve Fund (Unrestricted)

Balance at 1 <sup>st</sup> January and 31 <sup>st</sup> December	<u>£445,000</u>	<u>£445,000</u>
--	-----------------	-----------------

#### 5. Trust Funds

The Parochial Church Council receives grant income from a number of Trust Funds.

The Capital of these Trust Funds is not available to the Parochial Church Council. The market value of these Trust Funds at 31<sup>st</sup> December 2019 was £124,532 (2018 £115,284).

#### 6. Legacies

Three legacies were received during the year totalling £60343.

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**7. Analysis of net assets by fund type.**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>2018</b>
	£	£	£	£
Investment Properties	478,429	-	478,429	478,429
Investments as Fixed Assets	142,194	182,210	324,404	273,901
Current Assets	133,979	41,753	175,732	122,923
Current Liabilities	<u>(9,382)</u>	<u>(463)</u>	<u>(9,845)</u>	<u>(10,068)</u>
	<u>£745,220</u>	<u>£223,500</u>	<u>£968,720</u>	<u>£865,185</u>

**8. Debtors**

	2019	2018
	£	£
Income Tax Recoverable	1,758	2,398
Other Debtors	<u>-</u>	<u>1,317</u>
	<u>£1,758</u>	<u>£3,655</u>

**9. Creditors: amounts falling due within one year**

	2019	2018
	£	£
Accruals for utilities	950	935
Fees due to Diocese	4,101	4,614
Other creditors	<u>4,794</u>	<u>4,519</u>
	<u>£9,845</u>	<u>£10,068</u>

**10. Special and retiring collections**

The special and retiring collections for particular purposes were as follows:

	2019	2018
	£	£
Turning Tides (Worthing Churches Homeless Project)	316	-
British Red Cross	-	-
Children's Society	148	159
Chichester Diocese Harvest Appeal	-	300
Palatine School	-	-
DEC	<u>58</u>	<u>240</u>
	<u>£522</u>	<u>£699</u>

These collections are not included elsewhere in these accounts.

**11. Donations from the General Fund**

Turning Tides	231	325
Chichester Diocese	-	300
Bishop's Discretionary Fund	206	-
DEC	-	118
Chestnut Tree House	400	-
Family Support Work	1,286	-
USPG	250	-
Church Mission Society	250	-
Palatine School	<u>-</u>	<u>1,500</u>
	<u>£2,623</u>	<u>£2,243</u>

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

- 12.** During the year the following amounts were collected in the parish on behalf of the societies and organisations named below:

	2019	2018
	£	£
Christian Aid	186	191
Church Mission Society	-	150
Mothers' Union	1,470	1,237
The Leprosy Mission	415	427
USPG	-	150
The Children's Society	-	280
Parkinson's Society	294	-
Worthing Churches Homeless Projects	-	137
	<u>£2,365</u>	<u>£2,572</u>

These amounts are not included elsewhere in these accounts.

## APPENDIX

### CHURCHWARDENS REPORT 2019

In presenting their report to the APCM, Jane and Steve confirm that the Church building continues to be in a good state of repair.

The boilers were serviced during the year and continue to give good service. Further repairs to replace defective parts are anticipated in early 2020.

In January 2019, a gas leak was discovered when the boilers were serviced. This was traced to the pipe that runs parallel to the outer South East Corner of the Chancel. The Gas Board were able to repair the leak by threading a new pipe through the old one without the need for digging within the boundary wall of the churchyard. An emergency faculty was granted by the Archdeacon's office in Chichester against the need to dig within the boundary wall, and cancelled equally quickly upon advice that the work had been completed with minimum disruption.

The annual lightning conductor check was carried out in March.

Minor roof repairs were required during the year, including replacement of shingles on the spire, following two periods of bad weather. Costs for this work are always significant and an insurance claim was made.

Electrical work to maintain the exterior lighting of the church took place early in the year. Repairs to defective interior lights, including the light to the organ loft staircase and the lectern downlight took place in 2019. Further work will take place in early 2020 to alter the exterior lighting to operate by day/night sensor rather than by passive infra red, allowing the exterior lights to illuminate church paths during the hours of darkness or low light at any time of day. It is also anticipated that the exterior lights over the West door and by the North footpath will be replaced as these have become unsafe. A faculty may be needed for this work. Further interior lighting repairs to the inner North door light and exterior south east lighting are also anticipated.

