

**THE PAROCHIAL CHURCH COUNCIL OF
THE ECCLESIASTICAL PARISH OF
ST ANDREW'S CHURCH, WEST TARRING**
(In the Benefice of Maybridge and West Tarring)

**TRUSTEES' ANNUAL REPORT
FOR YEAR ENDING 2021**

Registered Charity No: 1130723

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STRUCTURE, GOVERNANCE AND MANAGEMENT OF THE CHARITY

The Parochial Church Council (PCC) is a charity registered with the Charity Commission as required by the Charities Act 2011 (Registration Number: 1130723). Its governing document is the Parochial Church Councils (Powers) Measure 1956.

The Charity Trustees are members of the PCC. Membership of the PCC is determined under the Church representation rules and consists of certain ex-officio members (the Incumbent, the Assistant Curate (until September 2021), Churchwardens and representatives on Deanery, Diocesan or General Synods) and twelve members of the congregation on the Church Electoral Roll (elected at the Annual Parochial Church Meeting) and appropriate co-opted members. Members of the congregation are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

Ex-officio Members:

Fr Mark Lyon SSC	(Rector)	Chairman
Fr Ian Edgar	(Assistant Curate until September 2021)	
Mr Paul Halstead	(Churchwarden)	Vice Chairman
Mrs Jane Wells	(Churchwarden until May 2021)	
Miss Margaret Sturmey	(Churchwarden from May 2021)	

Elected Members:

Caroline Birch
Carol Churchill
Peggy Mulholland
Kathy Shuttleworth
Michael Harbut
Len Webb
Jill Underwood
Margaret Sturmey (until May 2021)
Pauline Stanton-Roberts
Sophie Businge
Jane Wells

Deanery Synod:

Hazel Whittaker
Leah Barrs
Frances Spencer
Liz McCarthy
Ian Alexander

OUR AIMS, OBJECTIVES AND PURPOSES AS A CHARITY

The primary objective of St Andrew'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 Rector in promoting in the parish the whole mission of the Church: pastoral, evangelical, social and ecumenical. Volunteers play a significant part in all activities of the parish, especially in youth work, fund-raising and administration. Donations are made annually to local and national charities.

TRUSTEES' REVIEW OF THE YEAR

(What we have achieved and how we have affected beneficiaries' lives)

2021 saw the continuation of Covid restrictions easing throughout the year and the Parish has continued to prove that the Church is the people within the congregation and not just the building itself, pulling together and supporting each other in a variety of ways.

Communication was maintained within the Parish by a weekly e-mail newsletter. The Wednesday Zoom coffee morning was continued along with a 9 am service at St Richards.

As restrictions continued to ease still further, a programme of services was introduced at St Andrew's to enable parishioners who were not shielding, to attend Mass in person. The choir continued to enhance our services growing in numbers.

In April Fr Mark and Aaron celebrated their Civil Partnership and were presented with gifts.

Open Day and our Harvest Festival were celebrated and services were held for All Saints, All Souls, Remembrance Sunday, and the Patronal Festival. For this years' remembrance we received a very generous donation for a 'Silent Soldier' who stood guard over our Commonwealth War Grave.

A Pilgrimage to Chichester Cathedral was organised in July as well as a visit to St Paul's Brighton (Fr Mark's previous church) for a Walsingham celebration day in September.

We saw a greater number than ever visiting the Tower on Open Day. It was a lovely sunny day and people were able to enjoy the friendship and first real use of the coffee machines which have been so well received by everyone.

We said farewell to Fr Ian, Jocelyn, Kieran and Luke in September as he took up his position as Associate Vicar at St James the Less, Lancing with Coombes. Our heartfelt thanks go out to him for his ministry during his time with us.

Services in Church went back to 8 am, 10 am and Friday 9 am from Advent Sunday, enabling the Priest to offer mass at both St Andrew's and St Richard's on a Sunday if this was required.

We were able to celebrate our normal routine of Christmas Services with Darkness into Light, Nine Lessons and Carols, Christingle with Father Christmas, Crib Service, Midnight Mass and Christmas Day Services.

As with last year and Covid restrictions continuing albeit not so restricted we were unable to hold Tarring Market or any summer events including the Parish Barbecue and Children and Youth Pilgrimages to Walsingham. However, a coach load of pilgrims did attend the Parish Pilgrimage to Walsingham in August.

The Annual Parochial Church Meeting, the Parish's AGM took place in May 2021. At that time, we welcomed Carol Churchill, Sophie Businge, Pauline Stanton-Roberts and Jane Wells to the PCC as Ian Alexander, Robin Churchill, Claire Martin and Brenda Cox stood down, having completed their terms of office. We thank them for their valued contribution over the past three years. Margaret Sturmey was elected as Churchwarden replacing Jane Wells who stood down having completed her six year tenure. Liz McCarthy was elected to a vacant position on the Deanery Synod. The sub-committee structure has continued although meetings have again been limited during the year.

The Electoral Roll stands at 202. The PCC met in 2021 four times, one of those meetings being via Zoom and one facilitated by the Arch Deacon. The PCC has also corresponded and made decisions via email. The Standing Committee, which has full executive authority in between PCC Meetings, has corresponded via e-mail, and has also met via Zoom as the need arose.

During lockdown, the parish sought to limit its expenditure. As a result, the Director of Music, the Children's and Family Worker and the Parish Administrator were all placed on full or flexi-furlough until the Scheme finished at the end of September - all our staff were paid for their contracted hours.

