

THE PARISH CHURCH OF ROTTINGDEAN ST MARGARET OF ANTIOCH

Annual Report for Parish Accounts Year End 31 December 2018

Background

The Parochial Church Council (PCC) of Rottingdean, St Margaret of Antioch has the responsibility of co-operating with the Vicar in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

It also has maintenance responsibilities for

- the church, which is a Grade II* listed building
- the churchyard and curtilage

Membership

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules.

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

OFFICERS:

| | |
|-----------------------|--|
| Chairman: | Fr. Anthony Moore |
| Churchwardens: | Mrs Sue Leaney Mrs Joyce Bourne |
| Treasurer: | Mr Robert Macrowan |
| Secretary: | Mrs Bernadette Baldock |
| Deanery Synod | |
| Representatives: | Mr Michael Maddox (Elected April 2018) Mr Duncan Ward (Stepped down April 2018) Mr Harold De Souza (Stepped down April 2018) |
| Safeguarding Officer: | Ms Jan McFadyen |

MEMBERS:

Miss Lorna Coleman (re-elected April 2018)
Mr Bernard Clark (re-elected April 2018)
Mrs Anne Frazier (re-elected April 2018)
Mrs Belle Howard (re-elected April 2018)
Mr Robert Macrowan (elected April 2018)
Mr Duncan Ward (elected April 2018)
Mrs Anne Hayes (elected April 2018)

(Heather Butler and Mark Danieleto stepped down April 2018)

Bernie Baldock, PCC Secretary

Treasurer's Report for Year Ending 31st December 2018

2018, despite expenses and the worry of the Tower, was a good year financially and we closed it in credit and without any concerns from our accountant. We continued to review our outgoings, especially our utility bills.

Sadly, we had to make the post of Parish Administrator redundant since the workload reduced significantly with the introduction of our new accounting software. We did review the situation over a number of months before coming to a mutual agreement with the post-holder.

At 31 December 2018, our account was £159,652 in credit: this includes £48,787 in the Tower Restricted Fund and in addition we had £37,000 in a 60-day notice account (church maintenance) which we have set aside for 'future projects'.

This is a healthy position to be in but we must not be complacent: we are all aware of the issues with the tower and other fabric of the church building that require attention very soon. Even though most of the work has not commenced we are starting to run up large bills in preparation for necessary works and development that is for architects' and other professional fees, etc.

We continue to exercise good housekeeping to keep our day-to-day running costs down and we are maintaining our income from Cottage rental at a steady rate. The invoicing system of our new accounts package means that rental income is paid in full and on time.

The Parish Giving Scheme has proven to be a huge success and if you are not using it can I please once again ask that you consider it?

Whilst some of the concerts and social activities have brought in income others have not and this has been down to poor attendance and/or larger than expected costs from the providers. In future, regardless of their history with this church we must look very carefully at the costs involved before agreeing to stage an event.

I am pleased to report that not only are we paying our Parish Share in full each month but we also pay in full our Parochial Fees. We have made charitable contributions to the school, homeless charities and a local family in need. We shall continue to develop our charity portfolio as funds allow.

So in summary, we remain in credit, we have no debt and all our contributions to the Diocese are paid in full.

Robert Macrowan, PCC Treasurer

Report on changes to the Electoral Roll since the last APCM

Every six years a new Electoral Roll must be prepared and this has been done in 2019.

There are 162 names on the new Roll, of which 92 are resident within the church parish boundary and 70 are non-resident.

A copy of the new roll has been displayed on the notice board near the main door for the past two weeks as is required.

Elaine Bowden, Electoral Roll Officer

Report on the Proceedings of the Parochial Church Council and the Parish generally

The PCC met 4 times this year with an average of 76% attendance. The principal matters discussed during these meetings related to Finance, Fabric, Safeguarding, Pastoral care, Fundraising, Deanery Synod and Children's Church. We have had 2 follow up mornings dedicated to our Mission for the Church and how we achieve our goals. Many other issues are dealt with either by our Standing Committee or via email on which every member has an opportunity to vote.

