

**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 2022**



**ST ANDREW'S  
CHURCH**

WEST TARRING

**Registered Charity No: 1130723**

St Andrew's Church,  
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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, (until 31 March 2022), Churchwardens and representatives on Deanery, Diocesan or General Synods) and nine 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:

Paul Halstead	(Churchwarden)	Vice Chairman
Margaret Sturmey	(Churchwarden)	

### Elected Members:

Carol Churchill  
Kathy Shuttleworth  
Michael Harbut  
Len Webb  
Graham Hill  
Sophie Businge  
Jane Wells  
Caroline Birch (Co-opted)

### Deanery Synod:

Hazel Whittaker  
Leah Barrs  
Frances Spencer  
Liz McCarthy  
Ian Alexander (resigned 31 May 2022)

## 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 (and during vacancy the Churchwardens) 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)*

2022 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.

Until Fr Mark left, 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. Fr Mark left the Parish at the end of March 2022 to fulfil his calling as a Prison Chaplain at Wakefield Prison. From 1 April 2022 the Churchwardens began their monthly Newsletter. This is emailed by the Parish Office to all those who have signed the GDPR form giving permission for their email to be used. Printed copies are left in Church for those without email. The Newsletter is informative and warmly received.

In May we allowed the Church to be used as a Polling Station and we had our first (hopefully of many) coach trip. This time we went to Canterbury, which had been proposed in 2020, (for the 850th anniversary of the death of Thomas Becket) before Covid changed our plans.

In June, we had a smaller scale of our Tarring Market in celebration of the Queen's Platinum Jubilee. Our new Mayor came along to open the event and make purchases.

The Parish Pilgrimage to Walsingham took place in August and not long after we had our annual barbecue at the Old Palace.

We were all saddened at the death of our Queen Elizabeth II on 8 September. We rushed to church and with help we arranged the Church with a photo of the Queen, a book of condolence and kept the church open for people to come in and visit up until her funeral on 19 September. Our Thanksgiving Evensong on Sunday evening 18 September was well attended by many local people but unfortunately a lot of our congregation and choir subsequently went down with Covid and we decided to suspend the sharing of the common cup.

There was a postponed trip to Oberammergau at the end of September, which unfortunately meant we were unable to open the Church Tower on Open Day this year.

Towards the end of November, Robert our Musical Director tendered his notice to leave at the end of February.

The defibrillator, thanks to a generous donor, was finally installed in the Churchyard by the Lych Gate.

The next coach trip organised for the benefit of the Parish was in November when we went to the Winchester Christmas Market and the Cathedral.

All the Christmas services were well supported as well as those by the local schools.

The Annual Parochial Church Meeting, the Parish's AGM, took place in May 2022. At that time, we welcomed Graham Hill to the PCC as Jill Underwood, Pauline Stanton-Roberts and Peggy Mulholland stood down. We thank them for their valued contribution. The sub-committee structure has continued although meetings have again been limited during the year.

The Electoral Roll stands at 206. The PCC met in 2022 six times (11/1, 29/3, 29/5, 8/6, 6/9, 22/11). 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.

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.

Sermon Skivers (the children supervised by our Youth and Family Worker and volunteers) continues during the 10am Sunday service and at other ad hoc occasions. The Children will learn about that day's Gospel reading.

The Tuesday night Rosary group continues with new people not connected to St Andrew's joining.

From the Autumn a new initiative of a Warm Welcome Hub was initiated through the local schools for families to have a warm space one evening a week at the Old Palace, this was led by our Children and Families Worker supported by volunteers and generous donations and prayer by the congregation.

The Tuesday coffee morning was also re-branded as a Warm Hub where knit, natter and fellowship was offered to the community.

## 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.

## SAFEGUARDING

The parish has continued to follow Diocesan guidelines on safeguarding.

Leaders of Parish organisations have kept their basic and foundation training courses up to date and are encouraging their helpers to do the same. PCC members too are expected to complete these training courses and keep them up to date.