The organ continues to be tuned and the clock serviced regularly. Alarm and Fire Extinguisher servicing is also up to date.

Conversations have taken place with the church architect, Julian Vallis, regarding possible plans to create a servery and additional storage at the rear of the church and to remove the dais under the Nave Altar.

Following the departure of Michael Winter, (Director of Music), and his family, the property at 17 Church Way has been put back in the hands of Philip James letting agents and relet. Costs of reletting work, safety tests, etc as required by law, were recouped by the rental income over a period of four months

Jane continues to represent the Diocese on the Management Association for Ravenswood Court.

Over the past year, the Church has continued to be used for a wide variety of activities, including a hugely successful Nativity Festival in December, St Andrew's fellowship, coffee mornings, school visits, concerts and the Open Day and Harvest Festival at the end of September when we were again able to facilitate escorted trips up the bell tower, to see the ringing chamber, the bells and the views from the top of the tower. Our thanks go to Brenda Cox and her team for the peals rung in the afternoon.

Along with Fr Mark, we attended the Diocesan Advisory Committee Church Building Roadshow

towards the end of October. The theme was "Planning Church Building Projects".

Also in October, we met with the Rural Dean, the Revd Helena Buque, who carried out an Archdeacon's visitation. This consists of a periodic inspection of all church documentation and detailed discussions with the incumbent, churchwardens and PCC. All was found to be in order.

At the beginning of December, the Church again hosted a pantomime staged by members of the High Street Residents' Association in aid of the embryonic Friends of S. Andrew's group, designed to enhance links between the Church and the village community. Rehearsals had also taken place in Church on a Wednesday evening. "Sing-along-a-Lad in Tarring" raised over £800 for church funds.

Documentation for the premises license for the Old palace has been prepared and is to be sent for inspection by the local Licensing Department prior to a formal Application in 2020.

No additional training has been undertaken over the past year. Fire Marshal training will be required in the coming year as existing training falls due for renewal.

Steve and Jane

## **TREASURER'S REPORT FOR 2019 ACCOUNTS**

The **Statement of Financial Activities** summarises the transactions detailed within the accounts and shows that funds carried forward to 2020 (bottom right hand columns) have increased by £103,925 (due in the main to legacies, gifts and increase in the value of investments).

The **Balance Sheet Heritage Assets** shows a valuation figure of £478,428 for three properties owned by the parish – these properties haven't been revalued for some time – it isn't unusual for charities to undervalue their property portfolios as a 'wealthy' balance sheet can deter donors; net rental income from those properties contributes towards general running costs with one particular property contributing approximately £9,000 pa to the Youth Fund to meet Youth Worker costs.

**Designated funds** are under the control of the PCC and can be spent on any charitable purposes within the objects of the PCC – **Restricted funds**, are those donated for specific purposes.

**Fund movements** are what they say they are (although still endeavouring to exclude some funds which are no longer in use).

**Income and Expenditure** lists those aspects under their various headings – income from the **Nativity Market** is included under 0901 (top left hand side) **Other funds generated** and the subsequent donations to charities appear on the expenditure page under **Home Mission** – 1850; **The Ministry Parish Share** – 1910 – which due to St. Richard's contribution of £5000 reduced St. Andrew's share to £64,783 was met in full. The parish share contributes towards the costs of clergy training, stipends, housing, governance, training, administration etc. Both St. Richard's and St Symphorian's contribute to Fr Ian's costs with St. Richard's also contributing towards those of Fr. Mark.

All income and expenditure is kept under review at regular PCC meetings with unusual or expensive costs discussed and agreed before going ahead. The finances remain in a sound state.

Kathy Shuttleworth

## **DEANERY SYNOD REPORT 2019**

3 meetings were held during the year

**6th June 2019** - The recently appointed Archdeacon of Chichester, the Venerable Luke Irvine-Capel opened the meeting with prayer. He then addressed the meeting referring first of all to the tour he had made that day to churches in the Deanery. He said it was difficult to define his job, but there were

three responsibilities he could tell us about

1. Admitting churchwardens to office
2. Carry out visitations, ensuring faculties are properly applied for and checking logbooks and registers. He was looking forward to meeting with priests, churchwardens and PCC members to see where they are in their parishes and what they see as their way forward
3. The Archdeacon is keen to see how we can develop both the Deaneries and the Diocese, encouraging growth in parishes and improving communications.

Fr Luke is now also chairman of the Diocesan Board of Education and is aware of the need to support the 155 schools in our Diocese.