During the past year we have welcomed Mother Lucy who has been a very popular and valuable member of our team. Father Anthony works closely with her and later this year she will be ordained and able to take full services independently. We have also welcomed Rev'd Gail Souppouris as our Honorary Assistant Priest who is happy to step in when needed during holidays or sickness for example.

Our Architect John Bailey has carried out a very thorough Quinquennial inspection. The report highlighted the problems we have with the Tower. He continues to support us, guiding us through various options and Grant Applications. Belle has managed to secure one grant and has others in the process. Thanks to Belle for all her hard work. This is proving to be a very successful partnership.

Finance, as always, was discussed at each meeting and continues to challenge us. It is pleasing to note that we are managing to pay our parish share again this year.

We are continuing to support our Children's Church and now that we have the additional Family Services on the 1st Sunday of the month our aim is to continue to grow their interest in our worship. Mother Lucy has a huge input to our Children's Church as do the volunteers who give up their time to support the running of the group. Of course, we are always in need of volunteers so if anyone would have the time to give it would be much appreciated.

We now have an excellent Pastoral team of visitors and Eucharistic Ministers who support our Church Community outside of normal worship and are proving invaluable.

Thanks to our sizable donation to the upkeep of our Churchyard, we can be thankful that our gardener's expenses, (Paul Wright) are covered and a rolling programme will be introduced in due course to cover the cost of keeping our stone walls and tombs in good repair.

Thanks, are expressed by the PCC to ALL involved in supporting the many aspects of our Church and Church life. There are so many volunteers that put in so much time that it is impossible to name individual people; sincere thanks are given to each and every one for continued support during this last year.

The PCC would like to thank Father Anthony for his leadership, guidance and many hours of dedication and hard work during this last year.

Lastly, I would like to add my own personal thank you to the entire congregation, PCC and all who have supported me during my time as Church Warden particularly during the interregnum and thank you for your patience during that time. I am sure you will agree the right choice was made eventually. I wish the new incoming Churchwarden and Joyce who will continue every success for the next year.

Sue Leaney, Churchwarden

Report on the Fabric, Goods and Ornaments of the Church

Our maintenance of the Church is a continuing programme needed to keep this historic building in good repair.

As mentioned at the last APCM some issues were identified by John Bailey our Inspecting Architect. We had the steeplejacks erect scaffolding and repair the lightening conductor. They also have cleared and cleaned the bell tower, removed the pigeons that were causing the problem. They have also filled in the various areas so that the pigeons cannot return. We are expecting to start the next phase of Tower restoration by September: a little later than planned but this is due to nesting birds which we cannot disturb.

It was necessary to carry out emergency repairs to the staging in the Lady Chapel this year. Due to the water infiltration underneath. Thank you to Martin and Cain for carrying out this at short notice. We will have to review the future of this construction at some time.

The Archdeacon has visited the Church and inspected: all is in order as to the running of the Church and the log of Ornaments and vestments. We plan to update the evidence of ornaments as some information/photographs have become quite faded.

The unstable Chest Tombs have been made safe and the area cordoned off. We are hoping to get this work under way along with the Churchyard walls as soon as a faculty is granted. We will now be able to fund this work due to the generosity of Colonel Alan Juke's donation.

As mentioned in the Churchwardens report the churchyard maintenance carried out by Paul Wright will also benefit from this donation leaving more in our funds to put to other projects.

Our Church clock has had some repair work carried out and is now running to time: further works will be required at a later date.

Thank you once again to our volunteers who look after our Cottage garden which is looking in excellent condition, giving us all a pleasant environment to enjoy. The Cottage continues to be available for daily use by various organisations in the village for numerous activities. The garden gate, French doors and kitchen door have been replaced and the Cottage is now much more secure.

Sue Leaney, Churchwarden

Report on Safeguarding in the Parish

At parish level, this has been a year of consolidation rather than innovation. Jan McFadyen continued as Safeguarding Officer and Anne Frazier as Deputy Safeguarding Officer. As is customary, we adhere to all policies and directives from the Diocesan Safeguarding Team and believe our practices to be compliant with section 5 of the Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults). A new Parish Safeguarding Handbook issued by the House of Bishops last year has become the new "gold standard" in safeguarding and the Simple Quality Protects (SQP) framework is being updated currently to ensure compliance with this.

