

Trustees Annual Report and Financial Report

Of

The Parochial Church Council of the Ecclesiastical Parish of

St Mary's Church, Walberton

Church Lane, Walberton, Arundel BN18 0PQ

Church Office: Unit G William Booker Yard, The Street, Walberton BN180PF

Registered charity no. 1175197

For the year ended 31st December 2019

CONTENTS

Page

2	Trustees annual report
10	Statement of financial receipts and payments
11	Statement of assets and liabilities
12	Notes to the accounts
17	Report of the independent examiner

Website: stmaryswalberton.org.uk

Incumbent: The Revd TJC Ward
The Vicarage, The Street Walberton Arundel BN18 0PQ

Independent Mrs A Phillips
examiner: Sunny Bank, Walberton, Arundel BN18 0PT

Bankers: NatWest Bank - Rustington (B) Branch
154 The Street Rustington West Sussex BN16 3ZZ

St Mary's Walberton

Trustees Annual Report for 2019

Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd Timothy Ward, in

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and ecumenical
- Knowing Jesus Christ better and making him better known
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay
- Providing financial support for those in need and to other organisations with similar objectives

What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit, particularly, the specific guidance on "charities for the advancement of religion".

For 2019 we discussed and planned to bring to fruition many of the developments that had started in 2018 through our extensive consultation with our church members and our appreciation of the needs of the wider community that had been mapped in the Neighbourhood Plan, drawn up by a team, in which church members participated, under the leadership of the Parish Council. We also planned to maintain most of the activities that we were already undertaking, seeing them as relevant to the achievement of our charitable objectives. Accordingly:

We enable as many people as possible to worship at our church

We aim to ensure that our church is a safe and welcoming place for all age groups and for those who have disabilities of some kind. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 fully recognising its duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. A group from HFT Walberton who, are vulnerable adults do regularly attend the church with carers.

To help the wider community relate to our church in ways that resonate with 21st century lifestyles we have developed a communications strategy. Our

aim is that this will encourage people to move from a position of knowing what is going on to becoming a part of the church family. Within that family the communications strategy will also build a greater sense of cohesion. Our website and Facebook page are regularly updated with Church news including the promotion of forthcoming events.

We offer services of worship to God

As a village church we seek to provide services at which people from all church traditions or none will feel comfortable. On Sunday mornings the usual pattern is for there to be both a service using traditional liturgy and a less formal service which appeals particularly to those with young families. Unusually for a village church we also have a regular formal sung evening service which attracts around 20 people most weeks. This year we have continued to hold a half hour prayer meeting every Tuesday morning at 8.30am. In 2019 there were 130 people on the Electoral Roll of whom 42 were non-resident in the parish. The usual Sunday attendance, including sick communions, is 90 adults and 12 children.

“Lively service and friendly congregation”

We make a special effort to involve the wider community in services such as Harvest Festival, Remembrance Sunday, at a Christingle service and Carol, Nativity and Crib Services in which the children play an active role. Adults who do not normally feel a need to come and worship nevertheless attend such services without any possible embarrassment or sense of being outsiders. Non church families often appear and are welcomed at baptisms which normally take place during an informal service. In 2019 4 baptisms took place. In addition, in 2019 there were 4 children who were confirmed.

This year we repeated a service called “In Grateful Memory” for the bereaved which was new in 2018 and was very well attended.

The church has very close links to the Walberton & Binsted Primary School and held a joint School service at School in March – Education Sunday. This involved participation from the children of Years 4 and 6 who read prayers and enacted out their stories through drama in front of the church congregation, friends and families. The “Awesome Easter After School Club” was held at the beginning of April and enjoyed by 15 children from the school. The School also contributed to the Christingle and Carol Services.

The church is the hub for formal teaching through sermons, some of which are also available on our website, and in 2019 we had a course of sermons in January, and a special service in September, to support “The Year of Vocation”. Several members spoke about their own vocation in society. It also provides a worship opportunity for young people who are increasingly involved in the service itself before separating for structured teaching at Sunday School.

We promote the gospel and pray that those outside our current church family may find life in Christ Jesus

In the spring term of 2019, an Alpha course was held, attended by 12 people. Alpha is a series of interactive sessions that freely explore the basics of the Christian faith and such courses are open to all. We pray for different streets in our parish each month and visit as many as possible before Christmas and Easter.