The Parish has taken account of the General Data Protection Regulations introduced in May 2018 and continues to ensure data collected is appropriate and held securely.

The Church has continued to welcome and embrace the wider community for the occasional offices of Baptisms, Weddings and Funerals as far as has been permitted within the restrictions.

Sermon Skivers (the children supervised by our Youth and Family Worker and volunteers) were welcomed back at the start of the Autumn School term.

A new Tuesday night meeting started in Lent to pray the Rosary, people drop in but there are about 5-7 on a regular basis.

The links between the three parishes of St Andrew's, St Richard's, and St Symphorian's continued with the sharing of the live-streamed services and the wider ministries of Fr Mark, Fr Ian and Fr Robert.

Fr Mark, Jane, Paul, Margaret and Kathy, would personally like to say thank you to everyone for their support given to us all so freely over the year January to December 2021.

CHURCH BUILDING AND FABRIC

The Church building continues to be in a good state of repair. Routine maintenance tasks have been attended to and carried out as the need arose. This includes but is not limited to the constant need for the shingles being replaced on the spire due to storm and weather damage. The flagpole in the churchyard was serviced in September. At the end of November the drains blocked and there was flooding to the kitchen area in the vestry. The contractors removed six bags of rubble and soil from the drains and later carried out a full camera survey. We also reinstated the outside lighting to the Church which had not been working for some time.

SAFEGUARDING

The parish takes its responsibility for the Safeguarding of Children and Vulnerable Adults very seriously. It has complied fully with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016. The Parish adopts (as standard practice) the Chichester Diocesan Safeguarding Policy, and DBS (Disclosure and Barring Service) checks are carried out for all those requiring them in line with that policy. The Diocesan-wide training programme has now, like the rest of the Church of England, changed and developed and is conducted currently all online. Fr Mark, Victoria Townsend and Frances Spencer have all completed the new Safeguarding Leadership Pathway as required for their respective roles. All those who require specific safeguarding training have all attended their relevant courses and this is overseen by Frances Spencer, our Parish Safeguarding Officer.

FINANCIAL REVIEW

The purpose of the PCC is to carry out its functions and activities for the charitable benefits of the parishioners and the wider community, and as a result the balance sheet is not presented to show the PCC's net worth as if the PCC is a business – the Charity Commission regularly reminds charities that they often fail to demonstrate public benefit.

The Statement of Financial Activities summarises the transactions detailed within the accounts. The bottom right-hand corner of the first page shows that, despite the particular circumstances of the last two years, the increase in the value of investments have helped to boost the carry forward to £996,974. Again, it wasn't possible to run Tarring Market, the major fund-raiser and contributor to running costs. Running costs processed through the Unrestricted General Fund exceeded income by £22, 858. However, the parish benefits from Restricted Funds of £275,308 (see the Balance Sheet) where donors have specified particular uses for those funds - the diocese advises that restricted funds are not intended to be

invested permanently but are to be spent within reasonable timescales. However, it is hoped that there will be less reliance on reserves once fund-raising activities are resumed. Significant expenditure is discussed and agreed at PCC meetings with all payments subject to dual authorisation. The PCC is conscious of costs versus income.

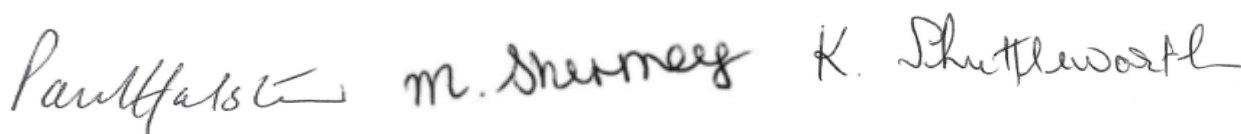
Benefits from those funds, together with that of parishioners' regular giving, has enabled the church buildings to be kept warm and in good repair; youth resources have made it possible to employ a Youth Worker, provision of a children's play area in church, together with 'Sermon Skivers' resources. Children have also been involved in pilgrimages. Funds have been provided for training in Authorised Lay Ministry for 3 members of the church; the website is maintained regularly to provide clear and up-to-date information about the church's activities and two coffee machines are being rented, initially for 3 years, producing a variety of drinks, encouraging the congregation to stay and socialise after services. As can be seen in the notes to the accounts parishioners are, as ever, generous in donating to others in need, both locally, nationally and internationally. Almost £2000 in the Rector's Discretionary Fund is still available to provide food vouchers locally for families continuing to suffer the financial effects of the pandemic.

A reduction in the annual parish share from £66,000 to £50,000 was again negotiated with the diocese with the proviso that our full share will be paid as soon as practical. However, the diocese has thanked parishes for their pledges which have helped to defray reduction in parish clergy for the moment.

Overview and Outlook

The finances of the Church Council, monitored and kept under regular review, continue to be in a sound state.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by the Churchwardens during the Vacancy.



.....
Paul Halstead

.....
Margaret Sturmeey

.....
Kathy Shuttleworth

Date: 23rd May 2022

Independent Examiner's Report to the members of the PCC of Saint Andrew's Church, West Tarring.

I report to the trustees on my examination of the financial statements of the Parochial Church Council of St. Andrew's Church, West Tarring (the charity) for the year ended 31 December 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.