It had not proved possible for the Diocesan Safeguarding Team to set up the peer review of parish SQP folders as planned last year due to national commitments. We understand that this is being planned for later this year, for which we are fully prepared. In the absence of peer review, it was gratifying that our safeguarding systems and procedures were reviewed and approved by Archdeacon Martin Lloyd-Williams during his official visit to St Margaret's in October, 2018.

Again, the report is constructed around the four domains of SQP:

- Safer Practice
- Safer People
- Safer Structures
- Safer Activities

Safer Practice

We have continued to use follow all Diocesan guidelines in our practice. Furthermore, this year the Charity Commission has introduced a new form of reporting concerns which we have adopted, to dovetail with Diocesan reporting structures. In line with the directive in the Parish Safeguarding Handbook, there is a link to Safeguarding on the Home Page of our parish website. At present, a new and expanded Safeguarding Policy has been written and is being presented to the PCC. When this is approved, it will be accessible via the the parish website.

Safer People

Our recruitment processes for volunteers continues to be robust and we have continued to build on the principles laid out last year: safe processes in selection and appointment, ensuring appropriate education, and Disclosure and Barring Service (DBS) checking of all individuals working with children and visiting adults with care and support needs. We will appoint a member of the PCC to take a lead in education and support in relation to Domestic Violence.

Safer Structures

Safeguarding continues to enjoy a high profile within the church community. There are ample means of accessing information about raising concerns. There is a notice in the church porch,

information on the website and the Safeguarding Officer's contact details are displayed on the Lookout. There is a secure e-mail for contacting her. Recognising that Safeguarding is ultimately the responsibility of the PCC, it is a standing agenda item at each meeting.

Safer Activities

We continue to carefully monitor our environment when our children are present to ensure maximum safety. All our volunteer children's workers are fully checked and trained in accordance with Diocesan policies.

Finally we look forward to continuing in our mission to make St Margaret's a church where all are genuinely welcome and feel safe.

Jan McFadyen, PCC Safeguarding Officer

Report on Children's Church

In September 2018 the Children's Church was relaunched. Now meeting on every third Sunday of the month in the Cottage, it has gone from strength to strength with dedicated planning and preparation done by a small team. The following report includes detail on the aim and objective of the Children's Church, curriculum, attenders and volunteers and hopes for the next year.

Aim and Objective of the Children's Church

Through the Children's church we aim to teach and share the gospel, church practices and the celebrations of the church in a fun and engaging environment through story, music, arts and friendship. It is a place for children to begin their journey as followers of Christ, taught by members of our church family and the clergy it is open to children of school age and their parents.

Attenders and volunteers

This year we have 18 children on our register with an average attendance of 6 each month. Children age from 3-11yrs old and most are accompanied by a parent/ carer for the session. Occasional contact with other children has been achieved through the monthly Family Parish Eucharist, held on the first Sunday of the month.

We give thanks to God for the time and energy Helen has given to writing and preparing sessions each month. We are regularly joined by Jackie and Gina, thanks to them and all who have helped throughout the year. Recruitment of volunteers to help plan, assist and lead sessions remains a priority and a necessity for us to establish a Children's Church that has longevity.

In January, responding to the growing number of children and broad age range we started a group for the older children. This meets at the same time (third Sunday, during the 10am service) and happens in the vestry.

Curriculum

With the relaunch of the Children's Church it was decided to move away from the 'Living Stones' course which has been used previously. This decision was made to give our children a tailored introductory education about the life of Christ and the life we are all called to live as

Christians. The curriculum builds up from the very basics of 'who is God?' through to 'who is Jesus?', ways of interacting (prayer) and becoming disciples.