Three home groups have met during the year studying a variety of materials from the bible. The home groups came together to consider how to deepen their prayer life and how to reach out to the community.

As members of the church family we try to live lives not only pleasing to God but also as known ambassadors for Godly living within our village community. Members of our church family are to be found in virtually every village group and activity, frequently playing an active role. For example, the church has taken up its right to nominate a trustee to the Village Hall trustee board and the Community Playcentre at Walberton (CPAWS).

The Vicar and Churchwardens run the parish Sick Poor Fund with three other Trustees.

We engage in evangelism and outreach to the parish in various ways

As well as Alpha, the Outreach Action Group (a PCC sub-committee) continued to provide several events open to all members of the community, including a Murder Mystery evening in October in aid of Farm Africa. In addition, the PCC supported the Sussex Historical Churches Trust Ride & Stride event on Sat 14 September and held a Silent Auction during the Walberton Open Gardens Event in June.

There was also an inspirational evening with a talk from Rev Colin Chambers in April. Colin was chaplain to Nelson Mandela and shared his story at the Village Hall to a large audience.

A welcome brochure is available which provides much useful general information for those moving into the village and is also of value during house to house visiting. Such visiting took place before Easter and Christmas.

The Parish News continues to be widely distributed, with many regular subscribers, and advertises church services and a diary of church and local events.

We provide a building for people to enjoy

During 2019 money was raised to contribute to the repairs to the lychgate.

There is ongoing repair work to the churchyard, including repairs to the pathway and to the lychgate. 2 new benches are proposed for 2020.

The extension to the churchyard has settled in well and to date there have been 3 full burials.

The defibrillator is accessible when the church is open for worship. Sadly, the church has had to remain locked during part of the year due to a spate of burglaries in local churches. We review our security arrangements regularly.

We provide tangible pastoral support throughout the parish.

We have sought to alleviate loneliness amongst elderly people by helping to promote the work of another charity – Village Friends. Our Vicar and Wardens are ex officio members of the Sick Poor Fund and help many local families. PCC members continue to provide a weekly drop in coffee stop which brings together people of all ages which is well attended.

Our open youth club fluctuates in numbers but continues to provide a range of interesting activities on a fortnightly basis. It fills a gap in youth work provision that exists not just in our own parish but in adjoining parishes. Planning safe events and providing leadership makes considerable demands upon our Vicar but provides an opportunity to help young people at a time in their lives when they are beginning to think more seriously about adult issues.

We consider the needs of people served by other charities and overseas

We sometimes provide a platform for representatives of specific charities to speak at our morning services with our loose collections that day passed on to the charity. As a church we aim annually to donate money to other charities at home and abroad with a target based on 10% of our voluntary income, including restricted charitable receipts within the target figure. A section in the Supplementary Report shows our charitable and community giving for 2019.

Financial Review

For 2019, the financial report follows the format specified by the Charities Commission (CC16a), for charities with an income of less than £250,000 and using receipts and payments accounting.

The accounts are in three parts.

Part A - The Profit and Loss Account (Receipts and Payments)

Part B - The Balance Sheet showing our Assets and Liabilities

Section A - The Profit and Loss Account (Receipts and Payments)

The 2019 accounts show an overall surplus on the year of £3676. However, £1,469 of this was in aid of our Lychgate repairs, which will be spent in 2020. In addition, we were able to claim for two years under the GASDS scheme, which totalled £3865 (this is because we had a backlog of previous years to claim for). Future years GASDS will be for one year only.

The Churchyard Extension fund has a remaining balance of £867 (same as at the end of 2018), but it is earmarked for such much needed repairs to the Church path.

Overall our general income for 2019 was 4% higher than 2018, mainly due to the Lychgate appeal and a small increase in service. If we discount the Lychgate appeal, our giving decreased by around 3%. As with 2018, we were able to make two years claims for GASDS, which allows tax relief to be claimed on small cash donations up to £20 taken in our plate collections. Where the plate collections were for a specific charity, any tax recovered was paid out to that charity. In 2019 we claimed £1865 from tax year 2017/18 and £2000 from year 2018/19 (£2000 is the maximum allowed for both of those years under HMRC rules).