DBS certificates are held by leaders of organisations and PCC members. As from 2022, these are only valid for three years which brings the Church of England into line with Charity Commission Guidance.

A more comprehensive Confidential Declaration Form has been issued March 2023 which in future has to be completed by anyone applying to renew their present certificate as well as those applying for the first time.

Details of the Parish Safeguarding Policy, as reviewed annually by the PCC, are available on the Parish website.

*Frances Spencer. 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.

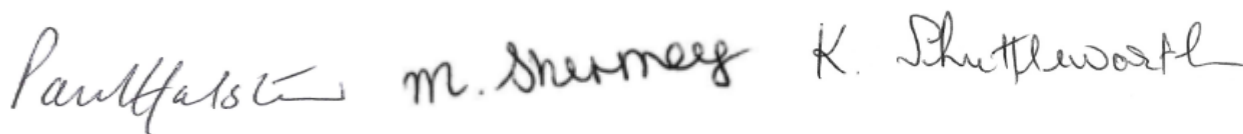
The Statement of Financial Activities summarises the transactions detailed within the accounts. The parish benefits from Restricted Funds of £284,647 - these monies have arisen from donors who have specified particular uses for those funds - the diocese advises that restricted funds are not intended to be invested permanently but are to be spent within reasonable timescales. Significant and unavoidable expenditure to keep the building safe, warm and welcoming, is discussed and agreed by the PCC. The parish was fortunate to receive a legacy of £62,500 for "repairs". £9,809 VAT costs incurred on repairs were refunded by the Listed Places of Worship Grant Scheme.

2022 saw expenditure of £46,827 on the spire as a result of storm damage of which £23,380 was covered by insurance although the remaining wear and tear costs of the re-shingling were not and were met from restricted funds earmarked specifically for church repairs.

Benefits from Designated and Restricted funds, together with that of parishioners' regular giving, have enabled the church buildings to be open for services, various groups, and regular children's activities. 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. In response to the ongoing effects of the pandemic and the cost-of-living crisis two Warm Hubs are being funded by the Rector's Discretionary Fund and parishioners' and community donations. One Hub is being held on a Tuesday morning in church with all welcome to come in and enjoy warmth, warm drinks and food together with social activities and, during the afternoon at the Old Palace. Families in need are identified by a local school together with the Youth Worker, again offering a Warm Hub providing drinks, a light meal and company.

The parish share requested by the diocese for 2023 is £73,000 but in view of the church's coastal location and the possibility of future storm damage, the PCC again offered a contribution of £50,000 enabling funds to be held in reserve to meet any future damage. The full share will be paid when practical. However, the diocese has thanked parishes for their pledges which have helped to defray reduction in parish clergy for the moment. The finances of the Church Council, monitored and kept under regular review, continue to remain 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 Sturmeay*

.....  
*Kathy Shuttleworth*

*Date: 19 April 2023*

## **Independent Examiner's Report to the Trustees of the Parochial Church Council of St 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 2022.

### **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**

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: 18 April 2023



## Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>						
Donations and legacies	4,371	2,060	65,698	—	72,129	20,497
Income from charitable activities	44,633	153	—	—	44,786	50,545
Other trading activities	4,284	17,353	—	—	21,637	11,245
Investments	29,564	23,678	5,393	—	58,634	55,384
Other income	13,044	450	24,441	—	37,935	25,284
<b>Total income</b>	<b>95,896</b>	<b>43,694</b>	<b>95,532</b>	<b>—</b>	<b>235,122</b>	<b>162,956</b>
<b>Expenditure on:</b>						
Raising funds	1,077	78	—	—	1,156	145
Expenditure on charitable activities	104,423	54,932	55,583	—	214,938	175,063
Other expenditure	900	—	—	—	900	900
<b>Total expenditure</b>	<b>106,400</b>	<b>55,010</b>	<b>55,583</b>	<b>—</b>	<b>216,994</b>	<b>176,108</b>
Gains / losses on investment assets	(5,500)	(14,224)	(25,609)	—	(45,333)	49,178
<b>Net income / (expenditure) resources before transfer</b>	<b>(16,004)</b>	<b>(25,540)</b>	<b>14,340</b>	<b>—</b>	<b>(27,205)</b>	<b>360,260</b>
<b>Transfers</b>						
Gross transfers between funds - in	10,000	—	—	—	10,000	9,309
Gross transfers between funds - out	—	(5,000)	(5,000)	—	(10,000)	(9,309)
<b>Other recognised gains / losses</b>						
<b>Net movement in funds</b>	<b>(6,004)</b>	<b>30,540</b>	<b>9,340</b>	<b>—</b>	<b>(27,205)</b>	<b>360,026</b>
<b>Total funds brought forward</b>	<b>91,138</b>	<b>630,883</b>	<b>274,953</b>	<b>—</b>	<b>996,974</b>	<b>960,949</b>
<b>Total funds carried forward</b>	<b>£85,135</b>	<b>£600,343</b>	<b>£284,293</b>	<b>—</b>	<b>£969,770</b>	<b>£996,974</b>