Each session has a theme which runs through all of the activities- in the younger group there are three core elements in each session- Story telling/ explicit teaching on the theme, a craft activity, a song/ acting out of the story- these elements are delivered in no set order, as appropriate to the days session. In the older children's session- restricted by space and the need to be relatively quiet we run a traditional style 'Sunday school' with story-telling, a more interactive time of question and answer (often the young people asking the questions that the story has brought up for them!) and an activity to explore the theme/ teaching point.

Highlights of things offered to children of St Margaret's this year

All Saints' craft activities during October half term 2018

January - lunch and pantomime trip.

February - Christingle craft morning

April - Good Friday Children's Workshop 10-12 on Friday 19th April

(to be repeated and added to in 2019/20)

Finances

The Children's Church continues to run with minimal expenditure. From Children's Church funds we were able to treat the children to a lunch and trip to the pantomime. This year we will be in position to write a proper budget as we have a more realistic idea of our income/ expenditure.

Please do continue to pray for the children of the Parish, for our volunteers and the important work of the Children's Church.

Mthr Lucy Sullivan, Assistant Curate

Report on the Proceedings of the Brighton Deanery Synod

There are 22 churches in the Brighton Deanery; three churches are currently without an incumbent and the separately funded Brighton University Chaplaincy is vacant.

Deanery Synod met on four occasions in this reporting period; St Margaret's hosted the November meeting. During this past year we have been represented by Michael Maddox as well as Father Anthony. (Mother Lucy attended on one occasion).

The primary activity has been concerned with the Deanery 'Mission to Young People', led by John Lewry, a Deanery funded 'Young Peoples Coordinator' tasked to assist churches over a 2-year period. John has instigated a discussion to identify the needs of our young people and the 'needs' of Churches to meet these 'needs'. Churches have been challenged to identify their specific calling to children and young people, and to take advantage of assistance offered by the Coordinator. Projects around mentoring and safeguarding are being examined and new initiatives devised with selected churches including one providing a Tuesday night safe space for students in the city.

At the Synod in June, the Worthing Deanery Synod Lay Chair, gave a presentation on Conflict Management – resolving difficult issues while ensuring everyone is listened to. Training courses for Clergy and Laity have been developed at St Michael's House, Coventry Cathedral - a world centre for Reconciliation.

In November, Mr Doug Curtis - founder of the Whitehawk Foodbank - presented the considerable work undertaken to assist those in crisis, not only with food, but with help in dealing with the cause of the crisis. He commended the congregation of St Margaret's for our considerable support and asked other churches in the Deanery to assist.

At the February Synod, Charlotte de Klee, play producer and Trustee from the Wintershall Passion Play challenged 'the people of Brighton' (through the Synod) to consider staging a 'One Good Friday' event in 2020. This would be similar to the annual Passion Play produced by the Wintershall Nativity and the Life of Christ productions in Trafalgar Square and Guildford.

Also, at the February Synod, Ms Frida Gustafson, the Student Union President at Sussex University talked about Citizens UK (Brighton) – a six-member group which includes The Diocese of Chichester, Brighton and Hove progressive Synagogue, University of Sussex student Union, One Church (Brighton). The purpose of the organisation is to work for positive change across different communities - people and council officials working together to identify issues that matter to all residents. Members of Synod were encouraged to consider being part of a 'listening' campaign and to bring important issues affecting our community to Citizens (UK) Brighton.

The Deanery LGBT subgroup - The Rural Dean reminded the February Synod that a Deanery LGBT subgroup had been set up several years ago in order to establish a chaplain to the LGBT community - its main roles being awareness, building bridges, pastoral care, support for Brighton Pride, theological engagement, promotion of LGBT rights and issues within the Diocese and support for the transgender community. The Group still functions, and they meet quarterly, chaired by Archdeacon Martin, and comprises of twelve people lay and clergy, straight and gay.

A Diocese 5 year plan is scheduled to be presented at the Synod in September.

Michael Maddox, Deanery Synod representative

PAROCHIAL CHURCH COUNCIL OF ST MARGARET, ROTTINGDEAN

Independent Examiner's Report to the members of St Margaret's Church, Rottingdean. Parochial Church Council.

