

Parochial Church Council of St Peter and St Mary Fishbourne

Trustees Annual Report and Financial Statements for the Year Ended 31 December 2018

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
Co-Operative Bank, PO Box 101, 1 Balloon Street, Manchester M60 4EP

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 Debbie Whitaker

Representative on the Deanery Synod Mrs Marion Egerton

Elected Members

Mrs Pauline Young
Mrs Sandra Westacott
Mr Simon Juggins

Secretary
Deputy Churchwarden
Deputy Churchwarden

Mrs Marie Mayor
Mr Robert Christie
Mr Richard Bates
Mrs Susan Brown
Mrs Tessa Cox
Mr Alan Frost
Mrs Caroline Sheppard
Mrs Amanda Stapleton
Mr Ken Strudwick

Deputy Churchwarden
Treasurer
(from April 2018)

(from April 2018)

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 Marie Mayor. The Standing Committee meets at least monthly 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.

During the year the PCC reviewed its Mission Statement and at the meeting in January 2019 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". It is hoped that this more succinctly describes its objective and purpose.

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 2018

Church Attendance

There were 201 parishioners on the church electoral roll as at 31 December 2018, 56 of whom were not resident within the parish.

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 26 adults and 7 children at the 8.00 a.m. service, and 57 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 10.

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 four weddings, and eleven baptisms in the church. Five funeral services and one memorial service were held in the church with a further five funerals being held at the Crematorium. Four people attended confirmation classes during the year and were confirmed by Bishop Martin in November 2018.

A special service for the community was held to mark Remembrance Sunday and the 100th anniversary of the end of the First World War. This was followed by a bring and share lunch in the Church Hall.

Use of Church

The church is 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 8 people, 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 continues to publish a monthly Parish magazine jointly with its neighbouring church at Apuldram. This has a monthly circulation of approximately 300 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. 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 services at the church twice during the year, at Christmas and Easter. A leavers service was also held in the school for those pupils moving on to secondary education from Fishbourne School. As it was the year of prayer in the Diocese at the service 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. Special services were also held at the School for Harvest and Remembrance Day. 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.

During 2018 Fishbourne Parish Council conducted a village survey which included one question asking respondents to rate the importance of the village church to them on a scale of 1 to 5 (with 5 being very important). The PCC was pleased the level of favourable responses to this question and out of 385 replies 253 rated the importance of the church to them as either 4 or 5,

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, music night with Big Nige, a quiz night with supper, Harvest lunch which was a bring and share event, and a Christmas Advent tea.

Cream teas were hosted in the church hall during July and August and these attracted many visitors from outside the parish. The Committee has also continued to sell remembrance bricks which have been added to the paved area outside the church hall.

The church again helped run the annual summer fete jointly with Fishbourne School and in March organised the third Fishbourne Literary Festival ("Fishbourne Loves Books" book day. Both these events were popular and well supported. The profits from the fete were shared equally with the school and half the profits from the book day were donated to the Apuldram Centre.

In total the events organised by the Committee raised £13,706 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
- 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 £3,454 was donated during the year to the various charities supported by the PCC including £1,821 from the proceeds of the Literary Festival in March

The PCC

In addition to the Annual Parish Meeting in April the full PCC met 6 times during the year. For the first part of the year meetings alternated between "Business" and "Discussion" matters. This was intended to facilitate a fuller discussion of mission and spiritual issues whilst still dealing with business matters in a timely manner. As mentioned in the last annual Report it was decided to revert from May 2018 to a process whereby each meeting has been able to discuss any type of issue but to manage the agendas so that enough time is allocated to all substantive matters that require discussion. The Standing Committee has met during the months when there was no full PCC meeting and reports of their 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), Alison Stirling (Bookings Secretary) and, Anne Thompson and Peter Merritt (Cleaning) who have continued to work hard to make the venue such a success.

Church fabric and maintenance

During the year the PCC considered options for the church heating and boiler. The PCC agreed to install a new boiler at the church as the old boiler was no longer reliable and could no longer be repaired. Competitive quotations were received and after consultation with the church architect and approval from the Diocese a new boiler was installed in August 2018.

Appropriate regular routine maintenance checks were conducted during the year. Annual checks of the PAT testing of electrical items and the lightening conductor and servicing of the fire extinguishers have all been made. These were all satisfactory.