John Pudduck FCCA
Independent Examiner
The Martlet Partnership LLP
E1, Yeoman Gate
Yeoman Way
Worthing
West Sussex
BN13 3QZ

Dated: 19th May 2022

Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total total funds	Prior year
Income and endowments from:						
Donations and legacies	6,352	1,985	12,160	—	20,497	17,487
Income from charitable activities	50,545	—	—	—	50,545	53,947
Other trading activities	51	11,194	—	—	11,245	12,390
Investments	27,327	22,394	5,663	—	55,382	59,045
Other income	3,485	17,837	3,962	—	25,284	7,317
Total income	87,760	53,410	11,785	—	162,955	150,185
Expenditure on:						
Raising funds	43	101	—	—	145	169
Expenditure on charitable activities	109,674	54,327	11,062	—	175,063	179,978
Other expenditure	900	—	—	—	900	900
Total expenditure	110,618	54,428	11,062	—	176,108	181,046
Gains / losses on investment assets	6,137	15,419	27,622	—	49,178	23,090
Net income / (expenditure) resources before transfer	(16,721)	14,400	38,345	—	36,025	(7,771)
Transfers						
Gross transfers between funds - in	5,200	-	641	—	5,841	5,434
Gross transfers between funds - out	(393)	(5,248)	(200)	—	(5,841)	(5,434)
Other recognised gains / losses						
Net movement in funds	(11,914)	9,152	38,786	—	36,025	(7,771)
Total funds brought forward	102,697	621,730	236,521	—	960,949	968,720
Total funds carried forward	90,783	630,882	275,307	—	996,974	960,949

Balance sheet as at 31st December 2021

	Total funds	Prior year funds
Tangible Fixed assets		
Properties	478,429	478,429
Investments	396,672	347,494
	875,101	825,923
Current assets		
Stocks and work in progress	113	126
Debtors	1,732	1,641
Cash at bank and in hand	128,967	144,634
	130,812	146,401
Liabilities		
Creditors: Amounts falling due in one year	8,939	11,374
	8,939	11,374
Net current assets less current liabilities	121,873	135,026
Total assets less current liabilities	996,974	960,949
Total net assets less liabilities	996,974	960,949
Represented by		
Unrestricted		
General fund	90,783	102,697
Designated		
Belfry	2,123	2,123
Old Palace	22,128	20,791
Pat Baker Events Fund	29,561	24,816
New Projects Fund	130	130
Sunday Adventurers	219	219
Tower Repairs	3,218	3,218
Youth Work Projects	44,250	49,323
Bookstall	1,808	1,875
Capital Reserve Fund	445,000	445,000
Church Repairs	76,142	68,376
Rector's Discretionary Fund	1,750	935
Livewire	320	320
Minor improvements	3,553	3,925
Music Fund	251	251
Church Notice Board	428	428
Restricted		
Church Maintenance	265,642	226,603
Flowers	1,200	1,406
Hymn Books	264	264
Longmans Tombs & Windows	2,492	2,492
Organ Repair	5,888	5,888
Pilgrimages	(178)	(132)
Funds of the church	996,974	960,949

Approved by the Parochial Church Council on 29th March 2022 and signed on its behalf by

Church Wardens

Paul Harris
M. Shumway

Kathleen Shuttleworth: Hon Treasurer

K. Shuttleworth

The notes on pages 15 -17 form an integral part of these accounts.

Fund movement by type

		Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
Belfry - Belfry							
Designated		2,123	—	—	—	—	2,123
Sub-total for Belfry		2,123	—	—	—	—	2,123
Books - Bookstall							
Designated		1,875	76	142	—	—	1,808
Sub-total for Books		1,875	76	142	—	—	1,808
CapReserve - Capital Reserve Fund							
Designated		445,000	—	—	—	—	445,000
Sub-total for CapReserve		445,000	—	—	—	—	445,000
ChMaint - Church Maintenance							
Restricted		226,603	19,625	8,208	—	27,622	265,642
Sub-total for ChMaint		226,603	19,625	8,208	—	27,622	265,642
ChRepairs - Church Repairs							
Designated		68,376	4,750	5,243	—	8,260	76,142
Sub-total for ChRepairs		68,376	4,750	5,243	—	8,260	76,142
Discr - Rector's Discretionary Fund							
Designated		935	2,617	1,803	—	—	1,750
Sub-total for Discr		935	2,617	1,803	—	—	1,750
Flowers - Flowers							
Restricted		1,406	2,160	2,366	—	—	1,200
Sub-total for Flowers		1,406	2,160	2,366	—	—	1,200
Hymns - Hymn Books							
Restricted		264	—	—	—	—	264
Sub-total for Hymns		264	—	—	—	—	264
Livewire - Livewire							
Designated		320	—	—	—	—	320
Sub-total for Livewire		320	—	—	—	—	320
Longmans - Longmans Tombs & Win							
Restricted		2,492	—	—	—	—	2,492
Sub-total for Longmans		2,492	—	—	—	—	2,492
MinImps - Minor improvements							
Designated		3,925	—	372	—	—	3,553
Sub-total for MinImps		3,925	—	372	—	—	3,553
Music - Music Fund							
Designated		251	—	—	—	—	251
Sub-total for Music		251	—	—	—	—	251
NoticeBd - Church Notice Board							
Designated		428	—	—	—	—	428
Sub-total for NoticeBd		428	—	—	—	—	428
OPalace - Old Palace							
Designated		20,791	23,842	17,505	(5,000)	—	22,128
Sub-total for OPalace		20,791	23,842	17,505	(5,000)	—	22,128
OrganRep - Organ Repair							
Restricted		5,888	—	—	—	—	5,888
Sub-total for OrganRep		5,888	—	—	—	—	5,888
PBEvents - Pat Baker Events Fun							
Designated		24,816	807	—	—	3,938	29,561
Sub-total for PBEvents		24,816	807	—	—	3,938	29,561
Pilgrim - Pilgrimages							
Restricted		(132)	—	487	441	—	(178)
Sub-total for Pilgrim		(132)	—	487	441	—	(178)
Projects - New Projects Fund							
Designated		130	—	—	—	—	130
Sub-total for Projects		130	—	—	—	—	130

