

Parochial Church Council of St Peter and St Mary Fishbourne
Trustees Annual Report and Financial Statements for the Year Ended 31
December 2019

Administrative information

Church of St Peter and St Mary Fishbourne, Fishbourne, West Sussex, PO19 3XT

Incumbent: Revd Canon Moira Wickens: The Rectory, 31 Caspian Close,
Fishbourne, West Sussex, PO18 8AY

Readers: Mr John Sheppard
Mrs Jenny Blamire

Independent Examiner: Tom Earl FCCA 107 Salthill Road, Fishbourne, West Sussex, PO19
3PZ

Bankers: Santander Business Banking, Bridle Road, Bootle, L30 4GB and

Parish Office: Alison Stirling, St Peter and St Mary Church.

Tel: 01243 784283

Email: fishbournechurch@btinternet.com

Website: www.fishbournechurch.org.uk

**Structure, Governance and
Management**

The Parochial Church Council (PCC) is a charity and is registered with the Charity
Commission Number 1131277

During the year the following served as members of the PCC:

Ex officio members

Rector:	The Revd Canon Moira Wickens
Churchwardens:	Mr Gordon Ellis
	Mrs Marie Mayor (from April 2019)
	Mrs Debbie Whitaker (until April 2019)

Representatives on the Deanery Synod	Tessa Cox (from April 2019)
	Pauline Young (from April 2019)
	Marion Egerton (until April 2019)

Elected Members

Mrs Pauline Young	Secretary
Mr Simon Juggins	Deputy Churchwarden
Mr Robert Christie	Treasurer
Mr Richard Bates	
Mrs Susan Brown	
Mrs Tessa Cox	
Mr Alan Frost	
Mrs Caroline Sheppard	
Mrs Amanda Stapleton	
Mr Ken Strudwick	

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the Incumbent, the Churchwardens, members of the Deanery Synod) and up to 12 members of the church who are elected at the Annual Parochial Church Meeting. The PCC has previously passed a resolution that all members of the PCC should be elected annually, and this was renewed in April 2018. Members of the congregation are warmly encouraged to stand for election to the PCC and we try and ensure a balance of skills and experience where possible.

The PCC has established a Standing Committee which comprises the Incumbent, two churchwardens, the Treasurer and Simon Juggins. The Standing Committee meets when required between the regular PCC meetings. The PCC has also been supported during the year by a Social and Fundraising Committee and a Church Hall Committee which looks after the church hall, St Peters Place.

Objectives and Activities

The primary objective of the 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 agreed that its mission should be "To be a vibrant community Church with a welcoming heart, sharing Christ's love by serving the Parish of Fishbourne and beyond".

The PCC has the responsibility of co-operating fully with the Rector, the Revd Canon Moira Wickens, in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical, and co-operating with our neighbouring parish of Apuldram, with which we share our incumbent.

The PCC has considered the Charity Commission's guidance on public benefit and the specific guidance on "charities for the advancement of religion".

Achievements and Performance during 2019

Church Attendance

The six-year review of the electoral roll was completed in April 2019 and there were 153 parishioners on the church electoral roll as at 31 December 2019, 35 of whom were not resident within the parish. This was a net reduction of 62 compared to the number on

the electoral roll at 31 December 2018 but it is generally accepted that numbers will fluctuate after a full six-year revision of the roll.

The church holds regular Sunday services at 8.00 and 9.30 and on the fifth Sunday in each month holds a 9.30 communion service jointly with the neighbouring parish of Apuldram. The average Sunday attendance, counted in October, was 28 adults and 9 children at the 8.00 a.m. service, and 63 adults and 10 children at the 9.30 a.m. service. These numbers increased substantially at festivals. The average attendance at the evening service on the fourth Sunday of the month was 12.

The church also holds a weekly communion service on Thursdays at 10.30 and the average attendance at this service was 16. During the year there have been two weddings, and fourteen baptisms in the church. Seven funeral services and one memorial service were held in the church. No confirmations took place during the year.

A special service for grandparents and four services for the children at Fishbourne Primary School were held during the year.

