

Trustees Annual Report and Financial Report

The Friends of St Mary's Church, Shoreham-by-Sea

Registered Charity 280315

For the year ended 31 December 2018

Friends of St Mary's Church, Shoreham-by-Sea

Trustees: The Reverend Canon Ann Waizeneker
Ian Tompkin, Edith Leslie

The Vicarage, Church Street, Shoreham-by-Sea BN43 5DQ

Independent examiner: Taylorcocks, The Courtyard, Shoreham Road,
Upper Beeding, Steyning BN44 3TN

Bankers: HSBC Bank PLC, 1/3 Warwick St, Worthing BN11 3DE

The Friends of St Mary's Church, Shoreham-by-Sea
Registered Charity No 280315

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THE FRIENDS OF ST MARY'S

Trustees Annual Report for the Financial Year Ending 31st of December 2018
Registered Charity Number 280315

Aims and Purposes as a Charity

The Friends of St Mary's, is a registered charitable trust, governed, administered and determined by the Trust Deed of April 1981. Its purpose is to carry out fundraising in order to assist with the funding of works associated with the maintenance and ongoing restoration to our grade 1 listed church.

Objectives and Activities

In setting the objectives The Trustees have complied with the duty in section 4 of the Charities Act 2011 to have had due regard to the Charity Commission's guidance on public benefit. The main activities undertaken by the charity to further its charitable purpose for public benefit in 2018 were:

To carry out necessary maintenance to the church, and to provide essential funding to the PCC so groundwork for the redevelopment of St Mary's and the premises in East Street could commence. The Friends of St Mary's have provided the finance to enable the PCC to appoint a Project Development Manager and subsequently in September after going out to tender, the PCC appointed Acanthus Clews to be the Architects for the project.

The support of the Friends of St Mary's is crucial in funding the initial stages of development to a point where funding can be sought from external bodies, such as the Heritage Lottery Fund.

Maintenance and Repairs

We received the Quinquennial Inspection Report in January 2018. It is estimated that the restoration and conservation work needing to be carried out as detailed in the report is likely to be at, or in excess of, £1million. This includes major external works to the tower which are likely to cost in the region of £500,000. St Mary's is on the Historic England Heritage at Risk Register (no 1192780) and the condition is listed as "poor".

Further work was carried out on the south aisle roof in 2018 in an attempt to finally resolve the ongoing problem of deep-seated water ingress. This work has included the replacement of wooden structures supporting the cast iron gutters at the western area of the exterior of the south aisle.

Phase Two of the West End Lighting project has been deferred whilst we formulate plans for the conservation and development plans in the church.

CCTV cameras were installed in the autumn following a spate of petty vandalism in the church earlier in the year.

In the summer major repairs to the oak flag pole, repainting and regilding of the weather vane were carried out, in addition to the updating of the lightning protection. A safety harness was also installed to allow the flag to be flown. The total cost of this work was £16,600 and we were grateful for several generous donations to help offset the cost of this work.

As outlined in last year's report we commissioned a survey of the churchyard which has led to the creation of a Burial Ground Management System. We are always being asked about graves and aspects of the churchyard and this will be an invaluable tool in answering some of those questions, once it is up and running. The PCC is responsible for the maintenance of the Medieval Ruined Nave, a scheduled ancient monument, and we hope to make more of this as part of our heritage and for educational purposes.

During the year we have made great efforts to make the Garden of Remembrance as attractive as possible within the constraints of its position which suffers from too much shade and substantial tree roots. The enclosing hedge is being trimmed regularly, the Garden is being cleared of leaves and other debris, and there is a new sign asking people to respect churchyard regulations as to what can be placed within the Garden. We are grateful to the volunteers who have undertaken this work.

Social and Community Events

A day visit to Romsey for the Friends took place in July and included an informative and detailed tour of the Abbey and attendance at Evening Prayer.

The annual quiz and fish and chip supper was held in St Peter's Hall and a great evening was had by all who came.

A calendar featuring the photography of a young member of the congregation -Toby Ham-Riche- was on sale in church and through local businesses and was very popular. At the 2017 Christmas Fair there was a competition to design a Christmas card in two categories (under 16 and 16 +)and the two winners had their designs printed on the 2018 Christmas cards and were sold along with the calendars to provide funds for the Friends.

Every month, there are stalls and refreshments in St Mary's while the Farmers Market is held in the town. The Friends have a regular presence at this, with a table selling Friends items and providing the very popular drinks and homemade cake stall.

The David Bennett Memorial Fund

The Trustees hold and administer the funds of this bequest which is directed in assisting young people in their musical education. This year there has been one student who is receiving tuition from the Director of Music. Any person who benefits from these funds is tutored and under the supervision of the Director of Music.

Finance

As already described, the main areas of expenditure were for the weather vane and flag pole and a grant to the PCC to cover the salary for the Project Development Manager, appointed at the beginning of the year. Other expenditure was for the usual general maintenance of the building and professional fees (architect, audit etc), all detailed in the accompanying accounts. A generous bequest, several generous donations and reclamation of VAT and Gift Aid provided much needed funds, as did the significant fundraising through Ride and Stride which together with the London to Paris Cycle Ride and the Arts Festival raised £1,612 and £2,264 respectively.

Reserves Policy

The unrestricted funds are expendable at the discretion of the Trustees and the reserves policy has been amended to reflect the call on funds to be transferred to the PCC to progress the redevelopment of St Mary's. In the light of these circumstances the Trustees are agreed that there should be a reduction in the contingency funds to £20,000 within the reserves to meet any essential maintenance that may arise.