The Archdeacon's talk was followed by a presentation by Catherine Illingworth of the work of BOOM, Credit Union for West Sussex, Surrey and Kingston on Thames. She then encouraged a question and answer session.

The business meeting included a letter from Clive Purser chair of governors of St Andrews School about its financial crisis. Lay Ministry courses were mentioned and there was a discussion about baptisms, weddings and funerals. Finally there was a reminder to all parishes that their website "Home" page must have a clear visible link to Safeguarding and access to their Safeguarding policy.

**17<sup>th</sup> October 2019** - The first part of the meeting was a discussion about Lay Ministry. There is training now available including the Living Faith Course, perhaps leading to Authorised Lay Ministry. The 5 categories are: Children, Youth and Family Ministry, Chaplaincy, Mission Enabler, Pastoral Ministry and Worship and Liturgy. We heard from people who have had experience of these courses and also from those who had become Lay Ministers of Holy Communion.

Leading your Church into Growth is a course concentrating on Lay Leadership. Fr Ben, Fr Mark and Fr Ian had been to a conference where initial training had been given. They will be rolling it out as an Advent course to members of West Tarring, Maybridge and Durrington. Fr Ben will report back at the next Synod meeting.

**4<sup>th</sup> February 2020** - This meeting started with a discussion on "What is the Deanery Synod." A document entitled "Setting the DS Agenda" had been sent out beforehand to promote discussion. The document had been written in 1997 and updated 2010 but little had changed over the years. A long time was spent by those present discussing what Synod is and what purpose it should serve. As well as a meeting place for different churches, laity and clergy to get together, it was felt that it should be a united body which presented itself to communities beyond the church to meet their needs. All synod reps were asked to discuss with their parishes what concerns they have that could be tackled by a wider set of town Christians working together. Suggestions were made such as the environment, poverty, supporting laity in a vacancy and help for young mums.

Frances Spencer March 2020

## **SAINT ANDREW'S FELLOWSHIP**

This Report covers the period September 2019 until the beginning of March 2020 when our programme had to be curtailed as a result of the coronavirus pandemic.

Our Meetings which take place in Church on the first and third Tuesday of the month have been well attended and we have been able to welcome several new members. We aim to provide an outside speaker for most of our meetings and during the period under review the topics covered have included the Air Ambulance, a South African safari and the Tower of London.

A very important part of our programme is, however, to provide an opportunity for tea and chat. For this reason we request our visiting speakers to restrict their talk to half-an-hour in length. Each year



we support a different charity and at the beginning of September 2019 we were able to present a cheque to the League of Friends of Worthing Hospitals in respect of their appeal for new radiology equipment. This year we are supporting our Youth Worker Programme.

We are indeed grateful to members of our Committee – not forgetting our other volunteers – for help in preparing for our meetings, brewing and serving tea and refreshments together with clearing up afterwards. We are especially grateful to Ros Bailey, our Chairman and Ann Beynon, our Treasurer. As ever we acknowledge the valued support of Father Mark for our activities.

We are always ready to welcome new members and guests. Our annual subscription is £7 plus a contribution of 50 pence per meeting.

John Hubbard (*Secretary Saint Andrew's Fellowship*)

## **OLD PALACE REPORT**

As the PCC Appointed Manager of the Old Palace I am pleased to report on our activities for 2019

Once again it has been a very busy year at the Old Palace: During weekdays there has been almost continuous use of the buildings from 8am to 9pm by our regular renters. These have included a nursery school, dancing school, line dancing, girl guides, fitness and well being and Family Support Groups. These make up the substantial income for the buildings, and at weekends, we have fairly regular rentals for parties and meetings. Additionally the building is used for church related activities, particularly organised through the Church's Social Committee; on a Sunday for Sunday Adventurers, and a weekly well supported Mother and Toddler Group. Every year, the annual Tarring Market takes place using all of the grounds of the Old Palace.

We have an excellent Caretaker, and during the year we re-organised the cleaning regime to ensure that the Old Palace and the grounds are maintained to a high standard, as a result of which many of the comments we receive from our users are highly complimentary. As a Grade-One listed building an essential program of repairs and maintenance is maintained during the year and an annual deep-clean is carried out during the summer break.