# Balance sheet

	Total funds	Prior year funds
<b>Tangible Fixed assets</b>		
Properties	478,429	478,429
Investments	291,329	396,672
	<b>769,768</b>	<b>875,101</b>
<b>Current assets</b>		
Stocks and work in progress	48	113
Debtors	1,278	1,732
Cash at bank and in hand	200,173	128,967
	<b>201,498</b>	<b>130,813</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	1,496	8,939
	<b>1,496</b>	<b>8,939</b>
<b>Net current assets less current liabilities</b>	<b>200,002</b>	<b>121,874</b>
<b>Total assets less current liabilities</b>	<b>969,793</b>	<b>996,974</b>
<b>Total net assets less liabilities</b>	<b>£969,770</b>	<b>£996,974</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	84,779	90,783
<b>Designated</b>		
Belfry	2,123	2,123
Old Palace	24,603	22,128
Pat Baker Events Fund	26,694	29,561
New Projects Fund	130	130
Sunday Adventurers	219	219
Tower Repairs	—	3,218
Youth Work Projects	22,900	44,250
Bookstall	1,892	1,808
Capital Reserve Fund	445,000	445,000
Church Repairs	69,785	76,142
Rector's Discretionary Fund	2,579	1,750
Livewire	320	320
Minor improvements	3,493	3,553
Music Fund	251	251
Church Notice Board	353	428
<b>Restricted</b>		
Church Maintenance	276,194	265,642
Flowers	989	1,200
Hymn Books	—	264
Longmans Tombs & Windows	2,492	2,492
Organ Repair	5,108	5,888
Pilgrimages	(136)	(178)
<b>Funds of the church</b>	<b>£969,770</b>	<b>£996,974</b>

Approved by the Parochial Church Council on 28th February 2023  
and signed on its behalf by