General expenditure increased by 2% in 2019, much attributed to spending on repairs and maintenance and on the increase to our contribution to the diocese. We have also saved on organist costs due to having volunteers playing at our services but have decided to use some of the savings to refresh our music and equipment used by the choir.

Part B - Balance Sheet (Statement of Assets & Liabilities)

As in recent years, we have been able to operate the General Fund without the need to utilise funds from the General Reserve account. No transfer has been made to or from the Quinquennial Fund. Interest on the deposit accounts remains very low.

Appendix - Notes on the Accounts

A detailed breakdown is available of receipts and expenditure, including all outward giving from plate collections and from the PCC.

Why we hold some money in reserve

We hold reserves to maintain a balance on the general unrestricted funds (excluding property) which equates to at least two months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance of £5319.00 at Nat West at the end of 2019 achieved this. We also hold reserves to invest temporarily surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. At the end of 2019 £45,355.00 was invested in this way.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on restricted purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the legacy, depending on the specific objectives of the donor.

Risk management

The PCC considers the principal risks and uncertainties to be

- Safeguarding - making sure children and vulnerable adults are safe particularly on excursions.
- Fire risk- making sure our grade 1 listed building doesn't catch fire.
- Financial risk caused by a loss of congregation or a loss of vision.

The PCC seeks to manage these risks by having thorough risk assessments for children's activities and by making sure volunteers are safely recruited and trained.

The fire risk is managed by having 4 yearly tests and upgrades of our lightning conductor and 5 yearly tests of our electrical system and 3 yearly tests of our portable equipment. We regularly review our Fire Risk Assessment.

The financial risk is managed by having enough reserves to manage unforeseen drops in income and by maintaining three services which attract a wide range of parishioners. We have also invested in our website and ChurchSuite to enable us to communicate with those inside and outside the church which will become increasingly important as new houses are built near the village centre.

Structure governance and management of the charity

Since 17th October 2017 the Parochial Church Council has been registered with the Charity Commission (Reg no 1175197) as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

The PCC is supported by a Standing Committee and oversees the work of three sub committees. namely the Outreach Action Group, the Pastoral Action Group and the Communications Group. The PCC met on 6 occasions during the year. At one of these meetings they spent additional time in general discussion with a focus on 2020.

During the year the following served as members of the Parochial Church Council:

Ex Officio members

Incumbent: The Revd. Timothy Ward

Licensed Reader: Mrs Julie Allday

Wardens: Mr Kevin Durban Jackson

Mr Steven Phillips to 28 April 2019

Mrs Jean Strickland from 28 April 2019

Elected Membership: Mr Andrew Blumer from 28 April 2019

Mr Peter Brown from 28 April 2019

Mr Steven Phillips from 28 April 2019

Mrs Sue Cox

Mr Tom Evans Hon Treasurer

Mr Andrew Harris to 28 Jan 2019

Mrs Gaye Reynolds

Mrs Emma Sandieson to 28 April 2019

Mrs Jean Strickland to 28 April 2019

Mr Roland Brackley from 01 July 2019

Mr Graham Thrussell from 18 November 2019

Deanery Synod: Mr Bernard Lane to 23 November 2019

Mrs Susan Martineau

Mrs Julie Allday from 28 April 2019

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest in charge, curate, readers licensed to officiate in the parish), the churchwardens and members of the Deanery, Diocesan or General Synods and 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM) and serve for three years. Church members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd. Timothy Ward, PCC Chairman