I report to the members on my examination of the accounts of the PCC for the year ended 31 December 2018.

Respective responsibilities of the Members and Independent Examiner

As members of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Church Accounting Regulations 2006 ("the Regulations") and section 43 of the Charities Act 2011 ("the Act"). You consider that the audit requirement of the Regulations and section 43(2) of the Act do not apply.

It is my responsibility to

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 charity 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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

I have completed my examination. I can 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 proper understanding of the accounts to be reached.



Philip Woodgate, FCCA
Woodgate Accounting Services Ltd
Chartered Certified Accountants
Unit 43, Newhaven Enterprise Centre
Newhaven
BN9 9BA

Date

29/4/19

PAROCHIAL CHURCH COUNCIL OF ST. MARGARET, ROTTINGDEAN

Financial Statements for the Year Ended 31 December 2018

Receipts and Payments Accounts

| | Note | Unrestricted Funds £ | Restricted Funds £ | Endowed Funds £ | Total 2018 £ | Total 2017 £ |
|---|------|----------------------------|--------------------------|-----------------------|--------------------|--------------------|
| Receipts | | | | | | |
| Voluntary receipts: | | | | | | |
| Planned giving | | 15,423 | - | - | 15,423 | 41,086 |
| Collections at services | | 6,298 | - | - | 6,298 | 8,744 |
| All other giving/voluntary receipts | 5 a) | 60,949 | 51,406 | - | 112,355 | 59,474 |
| Gift Aid recovered | | 5,500 | - | - | 5,500 | 14,968 |
| | | 88,170 | 51,406 | - | 139,576 | 124,272 |
| Activities for generating funds | 5 b) | 33,567 | - | - | 33,567 | 26,786 |
| Investment income | 5 c) | 1,027 | - | - | 1,027 | 332 |
| Church activities | 5 d) | 30,581 | - | - | 30,581 | 22,393 |
| Total receipts | | 153,345 | 51,406 | - | 204,751 | 173,783 |
| Payments | | | | | | |
| Church activities: | | | | | | |
| Parish share | | 71,995 | - | - | 71,995 | 67,434 |
| Clergy and Staffing costs | | 5,889 | - | - | 5,889 | 8,050 |
| Church running expenses | 5 e) | 39,738 | 2,619 | - | 42,357 | 55,893 |
| Cottage running expenses | | 4,033 | - | - | 4,033 | 4,419 |
| Mission giving and donations | 5 f) | 2,391 | - | - | 2,391 | - |
| | | 124,046 | 2,619 | - | 126,665 | 135,796 |
| Cost of generating funds | | 598 | - | - | 598 | 1,698 |
| Total payments | | 124,644 | 2,619 | - | 127,263 | 137,494 |
| Excess of receipts over payments | | 28,701 | 48,787 | - | 77,488 | 36,289 |
| Transfers between funds | 4 | - | - | - | - | - |
| | | 28,701 | 48,787 | - | 77,488 | 36,289 |
| Cash at bank and in hand at 1 January | | 119,164 | - | - | 119,164 | 82,875 |
| Cash at bank and in hand at 31 December | | 147,865 | 48,787 | - | 196,652 | 119,164 |

PAROCHIAL CHURCH COUNCIL OF ST. MARGARET, ROTTINGDEAN
Financial Statements for the Year Ended 31 December 2018
Statement of Assets and Liabilities

