

**The Parish Church of St Mary Easebourne**

**West Sussex**

**TRUSTEES ANNUAL REPORT**

**AND**

**FINANCIAL STATEMENT**

**OF THE**

**PAROCHIAL CHURCH COUNCIL**

**For the year ended 31 December 2019**

Incumbent

Revd Derek Welsman

Independent Examiner

Trevor James

Banks

Barclay's Bank Plc, Chichester

Charity Registration No 1151500

## **Parochial Church Council of St Mary, Easebourne**

**Registered Charity: 1151500**

### **Trustees Annual Report for 2019**

#### **Structure, governance and management**

The parish is a charity registered with the Charity Commission under the name of The Parochial Church Council of the Ecclesiastical Parish of St Marys, Easebourne with the Registered Charity Number 1151500.

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

Incumbent:	The Revd Derek Welsman	Chairman
Curate	The Revd David Crook (left in May)	
Wardens:	Mrs Alison Davis	
	Mr Roger Sked	
Secretary:	Mrs Elizabeth Bounton	
Treasurer:	Mr Jim Bennett (resigned in January)	
Deanery Synod Reps:	Mr Eric Bounton (Treasurer from January)	
	Mr Roger Bricknell	
Elected Members	Mr Martin Dexter	
	Mrs Jan Harling	
	Mr Tony Craig	
	Mrs Veronica Jull	
	Mrs Sue Parry (Safeguarding Officer)	

Standing Committee: Vicar, Church Wardens, Treasurer, Secretary, Mrs Veronica Jull

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 6 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

#### **Aim and purposes**

The primary objective of St Mary'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 incumbent, the Revd Derek Welsman, in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic, social and ecumenical.

#### **Objectives and activities**

In their mission action plan for 2019, the PCC continued to set out their objectives for the year as:

- To continue to build a church community that is open to all and vibrant in worship and prayer; Gospel shaped and Kingdom focused.
- To continue to build our relationship with the schools in our parish - Easebourne Church of England Primary school and Conifers independent school.

- To continue to develop our work with young people and families.
- To maintain our buildings for public worship and occasional offices.
- To maintain our churchyard and cemetery for public burial.

The PCC maintains an overview of worship throughout the year and works with the vicar to promote services that match the needs of our local community. Our services and worship put faith into practise through prayer and scripture, music and sacrament. When planning our activities, the PCC and the incumbent consider the Charity Commissions guidance on 'public benefit' and in particular, the specific guidance on 'Charities for the advancement of religion'. In particular, the PCC tries to enable local people to live out their faith as part of our parish community through:

- Worship and prayer that is community focused and firmly based upon the teaching of the Gospels.
- Provision of pastoral care for people living in the parish through weddings, baptisms and funerals and visiting the sick.
- Missionary and outreach work which includes opportunities to explore faith, live out faith and be part of the common good.
- Strong links with local schools.

To facilitate this work, it is important that we maintain the fabric of St Mary's.

## **Achievement and performance**

### *Church attendance*

There are 149 parishioners on the church electoral roll, 73 of whom are not resident within the parish. 16 names were added during the year and 2 were removed either through death or because they moved away from the parish. The average weekly attendance, counted during October was 90 but this number increased at festivals.

### *Review of the year*

1. The full PCC met 6 times during the year with an average level of attendance of 80%. Committees met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.
2. **Worship:** Across our three churches in 2019 our congregation numbers remained steady. The yearly cycle of worship celebrated the diversity of our churches; ranging from Prayer book communion at St James Selham, to common worship all age services in St Mary's and St Peter's. We also saw in the year special services including our outdoor communion in June in Lodsworth which included a well dressing ceremony; our palm Sunday and carol pageants; our seasonal services at Harvest and Remembrance, where we welcomed many from our villages to share these important moments with us. Across our three churches we can be confident that there is something for everyone. We can also celebrate together that our worship is inclusive and open to all. Our three churches confidently serve their communities and context – being God's people to God's world.
3. **Charitable giving:** During the year the church and PCC continued to support the following charities: Macmillan, by providing the church three times for remembrance services and the Tree Of Hope service at Christmas; Children's Society with our box collections and collection from Christingle service; Christian Aid - joining the rest of the churches in the UK with collections; Stonepillow by providing weekly food collections, produce at Harvest and giving our carol service collection to pay for the homeless shelter Christmas dinner. The PCC also continued to raise funds for our overseas charity Education West Africa. The congregation with our other two churches also responded in 2019 to the call from our deanery Synod to bring a family support worker to our deanery; through cake sales, the knitting and selling of cuddly toys