Use of Church

The church continues to be kept open during the daytime for anybody who may wish to visit. Several visitors have left comments in the Visitors Book stating how much this is appreciated. A specific prayer space is maintained inside the Church as a place of quiet and peace.

Regular home Communion services were held for people who are unable to attend the church, and two communion services were held each month at both Cornelius House and Manor Barn, which are care homes situated in the Parish.

Members of the congregation generally meet in the church hall after the 9.30 services for coffee and refreshments and the opportunity to meet and socialise.

Between March and November, the churchyard and hall are used monthly as a Quiet Garden as part of the Quiet Garden Movement. This provides an opportunity for resting and reflecting amid our busy lives and is open to everyone, whether people of faith or no faith. About thirty people attend these sessions.

Magazine

The church publishes a monthly Parish magazine jointly with its neighbouring church at Apuldram. This has a monthly circulation of approximately 250 copies. Due to support by advertisers the magazine achieves a slight surplus of income over costs. The magazine contains a monthly letter from the Rector and gives details of all services at the church in addition to a wide range of articles and details of activities and matters of interest in the village.

During the year we undertook a review of the magazine and distributed a questionnaire seeking opinions on its format and contents. From the responses received it was clear that the magazine remains much valued and, in particular, that people appreciated being able to receive a print copy. The PCC remains aware of the increased importance of the internet and the church website as an additional means of providing up to date information and will continue to develop both sources of information. Thanks are due to Chris Partridge who has continued as editor of the magazine during the year and Judith Russell who co-ordinates the distribution of the magazine.

Website

The PCC manages a website and recognises the increasing importance of this as a means of communicating information about the parish. The website includes information about the church, services and activities at the church hall. Thanks are due to Alan Frost for his work on maintaining the website.

Local Outreach

The Rector is a governor at Fishbourne Church of England Primary School, and two additional foundation school governors are also nominated by the PCC. The Rector continues to have a good relationship with the school and attends and leads the weekly acts of worship. In addition, a group of "Storytellers", comprising approximately ten members of the church led by one of the Readers, attends the school twice a term. The group leads the worship and involves the children in telling dramatized Bible stories. This has been well received by both the children and teachers.

The School has held special services at the church four times during the year at Easter, Remembrance Day, Harvest and Christmas. A leavers service was also held in the school for those pupils moving on to secondary education from Fishbourne School. Each leaver was presented with a book of prayers suitable to their personal use when meeting the various everyday situations and challenges that they could meet as they develop into adulthood. Classes from the school also visited the church on two further occasions.

Two services were also held in the church at Harvest and Christmas for the Apuldram Centre, a local charity for adults with learning difficulties.

Study Groups

Once a month a study group meets in the church hall instead of an evening service. This allows discussion and study of biblical topics. The sessions are arranged and led by the two lay readers although on occasion external people have also attended to lead the discussion.

A house group meets fortnightly for Bible study and prayer and during Lent two study groups were also arranged which met during the evenings and afternoon.

The Social and Fundraising Group and the Fishbourne Community

The Social and Fundraising Group has continued to arrange social and fundraising events throughout the year. The Group has met approximately every six weeks to discuss plans and evaluate social events. During this year events included a jumble sale, a concert in church by the Consort of Twelve and the Harvest Brunch. The church also supported the annual Ride and Stride in September.

Cream teas were hosted in the church hall during July and August and these attracted many visitors from outside the parish.

The church again helped run the annual summer fete jointly with Fishbourne School and in March organised the fourth Fishbourne Literary Festival ("Fishbourne Loves Books" book day. Both these events were popular and well supported, and a large number of people attending the Literary Festival came from outside the Parish. The profits from the fete were shared equally with the school and half the profits from the book day were donated to the Stonepillow, a charity supporting the homeless.

In total the events organised by the Committee raised £13,335.07 during the year.

Charity donations

During the year the PCC has supported several external charities in a variety of ways, including both direct donations and shared fund-raising events. The organisations that have been supported during the year include:

- The Church Missionary Society
- Friends of Fishbourne Primary School
- The Children's Society
- Chestnut Tree Hospice
- DEBRA
- The Royal British Legion
- The Apuldrum Centre
- Fishbourne Companions
- St Wilfred's Hospice
- Stonepillow
- Chichester Food bank

In addition, charities hiring St Peter's Place receive preferential rates.