| | Note | Unrestricted Funds £ | Restricted Funds £ | Endowed Funds £ | Total 2018 £ | Revised Total 2017 £ |
|--|------|----------------------------|--------------------------|-----------------------|--------------------|-------------------------------|
| Cash Funds | | | | | | |
| Bank Current Account | | 110,865 | 48,787 | - | 159,652 | 82,362 |
| Deposit Accounts | | 37,000 | - | - | 37,000 | 36,802 |
| Petty Cash | | - | - | - | - | - |
| | | <u>147,865</u> | <u>48,787</u> | <u>-</u> | <u>196,652</u> | <u>119,164</u> |
| Other Monetary Assets | | | | | | |
| Income Tax Recoverable | | <u>4,907</u> | <u>-</u> | <u>-</u> | <u>4,907</u> | <u>4,907</u> |
| Investment Assets | | | | | | |
| Church Board of Finance Funds at market value | | <u>-</u> | <u>-</u> | <u>15,037</u> | <u>15,037</u> | <u>15,284</u> |
| Assets retained for Church use | | <u>185,000</u> | <u>-</u> | <u>-</u> | <u>185,000</u> | <u>185,000</u> |
| Liabilities - Long Term Loan | | <u>5,100</u> | <u>-</u> | <u>-</u> | <u>5,100</u> | <u>5,100</u> |

Notes

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.
2. Fixed assets retained for church use are the freehold house at The Cottage, The Green, Rottingdean.
3. The Endowment funds have to be retained as a capital fund, but the income is for ordinary church purposes. They are invested in CBF Investment Funds
4. The funds that were previously described as restricted funds were reviewed and found to be unrestricted funds. There are no designated funds held by the PCC.

5. Further Analysis of Receipts and Payments

| | Unrestricted General Fund £ | Restricted Fund £ | Endowed Fund £ | Total 2018 £ | Total 2017 £ |
|--|--------------------------------------|-------------------------|----------------------|--------------------|--------------------|
| Receipts | | | | | |
| a) All other giving/voluntary receipts: | | | | | |
| Donations | 57,049 | 51,406 | - | 108,455 | 23,317 |
| Legacies and bequests | 3,900 | - | - | 3,900 | 36,157 |
| | <u>60,949</u> | <u>51,406</u> | <u>-</u> | <u>112,355</u> | <u>59,474</u> |
| b) Activities for generating funds: | | | | | |
| Fundraising events | 9,910 | - | - | 9,910 | 18,394 |
| Special appeals | 23,657 | - | - | 23,657 | 7,692 |
| Grants | - | - | - | - | 700 |
| | <u>33,567</u> | <u>-</u> | <u>-</u> | <u>33,567</u> | <u>26,786</u> |
| c) Investment income: | | | | | |
| Dividends on CBF Investment Fund | 224 | - | - | 224 | 321 |
| Bank and CBF Deposit Fund Interest | 803 | - | - | 803 | 11 |
| | <u>1,027</u> | <u>-</u> | <u>-</u> | <u>1,027</u> | <u>332</u> |
| d) Church activities: | | | | | |
| Fees for weddings and funerals | 19,483 | - | - | 19,483 | 12,931 |
| Church and cottage hiring fees | 5,933 | - | - | 5,933 | 8,492 |
| Miscellaneous sales | 5,165 | - | - | 5,165 | 970 |
| | <u>30,581</u> | <u>-</u> | <u>-</u> | <u>30,581</u> | <u>22,393</u> |
| Payments | | | | | |
| e) Church running expenses: | | | | | |
| Upkeep of services | 2,905 | - | - | 2,905 | 2,943 |
| Church building running costs | 15,982 | 1,659 | - | 17,641 | 16,790 |
| Walsingham visit | - | - | - | - | 4,123 |
| Church repairs and maintenance | - | - | - | - | 13,919 |
| Churchyard upkeep | 7,850 | 960 | - | 8,810 | 5,760 |
| Printing and stationery | 5,203 | - | - | 5,203 | 5,044 |
| Governance costs | 1,001 | - | - | 1,001 | 1,032 |
| Graves and memorials | - | - | - | - | - |
| Miscellaneous costs | 6,797 | - | - | 6,797 | 6,282 |
| | <u>39,738</u> | <u>2,619</u> | <u>-</u> | <u>42,357</u> | <u>55,893</u> |
| f) Mission giving and donations: | | | | | |
| Rottingdean School | 2,000 | - | - | 2,000 | - |
| Off The Fence | 366 | - | - | 366 | - |
| Royal British Legion | 25 | - | - | 25 | - |
| | <u>2,391</u> | <u>-</u> | <u>-</u> | <u>2,391</u> | <u>-</u> |