The Parochial Church Council of the Parish Church of St Mary de Haura New Shoreham have been informed and agreed to this change of policy recommended by the Trustees of the Friends of St Mary's Church.

Structure, governance and management of the charity

The Trustees as set out in the Trust Deed are the Vicar and Churchwardens of the Parish Church of St Mary de Haura New Shoreham, who are responsible to the PCC. The Vicar is the Chairman of the Trustees and in legal terms the Chairman of the Trust,

The Trustees have powers to appoint the following officials:

- Treasurer.
- Secretary.
- Chairman of the Friends Committee.
- Any other officials that the Trustees may consider to be important in support of the work of the Trust.

The Committee is elected from the membership of the members at the Annual General meeting of the Friends of St Mary's.

Legislation determining the constitution and workings of the Friends:

- The Incumbents and Churchwardens Trust's Measure of 1964
- The Parochial Church Council's (Powers) Measure 1956.

Vicar and Churchwardens report at each meeting of the PCC on the Fabric, any works that should be agreed, the Friends being asked to meet the costs involved dependent of the state

of the finances of the Friends. The PCC is the employer and party to any contracts which may be formulated. The Friends will if possible and should circumstances allow, assist with the funding of works associated with the maintenance and ongoing restoration to our grade 1 listed church.

For the last Financial Year, the Officials being:

Chairman of the Committee.	Vacant
Interim Chairman of the Committee.	Ian Tompkin Churchwarden and Trustee,
Secretary.	Ms Launa Rolf.
Treasurer.	Mr Philip Crompton.

Committee members and responsibilities.

Trustees-Ex Officio.

The Reverend Canon Ann Waizeneker	(Vicar and Chairman of the Trustees)
Ian Tompkin.	(Churchwarden and Trustee.).
Mrs Edith Leslie	(Churchwarden and Trustee).

Elected Members.

Mrs Sue Clay	(Parish Administrator and PCC Treasurer).
Mrs Gillian Goldsmith	(Publicity in addition to being the organizer of the Annual Adur Arts Exhibition)
Mrs Jayne Crompton	(Social events and Friends Visits to Cathedrals)
Ms Rosemary Dabbs	(Friends Merchandising, Stocks and Sales. Co-ordinator of all Friends Stalls)
Councillor Brian Coomber	(Adur District Council and West Sussex County Council)

The Trustees would like to thank, Phil Crompton the Treasurer, Launa Rolf, the Secretary, Gillian Goldsmith our publicity officer and all members of the committee for their hard work and unstinting efforts throughout the year.

We look forward to meeting all our members and supporters in the future events which will be taking place within the coming year.

Statement of Trustees'/Executive Committee Responsibilities

The trustees/executive committee are required by law of England and Wales to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and the financial position at the end of the year.

In preparing those financial statements the trustees are required to

- a) Select suitable accounting policies and then apply them consistently
- b) Observe the methods and principles in the Charities SORP
- c) Make judgement and estimates that are reasonable and prudent
- d) State whether applicable accounting standard and statements of recommended practice have been followed, subject to any material departures, disclosed and explained in the financial statements
- e) Prepare the statements on a going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The trustees/executive committee are responsible for keeping accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

This Trustees' Annual Report was **approved** by the Trustees and signed on their behalf by The Reverend Canon Ann Waizeneker, Chairman of the Trustees

.....*AS WAIZENSKO*.....

9/4/19
Date.....

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE FRIENDS OF ST MARY'S CHURCH, SHOREHAM-BY-SEA

I report on the charity trustees on my examination of the accounts of the Charity for the year ended 31 December 2018, which are set out on pages 7 to 8.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

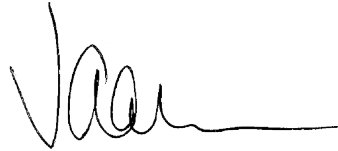
Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of the 2011 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no 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.

Signed:



**Mr Jonathan Aikens ACA, ACCA, DChA
for and on behalf of Taylorcocks**

The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 9 April 2019
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CHARITY COMMISSION
FOR ENGLAND AND WALES

THE FRIENDS OF ST MARY'S CHURCH SHOREHAM-BY-SEA 280315

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Receipts and payments accounts

For the period from	01/01/2018	To	31/12/2018
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Designated funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations and legacies	37,948	101	-	38,049	22,051
Other trading activities	5,714	-	-	5,714	5,075
Investment income	529	-	-	529	297
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	44,191	101	-	44,292	27,423
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	44,191	101	-	44,292	27,423
A3 Payments					
Raising funds	14,770	-	-	14,770	2,193
Charitable costs	35,460	561	-	36,021	29,019
Trading costs	1,079	-	-	1,079	797
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	51,309	561	-	51,870	32,009
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	51,309	561	-	51,870	32,009
Net of receipts/(payments)	- 7,118	- 460	-	- 7,578	- 4,586
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	127,375	6,301	-	133,676	138,262
Cash funds this year end	120,257	5,841	-	126,098	133,676

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Designated funds to nearest £
B1 Cash funds	HSBC Treasurer's Account	186	-	-
	HSBC Depoit Account	12,501	5,841	-
	HSBC Events Committee Account	4,581	-	-
	CBF Church of England Deposit Account	102,989	-	-
	Total cash funds	120,257	5,841	-
	<small>(agree balances with receipts and payments account(s))</small>			

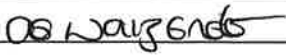
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			-	-
			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	The Reverend Canon Ann Waizeneker	9/4/19