Church Wardens

*Paul Halsall*  
*M. Sherrington*

Kathleen Shuttleworth: Hon Treasurer

*K. Shuttleworth*

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

## Fund movements

		Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
<b>Belfry - Belfry</b>							
Designated		2,123	—	—	—	—	2,123
Sub-total for Belfry		2,123	—	—	—	—	2,123
<b>Books - Bookstall</b>							
Designated		1,809	162	78	—	—	1,892
Sub-total for Books		1,809	162	78	—	—	1,892
<b>CapReserve - Capital Reserve Fund</b>							
Designated		445,000	—	—	—	—	445,000
Sub-total for CapReserve		445,000	—	—	—	—	445,000
<b>ChMaint - Church Maintenance</b>							
Restricted		265,643	92,182	51,022	—	(25,609)	276,194
Sub-total for ChMaint		265,643	92,182	51,022	—	(25,609)	276,194
<b>ChRepairs - Church Repairs</b>							
Designated		76,142	2,018	812	—	(7,764)	69,785
Sub-total for ChRepairs		76,142	2,018	812	—	(7,764)	69,785
<b>Discr - Rector's Discretionary Fund</b>							
Designated		1,750	1,394	564	—	—	2,579
Sub-total for Discr		1,750	1,394	564	—	—	2,579
<b>Flowers - Flowers</b>							
Restricted		1,200	3,178	3,389	—	—	989
Sub-total for Flowers		1,200	3,178	3,389	—	—	989
<b>Hymns - Hymn Books</b>							
Restricted		264	—	264	—	—	—
Sub-total for Hymns		264	—	264	—	—	—
<b>Livewire - Livewire</b>							
Designated		320	—	—	—	—	320
Sub-total for Livewire		320	—	—	—	—	320
<b>Longmans - Longmans Tombs &amp; Win</b>							
Restricted		2,492	—	—	—	—	2,492
Sub-total for Longmans		2,492	—	—	—	—	2,492
<b>MinImps - Minor improvements</b>							
Designated		3,553	—	60	—	—	3,493
Sub-total for MinImps		3,553	—	60	—	—	3,493
<b>Music - Music Fund</b>							
Designated		251	—	—	—	—	251
Sub-total for Music		251	—	—	—	—	251
<b>NoticeBd - Church Notice Board</b>							
Designated		428	—	75	—	—	353
Sub-total for NoticeBd		428	—	75	—	—	353
<b>OPalace - Old Palace</b>							
Designated		22,128	27,591	20,117	(5,000)	—	24,603
Sub-total for OPalace		22,128	27,591	20,117	(5,000)	—	24,603
<b>OrganRep - Organ Repair</b>							
Restricted		5,888	—	780	—	—	5,108
Sub-total for OrganRep		5,888	—	780	—	—	5,108
<b>PBEvents - Pat Baker Events Fun</b>							
Designated		29,561	836	—	—	(3,701)	26,694
Sub-total for PBEvents		29,561	836	—	—	(3,701)	26,694
<b>Pilgrim - Pilgrimages</b>							
Restricted		(178)	172	129	—	—	(135)
Sub-total for Pilgrim		(178)	172	129	—	—	(135)
<b>Projects - New Projects Fund</b>							
Designated		130	—	—	—	—	130
Sub-total for Projects		130	—	—	—	—	130

<b>SAdventure - Sunday Adventurers</b>						
Designated	219	—	—	—	—	219
<b>Sub-total for SAdventure</b>	<b>219</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>219</b>
<b>TowerRep - Tower Repairs</b>						
Designated	3,218	—	3,218	—	—	—
<b>Sub-total for TowerRep</b>	<b>3,218</b>	<b>—</b>	<b>3,218</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Youthwork - Youth Work Projects</b>						
Designated	44,250	11,694	30,285	—	(2,759)	22,900
<b>Sub-total for Youthwork</b>	<b>44,250</b>	<b>11,694</b>	<b>30,285</b>	<b>—</b>	<b>(2,759)</b>	<b>22,900</b>
<b>General - General fund</b>						
Unrestricted	90,783	95,987	106,401	10,000	(5,500)	84,779
<b>Sub-total for General</b>	<b>90,783</b>	<b>95,987</b>	<b>106,401</b>	<b>10,000</b>	<b>(5,500)</b>	<b>84,779</b>
<b>Grand total</b>	<b>£996,973</b>	<b>£235,122</b>	<b>(£216,994)</b>	<b>—</b>	<b>(£45,333)</b>	<b>£969,770</b>