SAdventure - Sunday Adventurers						
Designated	219	—	—	—	—	219
Sub-total for SAdventure	219	—	—	—	—	219
TowerRep - Tower Repairs						
Designated	3,218	—	—	—	—	3,218
Sub-total for TowerRep	3,218	—	—	—	—	3,218
Youthwork - Youth Work Projects						
Designated	49,323	21,317	29,364	(248)	3,221	44,250
Sub-total for Youthwork	49,323	21,317	29,364	(248)	3,221	44,250
General - General fund						
Unrestricted	102,697	87,760	110,618	4,807	6,137	90,783
Sub-total for General	102,697	87,760	110,618	4,807	6,137	90,783
Grand total	960,948	162,955	176,108	—	49,178	996,974

Analysis of income and expenditure

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
INCOME AND ENDOWMENTS						
Donations and legacies						
Giving through church boxes	1	—	—	—	1	58
Donations appeals etc	3,651	1,985	2,160	—	7,796	15,929
Legacies	2,000	—	10,000	—	12,000	1,500
Other funds generated	700	—	—	—	700	—
Total	6,352	1,985	12,160	—	20,497	17,487
Income from charitable activities						
Gift Aid - Bank	6,896	—	—	—	6,896	8,036
Gift Aid - Envelopes	8,305	—	—	—	8,305	7,808
Parish Giving Scheme	17,672	—	—	—	17,672	20,207
Loose plate collections	1,843	—	—	—	1,843	3,245
Tax recoverable on Gift Aid	9,147	—	—	—	9,147	10,725
Fees for weddings and funerals	6,683	—	—	—	6,683	3,927
Total	50,545	—	—	—	50,545	53,947
Other trading activities						
Social Activities	51	—	—	—	51	170
Bookstall sales - fund raising	—	76	—	—	76	135
Church hall lettings - fund raising	—	11,118	—	—	11,118	12,085
Total	51	11,194	—	—	11,245	12,390
Investments						
Dividends	3,991	2,454	5,662	—	12,107	12,262
Bank and building society interest	80	—	1	—	81	476
Rent from lands or buildings	23,255	19,940	—	—	43,195	46,306
Total	27,327	22,394	5,663	—	55,383	59,045
Other income						
Recurring grants	1,375	243	—	—	1,618	1,504
VAT Refund	—	—	—	—	—	735
Insurance claims	—	6,353	3,962	—	10,315	—
Collected for gifts	935	—	—	—	935	—
Coronavirus Job Retention Scheme	1,175	10,851	—	—	12,026	4,395
Miscellaneous Income	—	390	—	—	390	683
Total	3,485	17,837	3,962	—	25,284	7,317
INCOME TOTAL	87,760	53,410	21,785	—	162,955	150,185

Analysis of income and expenditure

EXPENDITURE

Raising funds						
Costs of fetes & other events	43	—	—	—	43	40
Bookstall costs	—	101	—	—	101	129
Total	43	101	—	—	145	169
Expenditure on charitable activities						
Donations - Home mission	1,104	1,753	—	—	2,857	14,541
Clergy Costs	1,399	—	—	—	1,399	1,405
Clergy Fees	1,702	—	—	—	1,702	435
Ministry parish share etc	50,000	—	—	—	50,000	66,632
Salary of parish administrator	6,417	—	—	—	6,417	5,008
Working expenses of incumbent	2,640	—	—	—	2,640	2,444
Council tax	3,273	—	—	—	3,273	3,123
Parsonage house expenses	—	—	—	—	—	226
Water rates - vicarage	697	—	—	—	697	805
Youth & Children's work	518	26,082	—	—	26,600	22,202
Parish training and mission	483	80	—	—	563	120
Church running - insurance	5,630	—	—	—	5,630	5,643
Church office - telephone	497	—	—	—	497	359
Organ / piano tuning	1,316	—	—	—	1,316	1,197
Organists, Choir & Music	8,120	—	—	—	8,120	5,792
Church maintenance	1,174	5,523	8,208	—	14,905	7,508
Cleaning	—	—	—	—	—	53
Upkeep of services	2,549	—	2,366	—	4,915	2,305
Social Activities	1,141	—	—	—	1,141	326
Upkeep of churchyard	—	92	—	—	92	40
Administration	3,860	125	46	—	4,031	4,719
Printing	1,205	—	—	—	1,205	2,001
Livestreaming costs	510	—	—	—	510	—
Church running - heating and lighting	6,541	—	—	—	6,541	4,660
Miscellaneous	240	—	441	—	681	585
Covid-19 costs	601	—	—	—	601	3,523
Hall running - utilities & insurance	—	7,031	—	—	7,031	3,757
Hall running - maintenance	—	3,811	—	—	3,811	2,591
Hall running - cleaning	—	677	—	—	677	750
Hall running - miscellaneous	—	733	—	—	733	944
Hall running - Caretaker's salary	—	5,168	—	—	5,168	4,773
Other PCC property upkeep	6,157	3,252	—	—	9,409	9,905
Gifts	1,898	—	—	—	1,898	1,605
Total	109,674	54,327	11,062	—	175,063	179,978
Other expenditure						
Governance costs examination/audit fee	900	—	—	—	900	900
Total	900	—	—	—	900	900
EXPENDITURE TOTAL	110,618	54,428	11,062	—	176,108	181,046
GRAND TOTAL	(22,858)	(1,018)	722	—	(23,154)	(30,861)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. Accounting Policies