The finances of the Old Palace are dependent upon almost full occupancy. This was achieved during 2019, and we were able to begin to repay the loan by the church, when the ceiling of the Old Palace Hall and Solar needed replacing in 2017. It had been hoped to further repay this loan in 2020, although more recent events have probably made that not possible this year. However, this remains the longer term intention. With prudent management during a very difficult time, the Old Palace will remain financially viable as we moved out of the 2020 crisis.

Graham E Hill. (*PCC Appointed Manager*)

## **MUSIC AND CHOIR**

### **Staff Changes.**

During the reporting period, Michael Winter resigned as Organist of the church on 31/08/2019. The direction of the Choir and Excelsis Singers was then managed by Mrs Frances Spencer who gave of her time in an interim capacity and was supported by freelance local organists. Following a national advertising campaign Robert Fitzgerald was appointed as organist on 01.01.2020.

### **Choir numbers.**

We said goodbye to 2 long serving members of the choir, Mike Smith (tenor) and David Maddock (bass) who for health reasons felt they could no longer make the commitment required to sing in a robed choir. Di Burt (soprano) also left as she and her husband moved to a church nearer their home

–she has joined the robed choir there. After Easter we welcomed 5 new trebles who were keen to join the choir. They were still studying the “I Belong” course so they missed part of the morning services, but they completed the course in October and they took their First Communion at the Family Service in November. Later that month they received their surplices.

### **Resource Re-constitution.**

Following discussion. Frances and Robert elected to re-organise the music resource, maintaining the position of the robed choir and re-branding the Excelsis group as the St Andrew’s Singers, thus retaining a rightful emphasis on choral singing within the body of the congregation, whilst at the same time fostering the Anglican Choral tradition amongst those who wish to participate in services as robed choristers. In March 2020, at the point of cessation of rehearsals due to the Government requirements, numbers were :

St Andrew’s Choir – 5 Trebles, 8 Sopranos, 3 Contraltos, 2 Tenors, 3 Basses

St Andrew’s Singers – 9 Upper Voices, 2 Lower Voices.

The desirable target of doubling the number of persons involved in choral singing (planned for the end of 2020) remains, though may not be achieved with the COVID-19 interruption and activity restrictions.

### **The Organ and Piano**

The church’s pipe organ remains in good condition, though, due to an electrical fault, the Pedal department was out of action for 10 days in early February. On appointment, Robert brought to the church his own portable electronic Continuo Organ which has proved invaluable in instilling greater confidence in the St Andrew’s Choir, since for the first time, the resources of organ, organist, choir director and singers are in sight and hearing range of each other in the chancel.

In January a professional inspection of the Collard grand piano was undertaken. It is in poor condition musically and, due to its size, cannot be moved to any other area of the church. It is, hence, of little use and the inspector deemed it not worth restoring.

In March 2020, following agreement with Father Mark, the church purchased a second-hand digital piano for the purpose of accompanying Family Services and rehearsals. This instrument is capable of amplification and ease of positioning and requires no regular tuning. It will be used on a regular basis once the COVID-19 restrictions are relaxed.

### **Repertoire and Musical Foci**

Unlike many churches, St Andrew’s is still able to maintain regular services for both morning and evening worship on Sundays. Although evening congregations are small, the monthly musical resource plan has been established from 01.01.20 to include the offices of both Evensong and Compline, with a monthly exploration of the Anglican Hymnody in the Songs of Praise. Following discussion, the pattern is :

1<sup>st</sup> Sunday – Family Communion and Evensong led by the St Andrew’s Singers;

2<sup>nd</sup> Sunday – Communion and Compline led by the St Andrew’s Choir,

3<sup>rd</sup> Sunday – Communion and Songs of Praise led by the St Andrew’s Choir,

4<sup>th</sup> Sunday – Communion and Evensong led by the St Andrew’s Choir,

5<sup>th</sup> Sunday – Communion and Evensong led by the St Andrew’s Choir.

The St Andrew’s Singers leads all services during the month of August and the Sunday following Christmas and Easter.

Note that the format of Compline as an alternative to Evensong has been used on 2 occasions since Christmas and was led by the St Andrew’s Choir. Unfortunately, due to the restrictions of the COVID-19, the Songs of Praise format has not yet been employed in church, though an informal service using this format was employed once in the Old Palace and led by the St Andrew’s Singers on the last Sunday before Lent.

## **EXCELSIS/ST ANDREW'S SINGERS**

Excelsis continued to lead the Family Services on the first Sunday in the month and Evensong on the 3rd Sunday of each Month.