A total of £3,202.82 was donated during the year to the various charities supported by the PCC including £2,126.32 to Stonepillow from the proceeds of the Literary Festival in March 2019.

The PCC

In addition to the Annual Parish Meeting in April the full PCC met four times during the year. The Standing Committee has met three times during the months when there was no full PCC meeting and reports of its discussions were received by the PCC and discussed where necessary.

The Hall

The Church Hall, St Peter's Place has continued to be a popular venue and has been much used, both by the Church and by the public (both from the parish and outside) and external organisations (charitable and non-charitable). A considerable debt of gratitude is due to Mike Lewis and the members of the Hall Committee who have continued to work hard to make the venue such a success.

During the year the Church installed new fencing at the hall site to make the boundary safer. In addition, as the of a generous donation a defibrillator was installed at the church Hall. Training on the use of this equipment has been provide to a number of people.

Church fabric and maintenance

Appropriate regular routine maintenance checks were conducted during the year. Annual checks of the PAT testing of electrical items and servicing of the fire extinguishers have all been made. Following the regular survey of the lightning protection installation at the church it proved necessary to undertake some remedial repairs. All recommended work was carried out in accordance with the survey recommendations and a satisfactory test certificate was issued after completion.

Involvement of Children

Children are welcomed at and encouraged to take part in all services although the church does not have a specific Sunday School.

However, the church has continued to develop the "Messy Church" which was established in 2018. The concept of the Messy Church is intended as an opportunity for people of all ages and especially families, to meet and worship together in an informal environment. This enables people who might have limited experience of attending a church service to have fun and learn about Christianity and experience a Christian Community. These services have taken place in the Church Hall on a regular monthly basis throughout the year (apart from August) and have proved very popular. There has been an average attendance of between 20-30 people and they have been supported by a group of ten helpers. A light meal is provided for all those attending. Several families now attend regularly with some coming occasionally and all the children who attend are accompanied by a responsible adult.

Safeguarding

The PCC includes safeguarding as a regular standing item on the PCC agenda and has approved appropriate policies which reflect the guidance published by the Diocese. The PCC considered and approved the updated SQP safeguarding materials and guidance that have been developed by the Diocese. Marie Mayor is the designated Safeguarding officer.

Financial Review

There has been a further decline in amount of regular planned during the year although the income from open plate collections has increased slightly. The total income from these sources did not match outgoings. The overall deficit during the year was reduced by the surplus from the Church Hall and Parish Magazine, some generous donations and the sums raised by the Social and Fund-Raising Group.

PCC total income during the year from all sources amounted to £95,817 (2018 - £97,701).

PCC expenditure totalled £105,824 (2018 - £104,257), with the biggest element being the Parish Share of £56,112 which was paid to the Diocese to cover ministry costs. This amount contributes to the cost of clergy and their housing and pensions and the costs of training new ordinands across the Diocese. During the year the amount of the Parish Share pledged by the PCC represented 93.60% of the amount requested by the Diocese. The PCC has agreed to maintain this percentage in 2020 although because of increases by the Diocese the Parish Share payable will increase to £57,792. The PCC still hopes to be able over time to meet 100% of the requested pledge and it will continue to monitor this closely.

There was an overall deficit and this was met by withdrawing funds from the reserves held by the PCC which at the end of 2019 stood at £25,852 (2018 - £35,697).

Banking and Reserves Policies

In 2019, the PCC continued to bank with Santander Business Banking for the main undesignated funds. As previously agreed it closed the account with the Co-operative Bank in order to simplify the arrangements and consolidate the accounts with a single provider. This was completed in November 2019.

The PCC has a policy of maintaining a balance on the general undesignated funds equating to approximately two months' worth of payments as a contingency against unforeseen situations.

It remains PCC policy to invest unrestricted and Church fabric fund balances with the CBF Church of England Deposit fund.