a) Accounting convention

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current (2015) Statement of Recommended Practice, Accounting and Reporting by the Charity SORP (FRS102) (effective 1 January 2019) and with the Charities Act 2011.

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

b) Funds accounting

Funds held by the PCC are:

Unrestricted funds – general funds which can be used for any PCC ordinary purposes

Designated funds – monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted Funds – a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as balance on that fund.

c) Incoming resources

All incoming resources are accounted for gross.

Voluntary Income

Collections are recognised when received.

Planned giving receivable is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies are recognised when the PCC is legally entitled to the amount due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All other income

All other income is recognised when it is receivable.

Gains and losses on investments

Realised gains or losses are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation on 31 December.

d) Resources used

Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants and donations

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church activities

The diocesan parish contribution is accounted for when paid. Any parish contribution unpaid at 31 December would be provided for in these accounts as an operational (though not a legal) liability and would be shown as a creditor in the balance sheet.

e) Fixed Assets

Tangible Fixed Assets

Consecrated and beneficed property of any kind is excluded from the accounts by s. 10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the accounts.

All expenditure on consecrated or beneficed buildings and individual items costing under £2000 is written off in the year it was incurred.

Properties are accounted for at cost or probate value at their date of acquisition.

Depreciation

No depreciation is provided on properties as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value at the balance sheet date.

f) Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

2. Tangible Fixed Assets

	At 31.12.21	At 31.12.20
	£	£
Properties		
Freehold House - 24 Upton Road – at probate value.	180,000	180,000
Freehold House - 17 Church Way – at probate value.	130,000	130,000
Leasehold Flat – 15 Ravenswood Court at cost.	<u>168,429</u>	<u>168,429</u>
	<u>£478,429</u>	<u>£478,429</u>

The Parochial Church Council also owns the freehold of the Old Palace and the adjacent school room in Glebe Road, West Tarring, but as it is anticipated that these properties would never be sold, revaluation to a theoretical market value would be pointless and costly, with no benefit to the charity nor to its beneficiaries. The PCC is of the opinion that its policy of no revaluation is right and properly derived from its ecclesiastical and pastoral responsibilities to its parishioners.

The occupation of the properties is as follows:

24 Upton Road (acquired by legacy and intended for occupation by a Curate when required) is let temporarily at open market rate. 17 Church Way (acquired by legacy in 2007 at probate value of £130,000 intended for occupation by a member of staff when required) is also let at open market rate.

The flat at 15 Ravenswood Court (acquisition cost in 2007 £168,429 is opposite the Church and was acquired for future possible occupation by a member of the staff when required). It is currently let temporarily at open market rate, and this income is being credited to the Youth Work Projects Fund in recognition of its specific charitable purpose.

The PCC considers that these properties are held to enable it to perform its long-term charitable ecclesiastical purposes, does not consider that they form part of a simple investment portfolio, nor are they held simply to generate income although this may be a short-term consequence of owning these assets.

The PCC also considers that the residual value of each property is at least equivalent to the net book value thereby justifying no depreciation.

3. Investments

	<u>2021</u>	<u>2020</u>		
	£	£		
CBF Investment Funds:				
Market value 1 January	347,494	324,404		
Less sales at 31.12.20 valuation	<u>-</u>	<u>-</u>		
	347,494	324,404		
Appreciation in value in year			<u>49,178</u>	<u>23,090</u>
Market value 31 December	<u>£396,672</u>	<u>£347,494</u>		

4. Capital Reserve Fund (Unrestricted)

Balance at 1 st January and 31 st December	<u>£445,000</u>	<u>£445,000</u>
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5. Trust Funds

The Parochial Church Council receives grant income from a number of Trust Funds.

The Capital of these Trust Funds is not available to the Parochial Church Council. The market value of these Trust Funds at 31st December 2021 was £130,887 (2020 £133,176).

6. Two legacies of £1,000 each and one of £10,000 were received during the year.

7. Analysis of net assets by fund type.

	Unrestricted Funds	Restricted Funds	Total	2020
	£	£	£	£
Investment Properties	478,429	-	478,429	478,429
Investments as Fixed Assets	173,872	222,800	396,672	347,494
Current Assets	77,189	53,622	130,812	146,401
Current Liabilities	<u>(7,825)</u>	<u>(1,114)</u>	<u>(8,939)</u>	<u>(11,374)</u>
	<u>£721,666</u>	<u>£275,308</u>	<u>£996,974</u>	<u>£960,950</u>

8. Debtors

	2021	2020
	£	£
Income Tax Recoverable	985	1,000
Other Debtors	<u>747</u>	<u>641</u>
	<u>£1,732</u>	<u>£1,641</u>

9. Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals for utilities	639	817
Fees due to Diocese	3,034	3,998
Wedding Deposits received in advance	500	2,216
Other creditors	<u>4,766</u>	<u>4,343</u>
	<u>£8,939</u>	<u>£11,374</u>

10. Special and retiring collections

The special and retiring collections for particular purposes were as follows:

	2021	2020
	£	£
Turning Tides (Worthing Churches Homeless Project)	319	316
The Seafarers Charity	105	-
Children's Society	-	148
DEC	<u>-</u>	<u>58</u>
	<u>£424</u>	<u>£522</u>

These collections are not included elsewhere in these accounts.