In addition we led the Taize evening meditation on the Wednesday of Holy Week and both services on Low Sunday after Easter. In August while the choir were on holiday we led the worship at both services on two Sundays.

Sadly we had to say goodbye to two of our members, Di Burt (she and her husband moved to St Mary's Goring, the church very near to their home) and Andy Williamson moved to Berwick in East Sussex. The number of singers was decreasing and some of those remaining had family and health issues or holidays booked, so it was becoming increasingly difficult to hold meaningful practices or to have a reasonable number present on a Sunday. We discussed our options but when we had to cancel our carol singing bookings as only 2 or 3 could commit to them, the decision was made to close the group.

Our last Sunday was the Family service in February, Candlemas. Fr Mark announced the closure but said a new group, to be called the St Andrew's Singers, would be starting under the direction of Robert Fitzgerald, our new Director of Music. Fr Mark was very grateful for all that Excelsis had done for the Church over the past 34 years and we had a lovely cake to share with the congregation after the service.

The St Andrew's Singers have held a couple of practices but the COVID 19 virus has interrupted its progress. Happily most of the ex-members of the Excelsis Singers have joined the new group.

Frances Spencer  
(Leader of Excelsis 2004-2020)

## **SUNDAY ADVENTURERS**

Last April, the 10 children ages 7-10yrs attending Sunday Adventurers, began the "I Belong" course. This comes as a well-produced hard-cover book which prepares them for their First Communion and which is theirs to keep once completed. It contains Old Testament and New Testament texts with activities related to them and things they can do at home or with their parents, all underpinned with prayers. Each child had a prayer sponsor from the congregation to support them in their preparation. On the 2nd November a Bonfire Party was held for the young people in the parish and the prayer sponsors were invited to this. On Sunday 3rd November the group from Sunday Adventurers received their First Communion at the Family Service, which was attended by their parents, friends and prayer sponsors. A special cake was cut during coffee after the service and shared with members of the congregation, and this was followed by a lunch and entertainment for the candidates, their families and friends, arranged by some of their parents.

Five girls from Sunday Adventurers joined the church choir, so they left Sunday Adventurers in November. This has left us with a smaller group of younger children. We have spent the first part of the year telling them stories from the Old Testament that Jesus would have heard when he was growing up and relating activities to these.

We are looking forward to our new children and families' worker, Vicky Ell working with us as we seek to encourage more children to join us on a Sunday morning. It's time I handed the reins over to someone else although I hope to still be involved as a helper. That's how I started 45 years ago, taking on the leadership role 10 years late from Jeanne Miller (who sadly died in March this year). I agreed to take it on for one year, until someone else could be found, but that was not to be! I have loved the

last 35 years and have been lucky to have had a team of helpers to work alongside me throughout that time. I pray that the work amongst our young people will continue and flourish in the future.

Frances Spencer March 2020

## **BABY & TODDLER GROUP**

St Andrew's Baby and Toddler Group continued to meet at the Old Palace every Wednesday in term time until the decision had to be taken to close, in the light of the risks posed by the coronavirus pandemic; the final session was held on 11 March. This ended almost 54 years of continuous service to the community and as such caused the team of helpers and the parents and children immense sadness.

The group had continued to attract an ever-increasing number of attenders each week, (almost always at least 20 children) and was run by eight regular helpers. The team was delighted to welcome Freda Ashley in September 2019 and her commitment, creativity and enthusiasm has been much appreciated. On 11 March there was a formal goodbye and thank you to both Elizabeth Grafton and Anne Mocatta, both of whom had given decades of service to this group and who had finally, in their 90's, decided to step down. After the presentations to them, everyone enjoyed the scrumptious cakes produced by Maura Poulter. Recently Pauline Roberts has also agreed to join as a helper and she looks forward to taking up an active role as soon as the group re-opens.

As helpers always used to meet before the start of each term to plan a varied programme of activities, they have continued to get together monthly since the group has stopped meeting.

A Birthday Club which ensures that every child who is registered and attended within the last 6 months, receives a birthday card from us has been continued as a priority since the start of lock-down and it serves to remind the families of our on-going care and commitment to them.

When the group was running, we encouraged outdoor play whenever the weather permitted; several of the toddlers lived in flats and had limited opportunities to play outside. Once again, everyone enjoyed a "Souper Wednesday" in the autumn term and a Scrummy Pasta Lunch in the Spring term just before the closure – on these occasions the order of the afternoon was changed around to enable parents and toddlers to enjoy some healthy homemade fare together before playtime. The Christmas Party was a resounding success once again and very much enjoyed by the 50+ children who relished the bumper tea and a gift from Santa. Many of the children also attended the Nativity Festival in church in the same week.