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Date

Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

St Mary's Church, Walberton

Church Lane, Walberton, Arundel BN18 0PQ

Church Office: Unit G William Booker Yard, The Street, Walberton BN180PF

Registered charity no. 1175197

For the year ended 31st December 2019

CONTENTS

Page

10	Statement of financial receipts and payments
11	Statement of assets and liabilities
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**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY'S WALBERTON
DIOCESE OF CHICHESTER**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDING 31ST DECEMBER 2019**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2019 £	TOTAL 2018 £
INCOMING RESOURCES						
Donations & Legacies	2a	90,782	-	1,469	92,251	91,364
Activities for Generating Funds	2b	854	-	-	854	454
Investment Income	2c	218	120	-	338	223
Charitable Activities	2d	15,586	-	-	15,586	12,896
Other Incoming Resources	2e	235	-	-	235	35
TOTAL INCOMING RESOURCES		107,675	120	1,469	109,263	104,971
RESOURCES USED						
Cost of Charitable Activities	3a	103,389	-	-	103,389	101,686
Activities for Generating Funds	3b	555	-	-	555	40
Governance Costs	3c	1,643	-	-	1,643	2,221
TOTAL RESOURCES USED		105,587	-	-	105,587	103,947
NET INCOMING RESOURCES		2,088	120	1,469	3,676	1,024
NET MOVEMENT IN FUNDS		2,088	120	1,469	3,676	1,024
Balances Brought Forward		30,212	15,918	867	46,998	45,974
Transfer Between Funds		-	-	-	-	-
BALANCES CARRIED FORWARD		32,300	16,038	2,336	50,674	46,998

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY'S WALBERTON
DIOCESE OF CHICHESTER**

**BALANCE SHEET
AS AT 31ST DECEMBER 2019**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	31-Dec-19 Total £	31-Dec-18 Total £
Fixed Assets						
Tangible Assets	1	-	-	-	-	-
Current Assets						
Debtors & Prepayments	5	-	-	-	-	-
Cash at bank and in hand	4	32,300	16,038	2,336	50,674	47,622
Total Current Assets		32,300	16,038	2,336	50,674	47,622
Creditors: Due within one year	6	-	-	-	-	624
NET CURRENT ASSETS		32,300	16,038	2,336	50,674	46,998
TOTAL ASSETS less current liabilities		32,300	16,038	2,336	50,674	46,998
Creditors: Due within one year	7	-	-	-	-	-
NET ASSETS		32,300	16,038	2,336	50,674	46,998
Funds of the charity						
Unrestricted Funds		32,300			32,300	30,212
Designated Funds	8		16,038		16,038	15,918
Restricted Funds	9			2,336	2,336	867
		32,300	16,038	2,336	50,674	46,998

This Financial Report for the year ended 31st December 2019, including the notes following, was approved by the PCC and signed on its behalf by The Revd. Timothy ward, PCC Chairman:

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Date

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY'S WALBERTON
DIOCESE OF CHICHESTER**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDING 31ST DECEMBER 2019**

2. Incoming Resources

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2019 £	TOTAL 2018 £
a) Donations and Legacies						
Gift Aid Donation		54,724	-	-	54,724	52,130
Gift Aid Tax Recoverable		17,981	-	-	17,981	16,086
Gifts & Donations		8,936	-	969	9,904	14,156
Collections Plate		9,020	-	-	9,020	8,786
Grants		-	-	500	500	-
Visitors Box		122	-	-	122	207
		90,782	-	1,469	92,251	91,364
b) Activities for Generating Funds						
		£	£	£	£	£
Outreach		10	-	-	10	454
Harvest Supper		475	-	-	475	-
Walberton Open Gardens		369	-	-	369	-
		854	-	-	854	454
c) Investment Income						
		£	£	£	£	£
Bank Interest	5	218	120	-	338	223
		218	120	-	338	223
d) Charitable Activities						
		£	£	£	£	£
Youth Church		204	-	-	204	224
Parish Magazine		7,390	-	-	7,390	8,476
Churchyard and Service Fees		7,992	-	-	7,992	4,196
		15,586	-	-	15,586	12,896
3) Other Incoming Resources						
		£	£	£	£	£
Sundry Income		235	-	-	235	35
		235	-	-	235	35

THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY'S WALBERTON
DIOCESE OF CHICHESTER

NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDING 31ST DECEMBER 2019

3. Resources Expended

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2019 £	TOTAL 2018 £
a) Cost of Charitable Activities						
Bank Charges		-	-	-	-	20
Charitable Giving		8,978	-	-	8,978	7,715
Church Running Costs		2,642	-	-	2,642	1,854
Churchyard Expenses		785	-	-	785	3,455
Clergy Expenses		1,232	-	-	1,232	1,550
Communication Costs		441	-	-	441	2,756
Diocese Quota		54,867	-	-	54,867	52,757
Equipment Costs		310	-	-	310	655
Junior Church		700	-	-	700	702
Music Costs		2,393	-	-	2,393	335
Office Costs		230	-	-	230	148
Office Rent		2,640	-	-	2,640	2,548
Organist Fees		410	-	-	410	3,036
Outreach		96	-	-	96	241
Parish Magazine Costs		250	-	-	250	532
Photocopiers Costs		6,347	-	-	6,347	6,320
Repairs and Maintenance		1,904	-	-	1,904	-
Salary Costs	10	8,324	-	-	8,324	7,763
Service Fees		1,631	-	-	1,631	1,103
Sundry Expenses		-	-	-	-	185
Telephone Costs		464	-	-	464	354
Utility Costs		4,280	-	-	4,280	3,960
Vicarage Expenses		3,318	-	-	3,318	2,925
Visiting Speakers Expenses		399	-	-	399	248
Youth Church		749	-	-	749	525
		103,389	-	-	103,389	101,686
b) Cost of Generating Funds						
		£	£	£	£	£
Outreach		428	-	-	428	-
Harvest Supper		90	-	-	90	40
Walberton Open Gardens		37	-	-	37	-
		555	-	-	555	40
c) Governance Costs						
		£	£	£	£	£
Independent Examiners Fee		-	-	-	-	624
Insurance		1,643	-	-	1,643	1,597
		1,643	-	-	1,643	2,221

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY'S WALBERTON
DIOCESE OF CHICHESTER**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDING 31ST DECEMBER 2019**

4. Cash at bank and in-hand

	31-Dec-19	31-Dec-18
	£	£
Cash at bank and in hand	50,674	47,622
	<u>50,674</u>	<u>47,622</u>

5. Debtors & Prepayments

The PCC held no debtors during this or the previous financial period.

6. Creditors: Amounts Falling Due Within One Year

	31-Dec-19	31-Dec-18
	£	£
Independent Examiners Fee	-	624
	<u>-</u>	<u>624</u>

7. Creditors: Amounts Falling Due in More Than One Year

There were no long-term liabilities held during this or the previous financial period.

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY'S WALBERTON
DIOCESE OF CHICHESTER**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDING 31ST DECEMBER 2019**

8.Designated Funds	Balance 31-Dec-18	Income	Expenditure	Transfers	Balance 31-Dec-19
	£	£	£	£	£
Quinquennial Fund	15,918	120	-	-	16,038
	15,918	120	-	-	16,038

The churches designated funds are wholly represented by cash reserves held and are to be expended as described above

9. Restricted Funds	Balance 31-Dec-18	Income	Expenditure	Transfers	Balance 31-Dec-19
	£	£	£	£	£
Churchyard Fund	867	-	-	-	867
Lychgate Appeal	-	1,469	-	-	1,469
	867	1,469	-	-	2,336

The churches restricted funds are wholly represented by cash reserves held and are to be expended as described above

10. Analysis of Net Assets by Fund	Unrestricted Funds	Designated Funds	Restricted Funds	31-Dec-19 Total	31-Dec-18 Total
	£	£	£	£	£
Fixed Assets and Investments	-	-	-	-	-
Current Assets	32,300	16,038	2,336	50,674	46,998
Liabilities (due in more than one year)	-	-	-	-	-
	32,300	16,038	2,336	50,674	46,998

11. Staff Costs and Numbers

	2019	2018
	£	£
Gross Wages and Salaries	8,324	7,763
Employer's National Insurance Costs	-	-
Pension Contributions	-	-
	8,324	7,763

Employees Who Were Engaged in each of the following activities:

	2019	2018
Activities in furtherance of organisations objectives:	3	4

The organisation operates a PAYE scheme to pay all employed members of staff and the organisation also employs members of staff on a self-employed basis. No employees received emoluments in excess of £60,000. (2018: None)

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

This report on the financial statements for the PCC of the Ecclesiastical Parish of St Mary's Church, Walberton for the year ending 31st December 2019 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the regulations') and s.145 of the Charities Act 2011 ('The Act').

Respective Responsibilities of the PCC and the Examiner

As the members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of Regulations and section 114(2) of the Charities Act 2011 ('The Act') does not apply. It is my responsibility to issue this report on those financial statements accounts in accordance with the terms of the Regulations.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition, issued from the Finance Division of the Archbishops' Council. That 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 account 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 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:

- 1) Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, and the Regulations have 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.

Alison Bestente CeFA CeMAP CeRER DipFA
Independent Financial Adviser
PO Box 147
Arundel
BN18 8DL

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14th June 2020