## Analysis of income and expenditure

						Total
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
Giving through church boxes	—	—	—	—	—	1
Donations appeals etc	4,371	2,060	3,198	—	9,629	7,796
Legacies	—	—	62,500	—	62,500	12,000
Other funds generated	—	—	—	—	—	700
Total	4,371	2,060	65,698	—	72,129	20,497
<b>Income from charitable activities</b>						
Gift Aid - Bank	6,135	—	—	—	6,135	6,896
Gift Aid - Envelopes	6,054	—	—	—	6,054	8,305
Parish Giving Scheme	15,850	—	—	—	15,850	17,672
Loose plate collections	923	—	—	—	923	1,843
Tax recoverable on Gift Aid	8,369	—	—	—	8,369	9,147
Fees for weddings and funerals	7,302	153	—	—	7,455	6,683
Total	44,633	153	—	—	44,786	50,545
<b>Other trading activities</b>						
Social Activities (inc Jubilee Fair)	4,284	—	—	—	4,284	51
Bookstall sales - fund raising	—	162	—	—	162	76
Church hall lettings - fund raising	—	17,191	—	—	17,191	11,118
Total	4,284	17,353	—	—	21,637	11,245
<b>Investments</b>						
Dividends	3,826	2,538	5,262	—	11,625	12,107
Bank and building society interest	473	—	132	—	604	81
Rent from lands or buildings	25,265	21,140	—	—	46,405	43,195
Total	29,564	23,678	5,393	—	58,634	55,383
<b>Other income</b>						
Recurring grants	1,590	—	—	—	1,590	1,618
VAT Refund	10,264	361	909	—	11,554	—
Insurance claims	—	—	23,380	—	23,380	10,315
Collected for gifts	642	—	—	—	642	935
Coronavirus Job Retention Scheme	—	—	—	—	—	12,026
Miscellaneous Income	528	89	152	—	769	390
Total	13,044	450	24,441	—	37,935	25,284
<b>INCOME TOTAL</b>	<b>£95,896</b>	<b>£43,693</b>	<b>£95,532</b>	<b>—</b>	<b>£235,122</b>	<b>£162,956</b>

## EXPENDITURE

### Raising funds

Costs of fetes & other events	1,077	—	—	—	1,077	43
Bookstall costs	—	78	—	—	78	101
<b>Total</b>	<b>1,077</b>	<b>78</b>	<b>—</b>	<b>—</b>	<b>1,156</b>	<b>145</b>

### Expenditure on charitable activities

Donations - Home mission	123	564	—	—	687	2,857
Clergy Costs	464	—	—	—	464	1,399
Clergy Fees	2,330	—	—	—	2,330	1,702
Ministry parish share etc	50,000	—	—	—	50,000	50,000
Salary of parish administrator	6,678	—	—	—	6,678	6,417
Working expenses of incumbent	813	—	—	—	813	2,640
Council tax	(7)	—	—	—	(7)	3,273
Parsonage house expenses	244	—	—	—	244	—
Water rates - vicarage	210	—	—	—	210	697
Youth & Children's work	—	26,991	—	—	26,991	26,600
Parish training and mission	608	98	—	—	706	563
Church running - insurance	5,871	—	—	—	5,871	5,630
Church office - telephone	437	—	—	—	437	497
Organ / piano tuning	1,432	—	780	—	2,211	1,316
Organists, Choir & Music	8,184	—	—	—	8,184	8,120
Church maintenance	2,571	3,965	51,022	—	57,558	14,905
Cleaning	—	—	—	—	—	—
Upkeep of services	3,001	—	3,389	—	6,390	4,915
Social Activities	1,533	—	—	—	1,533	1,141
Upkeep of churchyard	15	—	—	—	15	92
Administration	4,409	102	129	—	4,640	4,031
Printing	1,007	—	264	—	1,271	1,205
Livestreaming costs	—	—	—	—	—	510
Church running - heating and lighting	4,761	—	—	—	4,761	6,541
Miscellaneous	1,760	—	—	—	1,760	681
Covid-19 costs	26	—	—	—	26	601
Hall running - utilities & insurance	—	6,370	—	—	6,370	7,031
Hall running - maintenance	18	7,362	—	—	7,379	3,811
Hall running - cleaning	—	1,102	—	—	1,102	677
Hall running - miscellaneous	—	133	—	—	133	733
Hall running - Caretaker's salary	—	5,048	—	—	5,048	5,168
Other PCC property upkeep	7,247	3,195	—	—	10,442	9,409
Gifts	691	—	—	—	691	1,898
<b>Total</b>	<b>104,423</b>	<b>54,932</b>	<b>55,583</b>	<b>—</b>	<b>214,938</b>	<b>175,063</b>