Signed on behalf of the PCC

.....
Reverend Canon Moira Wickens,

2020

ANNUAL FINANCIAL REPORT 2019

Receipts and Payments Summary

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designated</i>		<i>All Funds</i>	<i>All Funds</i>	
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>2019</i>	<i>2018</i>	
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	49,926	-	-	49,926	49,457	
Charitable activities	17,080	-	-	17,080	21,003	
Other trading activities	27,659	-	-	27,659	26,077	
Investments				-		
Other receipts	1,135	17	-	1,153	1,164	
Total received	95,799	17	-	95,817	97,701	
Expenditure on:				-	-	
Cost of raising funds	-	-	-	-	-	
Charitable costs	83,576	1,808	-	85,384	81,019	
Trading costs	19,722	-	-	19,722	21,719	
Other payments	718	-	-	718	1,519	
Total paid	104,016	1,808	-	105,824	104,257	
Reconciliation of funds:						
Net income or (net expenditure)	(8,216)	(1,791)	-	(10,007)	(6,556)	
Transfer between funds	159	(159)		-	(10,000)	
Withdrawn from CBF Deposit	8,000	-	-	8,000	3,000	
Net movement in funds	(57)	(1,950)	-	(2,007)	(13,556)	
Bank accounts at 1 January	3,134	1,950	-	5,084	18,640	
Bank accounts at 31 December	3,077	0	-	3,077	5,084	

Notes to the Annual Financial Report

1 Analysis of total received

	Unrestricted		<i>Restricted</i>	Total All Funds	<i>Total</i> All Funds	Notes
	General	Designated				
	<u>Fund</u>	<u>Funds</u>	<u>Fund/s</u>	<u>2019</u>	<u>2018</u>	
	£	£	£	£	£	
Planned giving (excl. tax refunds)	25,588	-	-	25,588	26,274	
Planned giving (no tax refunds)	780	-	-	780	1,366	
Loose cash collections	8,463	-	-	8,463	7,316	
Other Donations	6,936	-	-	6,936	5,139	
Gift Aid recovered	9,475	-	-	9,475	9,362	
Legacies	500	-	-	500	-	
Grants	9	-	-	9	-	
Donations and legacies	51,750	-	-	51,750	49,457	
Fees for weddings & funerals	4,353	-	-	4,353	7,953	
Summer fete	2,500	-	-	2,500	2,900	
Miscellaneous Fund Raising	3,057	-	-	3,057	7,707	
Literary Festival	5,045	-	-	5,045	-	1
Advent Tea	-	-	-	-	580	2
Music concert	-	-	-	-	1,863	
Charitable activities	14,954	-	-	14,954	21,003	
Sales of the parish magazine	2,580	-	-	2,580	2,680	
Church centre hiring fees	23,562	-	-	23,562	21,320	
Magazine advertisement fees	1,440	-	-	1,440	1,762	
Bookstall sales	332	-	-	332	315	
Other trading activities	27,914	-	-	27,914	26,077	
Bank & CBF deposit interest	-	-	-	-	-	
CBF investment fund dividend	-	-	-	-	-	
Investments	-	-	-	-	-	
Apuldram contribution	669	-	-	669	954	
Miscellaneous	512	17	-	529	210	3
Other receipts	1,181	17	-	1,199	1,164	
Total received on all funds	95,799	17	-	95,817	97,701	

Note:

1. In 2018 the Literary Festival raised £4408 but this figure was included in the Miscellaneous Fund Raising total. This year it has been separated out into a separate line.
2. No Advent Tea was held in 2019.
3. The large Miscellaneous figure is mostly explained by a refund of a Direct Debit collected twice in error.