11. Donations – Home Mission

	2021	2020
	£	£
Duke of Edinburgh's Memorial Fund	303	-
Chichester Diocese	-	5,000
Family assistance **	1,754	9,327
Mothers Union	<u>800</u>	<u>214</u>
	<u>£2,857</u>	<u>£14,541</u>

** Parishioners' donations to the Rector's Discretionary Fund for family assistance needed as a result of the pandemic.

12. Employees

The PCC employs four members of staff, full-time equivalent being 1.95 employees, who were paid a total remuneration of £40,796 with Employer's National Insurance Contributions totalling £1,955 and Employer's Pension Contributions £916. The Parish Administrator is a member of the PCC and received remuneration of £6,022 for the year together with pension contributions of £227.

13. Clergy costs

The incumbent was supported by payment of council tax, environmental charges and working expenses totalling £6,610. Net of St Richard's contribution towards these costs. Until August the Assistant Curate was supported by payment of council tax, environmental charges and working expenses totalling £1,399 net of St Symphorian's and St Richard's contributions towards these costs.

APPENDIX

CHURCHWARDENS REPORT 2021

2021 continued to be a challenging year as we very slowly emerged from the lockdown restrictions, ending the year still far from 'back to normal'.

At the May APCM Jane Wells stood down following her six year tenure and was succeeded by Margaret Sturmey as Churchwarden. Jane however remained on the PCC and in effect, swapped roles with Margaret to become PCC Secretary. We would like to thank Jane and Margaret for their contributions in their respective roles, Margaret having been PCC Secretary for 10 years.

Whilst Fr Mark was off in the summer a Parish Pilgrimage to Chichester Cathedral was organised which was a wonderful day.

Following the Parish Pilgrimage to Walsingham, where they have coffee machines in their Refectory, Fr Mark was persuaded to look into sourcing suitable machines for St Andrew's. It had been recognised that the coffee rota was difficult to maintain and relied too heavily on a few individuals staying late after services to wash up. The two machines have been rented using the Donald Smith bequest and all maintenance and replacement is part of the contract.

Not only that, after our visit to St Mary's Church in Walsingham we came back with lots of ideas to re-vamp our children's area which is used every Sunday and also any opportunity that children are in church.

The Welcomers and Readers rotas have been reinstated. In September, as in previous years, the Sussex Historic Churches 'Ride and Stride' event took place and several participants checked in at St Andrew's and enjoyed some light refreshments. It was a fine day and we took advantage of this by doing some churchyard weeding and general tidying. Hopefully in 2022 we'll have some Riders and Striders of our own.

Vicky, our Youth and Families Worker, was married to Mark Townsend in October by Arch Deacon Luke which was a really special day for all of us who went to share with them and their families.

Paul and Margaret

DEANERY SYNOD REPORT 2021

Three meetings have been held since the last APCM.

On June 9th, the Deanery Synod met on Zoom. There was a presentation by Revd Jack Dunn, who joined the Parish Development Team in March 2021 working with Bob Dillingham on Mission and Evangelism. They have visited all Chapters in the Diocese and are now visiting the Deanery Synods.

The pandemic has led to a huge amount of uncertainty in the Diocese and no-one is quite sure what the new normal will look like. Now is a time when we can pause and reflect on our future plans, and Rob and Jack are there to help with this if necessary.

Martin Lloyd is now acting lay chair, following the resignation of Janine Hobbs.

The next meeting on October 14th was held at St Matthew's Church and was mainly taken up with a presentation by Al Pitcher on Eco Church, followed by a discussion. Topics ranged from environmentally friendly toilet rolls made from bamboo, through various foods and toiletries not reliant on plastic packaging, to economic ways in future for heating and maintaining our church buildings.

On February 1st, at St Stephen's Church, the Deanery Synod met to hear Archdeacon Martin, from Brighton, give a presentation on "Living in Love and Faith". A group was set up within the Church of England nationwide to develop a course entitled "Living in Love and Faith". It has five different sessions about Christian Teaching and Learning, Identity, Sexuality, Relationships and Life Together. We were shown a short video which included interviews from people of differing backgrounds and with a variety of personal issues, who had worked through the course and explained how it had affected them. Feedback from those who have attended the course will be given to the General Synod next year when they will debate what sort of church we will become in the future.

Frances Spencer

SAINT ANDREW'S FELLOWSHIP

The Fellowship re-convened for the first time for over two years on May 3rd 2022 for tea and chat. It was good to meet again with friends old and new. We are always pleased to welcome new members and also, of course, to see members' guests. We envisage that our 2022/2023 session will commence on Tuesday 6th September and we hope to roll out a programme to include outside speakers.