### Other expenditure

Governance costs examination/audit fee	900	—	—	—	900	900
<b>Total</b>	<b>900</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>900</b>	<b>900</b>

<b>EXPENDITURE TOTAL</b>	<b>106,400</b>	<b>55,010</b>	<b>55,583</b>	<b>—</b>	<b>216,994</b>	<b>176,108</b>
<b>GRAND TOTAL</b>	<b>(£10,504)</b>	<b>(£11,317)</b>	<b>£39,949</b>	<b>—</b>	<b>£18,128</b>	<b>(£13,152)</b>

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2022

## 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 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 31.12.22	At 31.12.21
	£	£
<b>Properties</b>		
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>2022</u>	<u>2021</u>
	£	£
CBF Investment Funds:		
Market value 1 January	396,672	347,494
Less sales at 31.12.21 valuation	<u>68,700</u>	<u>-</u>
	327,972	347,494
Appreciation (Depreciation) in value in year	<u>36,633</u>	<u>49,178</u>
Market value 31 December	<u>£291,339</u>	<u>£396,672</u>

## 4. Capital Reserve Fund (Unrestricted)

Balance at 1 <sup>st</sup> January and 31 <sup>st</sup> 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 31<sup>st</sup> December 2022 was £116,532 (2021 £133,176).



6. One legacy of £62,500 received during the year specifically for Church Maintenance.

7. **Analysis of net assets by fund type.**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>2021</b>
	£	£	£	£
Investment Properties	478,429	-	478,429	478,429
Investments as Fixed Assets	134,147	157,192	291,339	396,672
Current Assets	81,040	120,458	201,498	130,812
Current Liabilities	<u>(1,386)</u>	<u>(110)</u>	<u>(1,496)</u>	<u>(8,939)</u>
	<u>£692,230</u>	<u>£277,540</u>	<u>£969,770</u>	<u>£996,974</u>

8. **Debtors**

	<b>2022</b>	<b>2021</b>
	£	£
Income Tax Recoverable	750	985
Other Debtors	<u>527</u>	<u>747</u>
	<u>£1,277</u>	<u>£1,732</u>

9. **Creditors: amounts falling due within one year**

	<b>2022</b>	<b>2021</b>
	£	£
Accruals for utilities	188	639
Fees due to Diocese	—	3,034
Wedding Deposits received in advance	300	500
Other creditors	<u>1,008</u>	<u>4,766</u>
	<u>£1,496</u>	<u>£8,939</u>

10. **Special and retiring collections**

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

	<b>2022</b>	<b>2021</b>
	£	£
Turning Tides (Worthing Churches Homeless Project)	209	319
The Seafarers Charity	—	105
Children's Society	253	—
British Red Cross	123	—
Breast Cancer Research	93	—
Sussex Historic Churches Trust	645	—
DEC - Ukraine, Afghanistan & Pakistan	<u>1,589</u>	<u>—</u>
	<u>£2,912</u>	<u>£424</u>

These collections are not included elsewhere in these accounts.

11. **Donations – Home Mission**

	<b>2022</b>	<b>2021</b>
	£	£
Duke of Edinburgh's Memorial Fund	—	303
Family assistance **	312	1,754
Warm Hub costs	252	—
Mothers Union	<u>122</u>	<u>800</u>
	<u>£686</u>	<u>£2,857</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 £41,864 with Employer's National Insurance Contributions totalling £2,122 and Employer's Pension Contributions £703. The Parish Administrator is a member of the PCC and received remuneration of £6,048 for the year together with pension contributions of £248.

13. **Clergy costs**

The incumbent was supported by payment of council tax, environmental charges and working expenses totalling £1,049 net of St Richard's contribution towards these costs. The authorised Lay Minister, one of the Trustees was reimbursed travel expenses of £124.

#### **14. Related party transactions.**

There were no related party transactions.

## **APPENDIX**

### **CHURCHWARDENS REPORT 2022**

The new coffee machines when they arrived have proven to be very useful and well used. Clive Collier loaned us a temporary trolley. We have since received donations towards a more permanent trolley.