and the filling of Smarties tubes the three churches raised £1589.00. All details of charitable giving can be found in the financial statement.

4. **Outreach:** there was no specific course on seeking faith put on in 2019; this was in part due to future planning in the deanery to work together on an Emmaus project, but also that there were no specific candidates for confirmation. However, with a large number of wedding, baptisms and funerals the church continued in providing opportunities for people to encounter God in our churches. There was also a large and evident footfall of people using our churches for personal space and prayer.
5. **Children's work:** As before in 2018, the churches in our benefice continued their strong work with children, providing 24 family and all age services, 6 messy churches, 8 school services for Conifers and Easebourne Church of England Primary school, our regular toddler group which meets twice a month, as well as the Midhurst Holiday Club in the summer holidays with a team from St Mary's providing support. Our work with families and schools is a strong part of our mission and outreach as a church family. It enables the church community to offer spiritual guidance and support across our three churches. In 2019 the youth team also started to explore new ways of helping our children to encounter God through worship and church – in 2020, we should see our new Sunday School in a Box coming into operation.
6. **Occasional Offices:** The church was able to support many families in our wider community throughout the year by providing services of marriage, baptism and funerals. Across the benefice in 2019 there were 22 weddings – 26 funerals – 19 baptisms.
7. **Repairs to the church:** Having undertaken a huge amount of work on St Mary's church over the previous year's, 2019 was a relatively quiet year for repairs. It gave the PCC the opportunity to undertake some provisional work to ascertain the state of our beautiful stained glass windows. The report came back with some minor issues, but in general the windows are in good shape. The PCC was also advised by its quinquennial inspection that work was required on the church bell tower steeple. The PCC sought advice and it looks towards a fundraising campaign in 2020.
8. **Burial Grounds:** The PCC continued to maintain its burial grounds, with the contractors cutting the grass to a very high standard. The Parish Council continued to support the church with vital financial contributions to grass cutting. Both burial sites place a huge financial burden on the PCC with routine cutting of grass and essential repairs. The PCC sees the work of maintaining our church yard and burial ground as essential to supporting our village life.
9. **Safeguarding:** In 2019 the Safeguarding committee met two times. The committee continued its important work in overseeing our PCC policy to keep all children and vulnerable adults safe in our care. The committee continued to use the Diocesan 'Simple Quality Protects' benchmark as its working brief, ensuring that all areas of contact with children and vulnerable adults was properly assessed for risk and delivered under safeguarding guidelines. The committee brought to the PCC all relevant policies to be passed and made sure that the Diocesan Safeguarding Policy was passed and then posted in our church for all the congregation and public to see.
10. **One PCC:** In 2019 across our three PCC's the major piece of work was finally bringing our parishes together under one PCC. This will mean an opportunity for closer working across our benefice. It will mean that certain roles, such as safeguarding and health and safety can be looked at centrally. The One PCC will also mean that when the charity act changes in 2021 we will be one charity rather than three separate bodies. The PCC's see this as a very positive move going forward, enabling greater opportunities for mission together, planning worship together and dealing with elements of church life such as stewardship. The new strategy at the heart of our life together will be 'One church – Three building'.
11. **Diocesan Strategy:** 2019 saw the end of the Diocesan Five-year strategy called Vision for Growth. The strategy had sat at the heart of the PCC's work over the five years encouraged by the years of Mercy, Prayer, Bible and Vocation. The PCC looks forward to the new Diocesan

strategy which will be launched in 2020. The strategy will encourage us to reflect upon our shared life – what we do, what we give and how we share the Gospel.