Notes to the Annual Financial Report (cont'd)

2 Analysis of total paid:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General	Designated			All Funds	All Funds	
	Fund	Funds			2019	2018	
	£	£	£	£	£	£	
Other appeals expenses	-	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	-	
Charitable grants and donations	4,288	-	-	-	4,288	3,454	
Parish share to Chichester Diocese	56,112	-	-	-	56,112	53,460	
Salaries and honoraria incl NI	3,270	-	-	-	3,270	3,116	
Clergy and other people's expenses	5,144	-	-	-	5,144	5,395	
Mission & evangelism costs	-	-	-	-	-	-	
Sunday school/Children's work	-	-	-	-	-	263	
Church Insurance	980	-	-	-	980	934	
Water, Gas, Electricity, and Oil	2,739	-	-	-	2,739	2,628	
Office expenses	1,220	-	-	-	1,220	997	
Other regular church running costs	2,246	-	-	-	2,246	3,400	
Accounting and Examiner's fees	-	-	-	-	-	-	
Church maintenance & redecoration	6,578	-	-	-	6,578	7,372	
New building work	1,000	1,808	-	-	2,808	-	4
Charitable costs	83,576	1,808	-	-	85,384	81,019	
Event expenses	916	-	-	-	916	1,890	
Church hall administration & cleaning	4,009	-	-	-	4,009	3,797	
Hall maintenance & redecoration	5,431	-	-	-	5,431	6,037	
Hall Insurance	1,278	-	-	-	1,278	1,175	
Hall Water, Gas, Electricity, and Oil	1,452	-	-	-	1,452	1,380	
Magazine printing	2,503	-	-	-	2,503	3,363	
Diocesan fees	1,433	-	-	-	1,433	2,510	
Hall hire deposits repaid	2,700	-	-	-	2,700	1,567	
Trading costs	19,722	-	-	-	19,722	21,719	
Other payments	718	-	-	-	718	1,519	
Total paid on all funds	104,016	1,808	-	-	105,824	104,257	

Note:

4. A fence was installed around St Peter's Place at a cost of £2,808. This sum exceeded the amount left in the Co-Op (£1,966.98) and the amount needed was raised by withdrawing some money from reserves. The Co-Op account was then closed.

Notes to the Annual Financial Report (cont'd)

3 Staff costs

	2019	2018
	£	£
Wages, salaries and honoraria	3,270	3,116
Employer National Insurance	-	-
Employer pension contributions	-	-
	3,270	3,116

Statement of Assets and Liabilities

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designated</i>		<i>All Funds</i>	<i>All Funds</i>	
	<u>Fund</u>	<u>Funds</u>	<u>Fund/s</u>	<u>2019</u>	<u>2018</u>	
	£	£	£	£	£	
Assets:						
Bank current account	3,077	-	-	3,077	5,084	5
CBF Deposit Fund	22,728	48	-	22,775	30,566	
Total bank and deposit accounts	25,804	48	-	25,852	35,650	
Apuldram Share	203	-	-	203	95	
Church Hall Rentals	590	-	-	590	870	
Gift Aid recoverable	1,161	-	-	1,161	987	
Debtors	1,955	-	-	1,955	1,952	
Investment assets at market value	-	-	-	-	-	
Church Hall & Fittings	420,000	-	-	420,000	420,000	
Investment assets at cost	420,000	-	-	420,000	420,000	
Total assets	447,759	48	-	447,807	457,602	
Liabilities:						
Organists fees	180	-	-	180	390	
Salaries	260	-	-	260	427	
HMRC Tax	40	-	-	40	83	
Grounds maintenance	566	-	-	566	766	
Hall rental deposits	200	-	-	200	322	
Clergy expenses	-	-	-	-	191	
Christingle	-	-	-	-	165	
Electricity used in Dec	256	-	-	256	217	
Other expenses	103	-	-	103	59	
Diocesan Fees	225	-	-	225	468	
	-	-	-	-	-	
Total liabilities	1,830	-	-	1,830	3,089	

Notes:

5. Interest amounting to £209 was added in 2019



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

The Parochial Church Council of the Ecclesiastical Parish of St Peter and St Mary Church Fishbourne

On accounts for the year
ended

31 December 2019

Charity no
(if any)

1131277

Set out on pages

(Remember to include the page numbers of additional sheets.)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2019.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

17/03/2020

Name:

Thomas Edward Roy Earl

Relevant professional
qualification(s) or body
(if any):

Fellow of the Association of Chartered Certified Accountants under
Registration Number 1118450

Address:

107 Salthill Road, Fishbourne, Chichester, West Sussex, PO19 3PZ.