The team was delighted to welcome Fr. Ian whenever he was able to attend and everyone was also very pleased to greet Vicky Ell and they look forward to working with her and enabling her to get to know the children and parents the group exists to serve.

In the course of this year, all helpers completed First Aid Training; everyone thanks the PCC most warmly for enabling them to undertake this. They are ever mindful that they need to do whatever they can to ensure the safety of all little ones in this environment.

The leaders thank Graham Hill for the provision of a Risk Assessment for users of the Old Palace but given the nature of our group, sadly there is no way that it can be adhered to and ensure social distancing is maintained and a safe environment is provided that would comply with government and Diocesan guidelines. The leaders also note the limitation on numbers and because they are not prepared to turn anyone away, it has been decided that the group cannot re-open at this time.

Once again, Ros and Jan wish to extend an enormous thank you to the team of helpers for all their hard work, enthusiasm and commitment. Everyone looks forward to being able to return when it is

deemed safe to do so. In the meantime, email contact is maintained at intervals to the parents who are registered with us.

Jan Grange & Ros Halstead (Baby & Toddler Group Co- Leaders)

## **CMS AND USPG**

2019 was a very interesting year with the extremely successful Nativity Festival encouraging many new people into church. Including many children who got very excited about seeing Father Christmas in his grotto which had been decorated beautifully. We were able to send a cheque to each charity which would have been well received.

It had been hoped to have a similar event for 2020 but at the moment this has still not been decided. Thanks go to everyone who helped with the festival.

Sue Worsley

## **SOCIAL COMMITTEE**

The social committee had a very successful year in 2019 with all our events being well received. We did the catering for a number of funerals held in church. We had plans for a very varied programme of events for 2020 but of course these have all been shelved for the moment. Thank you for all the social committees work on these events.

## **MOTHERS UNION BRANCH**

We began 2019 with 56 members and 1 indoor member. Sadly Betty Hasler and Hilda Grove died during 2019.

Members meet every 2<sup>nd</sup> Wednesday evening and every 4<sup>th</sup> Tuesday afternoon; we meet on a Saturday morning in June, so those members who are unable through travel and work do not miss out on the fellowship.

**Programme for 2019:-** This has been another busy and enjoyable year. We ran the cake and preserve stall at Tarring Market and the refreshments at the Church Open Day. February brought our annual wave of prayer. In May those involved in the Ministry of cake went to Haywards Heath and met with our World Wide President Sheran Harper and spoke about our Hospital Projects. We have held the District Day here in the Old Palace in July. Members attended the national AGM in Portsmouth and the Cathedral service in September. We have eaten our fill of Cream teas in the summer, and Christmas dinner all be it in January; not forgetting the May BBQ. Listened to speakers who talk on their faith journeys, and where that led them including getting on planes for the first time and flying to Lourdes!! We "Stirred Up Sunday" on a Wednesday night!! Then enjoyed our work at the Christmas party. Discussed worldwide cultural differences and how they impact on young women and families. As well as stuffing Hospital Bags, sewing labels and threading ribbon! We have had another varied and busy 12 months, filled with prayer with our feet moving, fellowship, and fun!!

**Worthing Hospital Project** -We have continued with The Ministry of Cake, Emergency Hospital Bags and Memory Bags. Members continue to form a choir and refreshments for the Hospital memorial children's service.

We have also supplied as a result of our Lent appeal, 5 neo-natal stethoscopes. As well as continuing to supply Hayley (Bluefin) Ward, with craft, and airfix models and DVDs.

**Baptism Outreach** - The branch continues to pay for every Baptised child to receive a card and small book "With love from the Mothers' Union". We helped at 22 Baptisms.

**Fund Raising** - As a Branch we have had to look for help outside our immediate Church Community. We have received enormous support from members in adjoining branches, especially St Georges MU, and Brighton District both in fundraising and also joining our team working in the hospital. Local churches, in particular Christ Church in Worthing have adopted our Branch of Mothers' Union and played a huge part in raising money and sewing memory and emergency maternity bags. The Friday Morning Angmering Branch of slimming world who donate all member's unwanted chocolates for our raffles! For all their help we are very grateful.

Karen Hill (*Branch Leader*)