### **Financial review**

1. The financial statement of the PCC has been prepared in accordance with the Charities Act 1993 and the Church Accounting Regulation 2006 using the Receipt and Payment basis.
2. The total receipts on general unrestricted funds received were £95,695.00 and are detailed in the Financial Report.
3. The payments to mission include, Educating West Africa £2000, Children Society £2,607, Royal British legion £601, Addington Trust £200, Christian Aid £308, Stonepillow £343.00. A separate collection was made to support the Deanery appeal for a Family Support Worker – across the benefice a sum of £1,589.00 was raised.
4. The largest expenditure of the PCC was the sum of £36,840 paid to the Diocese to cover ministry costs; this annual amount covers the housing and stipend and pension costs of the clergy and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. In 2018 the cost of church insurance was transferred directly to parishes.

### **Reserves Policy**

1. It is PCC policy to maintain a balance on the general unrestricted funds (excluding Property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance this year has more than achieved this.
2. The designated fabric fund is retained towards the future cost of the upkeep of the church.
3. It is PCC policy to invest fund balances with the CBF Church of England deposit fund. A summary of these funds is attached to the financial statement.

This trustees' annual report was approved by the PCC and signed on their behalf by the Revd Derek Welsman, PCC Chairman:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Review of the Deanery year February 2019 to March 2020

Meetings;-Deanery Synods	18 <sup>th</sup> February 2019
	13 <sup>th</sup> March 2019
	27 <sup>th</sup> June 2019
	30 <sup>th</sup> October 2019
	10 <sup>th</sup> February 2020
Deanery Standing Committee	29 <sup>th</sup> January 2019
	12 <sup>th</sup> June 2019
	8 <sup>th</sup> October 2019
	14 <sup>th</sup> January 2020

### Membership and attendance;-

Clergy;-	8 members	Attendance	18 <sup>th</sup> February 2019	4
			13 <sup>th</sup> March 2019	8
			27 <sup>th</sup> June 2019	7
			30 <sup>th</sup> October 2019	5
			10 <sup>th</sup> February 2020	7
Lay Membership	29 members	Attendance	18 <sup>th</sup> February 2019	24
			13 <sup>th</sup> March 2019	14
			27 <sup>th</sup> June 2019	20
			30 <sup>th</sup> October 2019	15
			10 <sup>th</sup> February 2020	20

### **Finance**

The Deanery Treasurer has kept the Deanery apprised of the very small outlay used on behalf of the Deanery, and its method of raising finance from the PCC's. He has also been working with the

PCC Treasurers in deciding on and paying the Parish Share. **The Deanery has been congratulated on all PCC's in the Deanery paying their full share on time.**

### **Faith Room Midhurst Academy**

Work has continued in establishing this facility at the Academy. From 1<sup>st</sup> January 2020 a Youth Minister (qualified youth worker) has been in place holding meetings on Tuesday and Thursday in the Faith Room. Confidential meetings with the Youth Minister can be arranged. Spread the news about this facility. The Deanery is supporting this project with some finance.

### **FSW**

Work has continued throughout the year. A qualified Social worker is being employed to operate in Midhurst Deanery and Petworth Deanery. It is hoped that this will start around May/June this year. The Deanery is responsible for providing approximately £4,000 per year towards the cost. This money is being raised hopefully equally by each Benefice in the Deanery, approximately £575 per Benefice. The Deanery working group numbers has been increased to cater for the extra workload.

### **Open meeting of the Deanery Synod 13<sup>th</sup> March 2019**

An open meeting of the Synod took place in March. Church Wardens and PCC members were invited and the attendance for the meeting was 45. The purpose of the open meeting was for the Bishop to address as many in the Deanery as possible.

The Bishop spoke on many subjects including :-

- Summarised what the Diocese had been doing in the last 5 years.
- Ask those present what had been important in those last 5 years
- A look at the next five years

He spoke on a number of specific subjects as follows

- Major overhaul of Church House Hove
- Resources particularly Clergy Housing.
- Faculties
- Diocesan Data Base
- Safe Guarding
- Independent Enquiry into sex abuse by Clergy
- Finances

He then commented on the next 5 years and the 4 'mores':-

More open

More converting

More generous

More engaged.