We have to report the retirement of our Hon. Treasurer Ann Beynon. We are indeed extremely grateful to Ann for her unstinting service to the Fellowship over many years. We are pleased to welcome Daphne Holland as her successor.

The Fellowship has served the parish for over eighty years now. Our objective is to continue to provide a relaxed and welcoming social gathering - open to all members of our congregation and friends.

Finally a particular word of thanks to our Chair, Ros Bailey and to Ann Patten for their unobtrusive work in arranging and providing tea and refreshments at our meetings.

John Hubbard (Hon. Secretary Saint Andrew's Fellowship)

OLD PALACE REPORT

2021 was once again rather dominated by COVID following on from a difficult 2020. The year started with almost total lockdown meaning that the majority of both regular and one off bookings did not take place. However, our daily nursery school 'Busy Bees' remained open throughout, taking the children of front line workers, meaning that there was some continuous income for the centre. As the year progressed and restrictions were gradually lifted, our regular users came back incrementally so that by the end of the year, almost all of our regulars were back with us. The Mothers and Toddlers Group, an outreach of St Andrews, were able to return in the latter part of 2021, and remains a thriving community outlet with a very healthy attendance.

It was necessary to introduce a strict COVID risk assessment for all users and this resulted in the centre always being a safe environment, with upgraded cleaning taking place with an annual deep clean in August. Gradually as 2021 progressed a few one off weekend bookings returned and this has escalated considerably into 2022.

Despite the reduction in the Centre's use, necessary repairs and maintenance were kept up including some internal masonry repairs; electrical and gas safety work and the upkeep of the gardens and trees outside the Old Palace. As well as the excellent work of our Caretaker Linda, a special thank you to Clive, her husband, for all his work on the gardens outside. The JB Dance Studio, who lease the studio from St Andrews, suffered water damage following heavy storms and we worked closely with them and Ecclesiastical Insurance to get the necessary work done to repair the damage.

Whilst the income from lettings suffered during both 2020 and 2021 the Old Palace account has remained in credit, and in both years a repayment was made back to the church for money borrowed when the ceiling of the Solar had to be repaired in 2017/18.

2022 is already a busy year for the Old Palace with numbers of events already planned including the Platinum Jubilee event, and the number and variety of weekend bookings taking place means that the Centre is almost always in continuous use.

Graham E Hill. Old Palace Manager.

CHILDRENS AND FAMILIES

During Covid -19 restrictions and not being able to meet in person together each week the Youth and Family Worker (Vicky) continued sending out a Bible story, prayer and activities for the children to take part in. There was even an online Sunday Adventurers for the children to watch.

Vicky has been in contact with the families in the Parish by telephoning them, sending emails, text messages to make sure they are all keeping well and safe, especially with the children being at home doing home learning for school.

Sadly the Children's Pilgrimage in 2021 was cancelled due to Covid -19 restrictions. The theme for the weekend was Footsteps in Faith. It was a free online event with lively worship, music, stories and activities. A link was sent out to our families in the parish so

they could join in and watch.

On Sunday 12th September 2021 after Covid -19 restrictions were lifted Vicky re-launched the Sunday Adventurers with the new catchy name of Sermon Skivers. It's for 4 to 14 year olds, every Sunday during the 10am Mass at St Andrew's Church, term time only. We begin in the church at the start of the Mass and go out after the Collect for the children's bible story, prayers and fun activities.

A BBQ was organised at St Richards, Maybridge for the families on a Sunday in June. We were very fortunate with the weather as we were able to meet outside and see some of the families from church. It was lovely to chat, see families that we had not seen for a long time. It was all in a safe environment. Covid restrictions followed.

We also invited families to join the Parish Pilgrimage to Chichester in July. We left St Andrews West Tarring and stopped at St Andrews Church Tangmere for Mass and a picnic lunch in the church grounds as the weather was a lovely sunny day. We then went on the coach again which dropped us off at Hunston at the Canal and we walked along the footpath chatting, looking at the birds and people on paddle boards and canoes on the canal. We finally got to the Canal basin and had drinks or an ice cream. We then continued our walk into Chichester to the Cathedral where we had Evensong before returning on the coach to St Andrew's West Tarring.

In October at St Andrew's Church Rectory we had a sausage sizzle and sparklers for the families and children of the church. We had a bonfire as well, the children all ran around the garden, had some sparklers and ate hotdogs. Everyone who came really enjoyed it. We were yet again very lucky with the weather as it stayed dry for us.

Christmas this year at the Christingle Service Fr Mark and Vicky did the talk together. Vicky had made a big Christingle which was put together with the help of the children to explain the meaning of Christingle. We made 150 Christingles on the Saturday before and each person who attended was able to take a Christingle. We also had a visit from Father Christmas which went down really well and had some very surprised children. The Crib service went really well. The children were chosen by Fr Mark to bring up the Nativity characters to make the Nativity scene at the altar. Vicky and a child read the story of the Nativity.

The Sermon Skivers made a Nativity with wooden people to represent Baby Jesus, Mary, Joseph, the shepherds, sheep and the three kings which was displayed in the Children's Area. They also made a Christmas wreath which we hung on the hooks on the pillars in church.

In church by the North door is the Children's Area to be used during the service. It is very children friendly with a teepee with star lights on the outside, cushions inside to sit on, some books to read, clipboards with sheets to colour in. Building blocks, mega blocks to build things, soft cuddly toy, jigsaws, toys for babies, a bag with a small ball globe, whiteboard, pen and cloth and prayer cards for the children to write a prayer or draw pictures for a prayer.