During the year the church suffered a break in although fortunately limited damage occurred. An insurance claim was made and the locks to the church were replaced.

Involvement of Children

Children are welcomed at and encouraged to take part in all services, with many now attending the 8.00 a.m. communion although the church no longer has a specific Sunday School.

During the year the PCC discussed alternative approaches that might be taken to involve children and their families and considered the experience of churches who had established a "Messy Church". 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. The PCC supported these plans and the first such service was held in October 2018 in the Church Hall. This proved very successful with 45 people attending. Further services were held in November and December and it is planned to continue to meet on a regular basis and develop these sessions during 2019.

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 has been appointed as the designated Safeguarding officer.

Financial Review

Unfortunately, there was a further decline in the use of the Parish Giving scheme with a few members of the congregation moving or passing away. The income from standing orders, weekly envelopes and open plate collections also reduced. The income from these sources did not match outgoings although the overall deficit 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. This has been considered by the PCC which is preparing information displays and handouts to ensure the congregation is fully aware of the situation.

PCC total income amounted to £97,701 (2017 £97,605) which included income from the church magazine and the use of St Peter's Place.

PCC expenditure totalled £104,257 (2017 £124,995), with the biggest element being the Parish Share of £53,460 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. The deficit was met by withdrawing funds from the reserves held by the PCC which at the end of 2018 stand at £35,697 (2017 £42,061).

During the year the amount of the Parish Share pledged by the PCC represented 93.60% of the amount requested by the Diocese. This was discussed by the PCC which agreed that over time it should seek to meet 100% of the requested pledge. It intends to monitor this closely.


Banking and Reserves Policies

In 2018, the PCC continued to bank with Santander Business Banking for the main undesignated funds and the Co-operative Bank for the designated funds. The PCC considered the operation of the bank accounts during the year and agreed that it would be appropriate to simplify the arrangements and consolidate the accounts with a single provider. The changes necessary to give effect to this are currently being progressed.

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



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Reverend Canon Moira Wickens,
20 March 2019

ANNUAL FINANCIAL REPORT 2018

Receipts and Payments Summary

	<i>Unrestricted</i>		<i>Restricted</i> <u>Fund/s</u>	<i>Total</i> All Funds	<i>Total</i> <i>All Funds</i>	<i>Notes</i>
	General Fund	Designated Funds		2018	2017	
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	49,457	-	-	49,457	52,081	
Charitable activities	21,003	-	-	21,003	12,166	
Other trading activities	26,077	-	-	26,077	25,328	
Investments					-	
Other receipts	1,093	71	-	1,164	8,030	
Total received	97,630	71	-	97,701	97,605	
Expenditure on:				-		
Cost of raising funds	-	-	-	-	182	
Charitable costs	81,019	-	-	81,019	107,565	
Trading costs	21,719	-	-	21,719	16,606	
Other payments	1,519	-	-	1,519	641	
Total paid	104,257	-	-	104,257	124,995	
Reconciliation of funds:						
Net income or (net expenditure)	(6,627)	71	-	(6,556)	(27,390)	
Transferred to CBF Deposit		(10,000)		(10,000)		
Withdrawn from CBF Deposit	3,000	-	-	3,000	12,000	
Net movement in funds	(3,627)	(9,929)	-	(13,556)	(15,390)	
Bank accounts at 1 January	6,761	11,879	-	18,640	52,854	
Bank accounts at 31 December	3,134	1,950	-	5,084	37,464	