### **Away Day and mission action plan**

The Deanery had an away day in the Bishops Palace Chichester on Thursday the 27<sup>th</sup> June 2019. The day was spent looking at the future of Rural ministry and the development of a mission action plan for 2020 to 2025. The subsequent draft was further considered on the 30<sup>th</sup> October and the plan was adopted. (See Appendix A for the notice being made available for notice boards.)

The first years' work on the Mission Plan will concentrate on firstly getting the FSW social worker operational in our area, and the use of the Emmaus programme as part of our Mission/Outreach activity.

### **Bishops Visitation**

The Bishops' visitation to the Deanery consisted of a number of meetings and services around the Deanery involving Clergy and Church members. It culminated in an open meeting of the Deanery Synod, at which Church Wardens and PCC members were invited. 45 attended and the bishop outlined what had been undertaken in during the last 5 year plan. He covered:-

Major Overhaul of Church House Hove; Resources; Faculties; Diocesan Data Base; Safe-Guarding; Independent enquiry into sex abuse by Clergy; Finances.

He then asked those present for their views of the most positive things that have happened in those 5 years in their Benefices. He concluded by outlining the plans for the next 5 years.

### **Presentation from the Diocesan Board of Finance.**

The presentation was made at the 30<sup>th</sup> October 2019 meeting. It covered what has happened in the last 5 years, what is anticipated in the next 5 years, and in particular the Budget for 2020 and the Parish Share for 2020.

They highlighted a number of items:-

- £14million donated from the Parishes. This still has a short fall of about £1.5million. To balance the books it would require a 3% increase in all pledges. A 16% increase in income to balance the books (eg an extra 61p per week from everyone on the electoral Roles).
- 156 Church of England schools in Diocese.

- We have the biggest network of Volunteers in Sussex -250,000 hours per year.

### **Church Representational Rules 2020**

There are a number of changes that affect PCC's and the Deanery Synod's. This includes the need for elections to Deanery Synods by PCC's between 1 January 2020 and 31 May 2020.

## **MIDHURST DEANERY SYNOD MISSION ACTION PLAN 2020 - 2025**

### **'Being God's People'**

In 2020 the Diocese will set before us a new plan for our shared life in Jesus in East and West Sussex Set around the four mores:- **More open – 'A sign of being one'**

**More Converted – 'A sign of being Holy'**

**More Generous – 'A sign of being catholic'**

**More Engaged – 'A sign of being apostolic'**

As a Deanery we also place this Mission Action Plan at the heart of our share life here in Midhurst Deanery.

#### **Mission/Outreach – More Converted**

How do we as rural churches tell the Good news of Jesus Christ? Is there something we can work on together? Possible Emmaus/Alpha project. Pooling our resources to promote faith within our parishes. Reaching out to wedding couples, parents of children being baptized and parents of our children in our Church of England schools.

**To form a team from across our deanery committed to outreach and the sharing of the gospel. Common Good**

#### **Common Good – More Engaged**

The FSW project would be a good foundation for contributing to the common good across our deanery? This will set a financial challenge for us all - but working together across our deanery to meet this need will strengthen our sense of identity both in mission and collegiality.

**Each benefice and church committed to fund raising to support this vital work.**

**To form a working group from Synod committed to supporting this project; to involve promoting within parishes and schools, putting local mission at the heart of our work together.**

#### **One PCC project**

This would be a good objective to set at the heart of our five-year plan - freeing us up for the important elements of church life and certainly freeing up the work load of our clergy.

**Transforming ministry that burdens, to a place where congregations are more focused on being God's people; free to serve, active in community, vibrant in worship, prayerful and attentive to God's word and call.**

#### **Review of rural church life – More Generous**

How best do we use our resources across our benefices? Do we need to think afresh?