Everyone comments on how lovely the Children's area is and so good to have for the children. It was decorated with Christmas decorations and the Sermon Skivers made a

Nativity scene which they put in the area.

We do really appreciate and benefit from the money which the church very kindly helps us towards various activities, crafts, equipment and outings to support the children and families work.

Thank you everyone for all your continuing support, help and advice. I look forward to the exciting year ahead for Children and Families in our Parish.

Vicky Townsend

BABY & TODDLER GROUP

We are pleased to say that we now have a Team of 10 helpers including our Children and Family Worker Vicky, who is on the desk to meet families as they arrive.

We re-opened the Group after Covid restrictions were lifted on Wednesday 8th September 2021. We have been thrilled to meet many new children and Carers and we have welcomed back some old faces that had grown up so much in the time we were closed.

It has been such a joy to be together again, sharing friendship, play, craft and group singing.

Our Christmas meeting with Santa was much enjoyed by all who came

Jan Grange keeps everyone informed of what we have planned and sends birthday cards to all the children on our register.

On average around 25 children and their Carers attend every week. We use all the available space at The Old Palace to offer different areas for play to suit all ages.

We hope we show everyone God's love through our actions and all who attend receive the friendship and support of all our Team who are fantastic.

Ros Halstead Jan Grange (Joint Leaders)

SOCIAL COMMITTEE

The social committee has not met since the last report of 2020. Any events after special services have been organised by the Churchwardens and ably assisted by willing volunteers.

MOTHERS UNION BRANCH

We now have 46 Members in our Branch. 3 Members have moved away and two members membership has lapsed. Jean Stringer and Joan Dowrick have sadly passed away.

We began meeting again as a group after restrictions were lifted in June 2021 and celebrated with a BBQ. We then continued with our interesting programme of afternoon and evening meetings.

The sandwich lunch was held in August and a Coffee Morning in September.

Our meetings then continued, culminating with our Christmas Party in December enjoyed by all.

Throughout this time we have continued to send cakes into Worthing Hospital through the Ministry of Cake. Hayley the playleader continues to take them in for us to both Bluefin and Beeding Wards. We are still sending in emergency wash bags and memory bags every month that are most appreciated.

Fundraising for MU: We are very lucky that Christchurch continue to hold coffee mornings to support our Branch and the AFIA project (Away From It All), which runs 2 caravans in Selsey and Winchelsea for holidays for families in need. We are most grateful to them for this.

Ros Halstead Branch Contact

CHOIR

Music at St Andrew's

Whilst it was inevitable that the activity of singing would be a casualty of Covid, the impact of which was marked by a) the suspension of all activities involving children, b) the legal requirement for choral groups not to exceed 6 singers, choral music continued to play a part in our services during this time. We re-ordered our singers into 'choral units' formed from both the St Andrew's Choir and St Andrew's Singers and 'sealed' ourselves in the chancel where we could maintain social distancing amongst the members. Whilst this arrangement felt uncomfortable at first, with singers being unusually distant from each other, the use of the chancel organ meant the choir was not so distant from its accompanimental resource and hence a unity of sound was produced.

St Andrew's has been fortunate that, in contrast to many other local churches, there has been a full return to choral singing post the legal restrictions. Although 3 of the 5 members of the children's choir did not return once restrictions were lifted, we were delighted to welcome 4 new adult members to the robed choir. We have retained elements of caution, though. The robed choir no longer sits cheek by jowl in the back row of the choir stalls, but 'spreads' out across the whole of the chancel's central space (the front stalls being unsuitable for adults). The choir enters and departs in single file and does not process from the back of the church; nor does it sing when moving.

Whilst the demise of regular evening services has resulted in fewer opportunities to explore the Anglican Church's wide repertoire of music for evensong, the choir sang choral Compline for All Saints, provided candlelit music for Advent Sunday's Darkness to Light Service and the Christmas Carol Service, and choral evensong to mark the Queen's accession. During the early months of 2022 it provided music for Ash Wednesday and the Holy Week liturgy.

Whilst the robed choir is definitely on a 'high' at the moment, both technically and musically, and is capable of producing a beautifully accomplished melody line and rich harmonies, it has been sad to see the St Andrew's Singers diminish in numbers, and the energy of our congregational singing dissipate somewhat. Whilst recently published articles show that voluntary choirs in the UK are in decline and that Anglican church congregations have come out of COVID with less enthusiasm to raise the roof than previously, I hope this is a temporary situation and that as 2022 progresses we will sing our praises with an ever greater number of voices and with ever greater volume!

Our Choirs....

St Andrew's Choir - a robed SATB choir in the Anglican tradition that meets to rehearse on Fridays. The choir sings most Sunday morning services from the choir stalls and at the great festivals.

St Andrew's Singers - an informal unison choir which sings from the nave usually once every six weeks and during the Sundays of August. No experience required, just a desire to make an enthusiastic sound. It rehearses on the Thursday or Friday before the Sunday on which it leads the music.

St Andrew's Christmas Choir - a combination of both our choirs plus visitors from across Worthing. For 2022, it will produce a hugely enjoyable selection of light-hearted seasonal music for its concert in the week before Christmas. It rehearses for 1 hour on the 7 Wednesdays leading up to Christmas.

Robert Fitzgerald