Notes to the Annual Financial Report

1 Analysis of total received

	Unrestricted		<i>Restricted</i> <u>Fund/s</u>	Total All Funds 2018	<i>Total</i> <i>All Funds</i> <i>2017</i>
	General Fund	Designated Funds			
	£	£	£	£	£
Planned giving (excl. tax refunds)	26,274	-	-	26,274	28,333
Planned giving (no tax refunds)	1,366	-	-	1,366	780
Loose cash collections	7,316	-	-	7,316	7,893
Other Donations	5,139	-	-	5,139	5,368
Gift Aid recovered	9,362	-	-	9,362	9,707
Legacies	-	-	-	-	-
Grants	-	-	-	-	-
Donations and legacies	49,457	-	-	49,457	52,081
Fees for weddings & funerals	7,953	-	-	7,953	3,278
Summer fete	2,900	-	-	2,900	2,900
Miscellaneous Fund Raising	7,707	-	-	7,707	4,549
Advent Tea	580	-	-	580	893
Music concerts	1,863	-	-	1,863	546
Charitable activities	21,003	-	-	21,003	12,166
Sales of the parish magazine	2,680	-	-	2,680	2,744
Church centre hiring fees	21,320	-	-	21,320	20,473
Magazine advertisement fees	1,762	-	-	1,762	2,065
Bookstall sales	315	-	-	315	47
Other trading activities	26,077	-	-	26,077	25,328
Bank & CBF deposit interest	-	-	-	-	-
CBF investment fund dividend	-	-	-	-	-
Investments	-	-	-	-	-
Apuldrum contribution	954	-	-	954	1,207
Miscellaneous	139	71	-	210	1,695
Insurance claim	-	-	-	-	5,086
Other receipts	1,093	71	-	1,164	7,987
Total received on all funds	97,630	71	-	97,701	97,563

Notes to the Annual Financial Report (cont'd)

2 Analysis of total paid:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total
	General	Designated			All Funds	All Funds
	Fund	Funds			2018	2017
	£	£	£	£	£	£
Other appeals expenses		-	-	-	-	182
Cost of raising funds	-	-	-	-	-	182
Charitable grants and donations	3,454	-	-	-	3,454	3,433
Parish share to Chichester Diocese	53,460	-	-	-	53,460	53,598
Salaries and honoraria incl NI	3,116	-	-	-	3,116	3,105
Clergy and other people's expenses	5,395	-	-	-	5,395	6,219
Mission & evangelism costs	-	-	-	-	-	-
Sunday school/Children's work	263	-	-	-	263	-
Church Insurance	934	-	-	-	934	-
Water, Gas, Electricity, and Oil	2,628	-	-	-	2,628	2,031
Office expenses	997	-	-	-	997	1,250
Other regular church running costs	3,399	-	-	-	3,399	1,350
Accounting and Examiner's fees	-	-	-	-	-	-
Church maintenance & redecoration	7,372	-	-	-	7,372	17,738
New Building Work	-	-	-	-	-	18,841
Charitable costs	81,019	-	-	-	81,019	107,564
Event expenses	1,890	-	-	-	1,890	563
Church hall administration & cleaning	3,797	-	-	-	3,797	3,755
Hall maintenance & redecoration	6,037	-	-	-	6,037	4,263
Hall Insurance	1,175	-	-	-	1,175	1,281
Hall Water, Gas, Electricity, and Oil	1,379	-	-	-	1,379	1,133
Magazine printing	3,363	-	-	-	3,363	3,662
Diocesan fees	2,510	-	-	-	2,510	-
Hall hire deposits repaid	1,567	-	-	-	1,567	1,949
Trading costs	21,719	-	-	-	21,719	16,606
Other payments	1,519	-	-	-	1,519	641
Total paid on all funds	104,257	-	-	-	104,257	124,994

Notes to the Annual Financial Report (cont'd)

3 Staff costs

Wages, salaries and honoraria
Employer National Insurance
Employer pension contributions

2018	2017
£	£
3,116	3,105
-	-
-	-
3,116	3,105

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>2018</u>	<u>2017</u>	
	£	£	£	£	£	
Assets:						
Bank current account	3,134	1,950	-	5,084	18,640	
CBF Deposit Fund	30,566	47	-	30,614	23,421	
Total bank and deposit accounts	33,700	1,997	-	35,697	42,061	
Unbanked cheques	-	-	-	-	32	
Apuldram Share	95	-	-	95	-	
Church Hall Rentals	870	-	-	870	684	
Gift Aid recoverable	987	-	-	987	1,076	
Debtors	1,952	-	-	1,952	1,791	
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	454,783	1,997	-	456,780	463,852	
Liabilities:						
Organists fees	390	-	-	390	840	
Salaries	427	-	-	427	384	
HMRC Tax	83	-	-	83	72	
Grounds maintenance	766	-	-	766	217	
Hall rental deposits	322	-	-	322	100	
Clergy expenses	191	-	-	191	200	
Christingle	165	-	-	165	237	
Electricity used in Dec	217	-	-	217	-	
Other expenses	59	-	-	59	-	
Diocesan Fees	468	-	-	468	444	
Total liabilities	3,089	-	-	3,089	2,495	



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 2018

**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 / 2018.

**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:

18/07/2019

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.

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.