**An urgent and honest review of how we do rural church. Not frightened to ask the difficult questions - To seek advice from others who have worked hard to make change - To be honest about what our fears are and our honest in our aspirations for God's world.**

**A complete look at lay ministry. To promote lay ministry that supports worship, inspires faith, is active in mission and lays firmly at the heart of God's work in our churches. A move away from Eucharist centred worship? A move away from clergy centred pastoral care? A move away from reliance on clergy as being the only ones who can lead and inspire?**



**Making better use of our buildings**

We sit in the National Park. We sit at the heart of our rural communities. Sometimes, our churches are the only community space in our villages. How can we use/share them more with those we serve?

**Setting up a working group to explore how we can use our beautiful churches beyond  
Sunday services; As places of wider community use; As places of pilgrimage; As places of  
peace.**

**Drawing on the inspiration of the Diocesan Strap line, To Know, Love and Follow Jesus, as  
a Deanery we commit ourselves to:**

**To Know Jesus - Mission and Outreach**

**To Love Jesus - Family Support Work project**

**To Follow Jesus - Re-shaping/visioning our Benefices/Parishes/Churches**

**ST MARY'S, EASEBOURNE PCC**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**31<sup>st</sup> DECEMBER 2019**

<b>Cash funds</b>	Unrestricted Gen funds £	Restricted funds £	Endowment funds £
Bank No 1 current account	38,285	0	0
Bank No 2 current account	7,023	0	0
Bank deposit account	0	0	0
CBF deposit account	75,491	0	0
Total cash funds	<u>120,799</u>	<u>0</u>	<u>0</u>
<b>Investment assets</b>	Unrestricted funds £	Restricted funds £	Endowment funds £
<b>Chancel Trust investments</b>			
Unspent chancel income	0	2,170	0
CBF Investment fund	0	0	2,109
CBF Fixed interest securities fund	0	0	113
Total other monetary assets	<u>0</u>	<u>2,170</u>	<u>2,222</u>
	Unrestricted funds £	Restricted funds £	Endowment funds £
<b>Sale Henley Mission Trust investments (Fabric)</b>			
CBF Investment fund	0	0	15,412
CBF Fixed interest securities fund	0	0	3,863
Total other monetary assets	<u>0</u>	<u>0</u>	<u>19,275</u>
	Unrestricted funds £	Restricted funds £	Endowment funds £
<b>Campbell Trust investments (Churchyard)</b>			
CBF Fixed interest securities fund	0	0	346
Total other monetary assets	<u>0</u>	<u>0</u>	<u>346</u>
<b>Assets for charity's own use</b>	Funds to which asset belongs £	Cost (optional) £	Current value (optional) £
Total assets for charity's own use	<u>0</u>	<u>0</u>	<u>0</u>
<b>Liabilities</b>	Funds to which liability relates	Amount due (optional) £	When due (optional)
Creditors	Unrestricted	602	
Total liabilities		<u>602</u>	

**ST MARY'S, EASEBOURNE PCC  
STATEMENT OF ASSETS AND LIABILITIES  
31<sup>st</sup> DECEMBER 2019**

Signed on behalf of St Mary's Easebourne Parochial Church Council

.....

Print name .....

.....

Print name .....

Date .....

# **Independent Examiner's Report to the Members of the Parochial Church Council of St Mary's Church Easebourne**

I report on my examination of the Accounts of the Parochial Church Council (PCC) for the year ended 31<sup>st</sup> December 2019.

This report is made solely to the PCC, as a body, in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the members of the PCC those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC and the members of the PCC as a body, for any work, for this report, or for the opinions I have formed.

## **Responsibilities and basis of report**

As members of the PCC, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act") and the Church Accounting Regulations. You consider that an audit is not required for the year under the Church Accounting Regulations and section 144 (2) of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under the Church Accounting Regulations and section 145 of the Act;
- follow the procedures laid down in general Directions given by the Charity Commission under section 144(2) of the Act; and
- to state whether particular matters have come to my attention.

## **Basis of the independent examiner's 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 presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as members of the PCC 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 comply with the accounting requirements of the Act 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.



Trevor James FCA DchA  
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14 April 2020