Fr Mark left the parish at the end of March. He had, fortunately for us, arranged Priest cover until early May. Since then the Churchwardens have endeavoured to find Priests from the pool of retired priests to cover our main services. We tidied and looked after the Rectory and in July it was let to tenants by the Diocese on a short term basis.

From Maundy Thursday it was decided to offer the common cup. Over Easter we welcomed a larger number of people to our services. We had a fun sponsored walk around the Churches of Henfield for the annual Ride and stride.

We are delighted the Rosary Group has kept going since Fr Mark left. The Prayer for Vacancy that Frances very kindly agreed to set up has a regular fortnightly gathering, which is very encouraging for us in these uncertain times.

The initial version of the Parish Profile was created, recommendations were taken onboard and those members of the PCC who were able to, attended a Section 11 meeting at St Richards . All four Churchwardens were nominated on 25 September as Parish Representatives and the final combined Benefice Profile on 25 September was agreed.

The Church was well used by local schools and colleges in the run up to Christmas for their Carol Concerts. We were so pleased to welcome the young people back. The main Christmas services took place but within the limitations of Covid.

### **BUILDINGS REPORT 2022**

The early part of 2022 was dominated by repairs to the spire following storms Barra (Dec 2021), Eunice and Franklin (Feb 2022), as well as more long-term wear and tear. We had the West face completely re-shingled, including strengthening the underboarding with corrosion-resistant screws, and patch repairs to the NW and SW faces, with work also done on the weather vane support. The work attracted the attention of the local press including dramatic drone photographs of the steeplejacks at height.

The cost of these works amounted to £23,380 covered by insurance, and £23,447 by ourselves. The re-shingled West face has shown no signs of damage since but of course the 'brand new' colour has slowly toned down with normal weathering. However, our insurers have said that we need to continue with proactive maintenance to avoid future storm damage claims being questioned.

Our mandatory annual **lightning conductor** check was carried out in March.

The **boilers** were serviced by Paine Manwaring in February 2022 and performed virtually error-free for the rest of the year. The church heating is set to 13 deg C as a 'base level', increased to 18 deg C for services and other events.

Our **Quinquennial** (five-yearly) inspection was carried out starting in March 2022 by our Architect Julian Vallis. This took some time and as at the end of the year we are awaiting his report and he apologises for the delay, due in part to organisational changes.

At the beginning of July 2022 we had our 5-yearly **Electrical Inspection** which was largely positive but there were a number of items which required replacement, including various lights and the extension cables for the High Altar Christmas trees.

The **Fire Extinguishers** were checked by Chubb in May and one of them (in the ringing room) had to be replaced.

The incidence of **Fly Tipping** was happily down on the previous year and the one incident – some old furniture dumped near the lych gate in July – was dealt with promptly by the Council.

On the 8<sup>th</sup> October a team led by Graham Hill undertook **Church Cleaning** and our thanks for this.

The repair to the **Tower Rope** has been done following a successful faculty application. There is some erosion of the stonework generally in that area and it may be worth considering some remedial work.

At the end of September we had a worrying incident when we discovered that the padlock and chain to the **SE Iron Gate** had been changed by persons unknown. The chain had been bolt cropped and a new one, with an old, but high quality padlock, put on. The 'who' and 'why' of this remain a mystery, but we lost little time in removing them and fitting our own new ones.

The **Defibrillator** (for which we had received a donation) was finally installed in November 2022 on the back of the small notice board, with the electrical feed taken from the lych gate light. It has been registered with the national defibrillator network (known as the 'Circuit').

Towards the end of 2022 we had a number of issues with the **Alarm** in church and an engineer was called out on two occasions. It seems the system may be nearing the point where replacement is needed.

Going forward there are a number of items which it would be good to consider. These include:

*Renovation of the North and West doors*

*Clearance of the overgrown area inside the SE Iron Gate, including demolition of the open lean-to shed*

*Clearance of rubbish from the Gas Meter cupboard – this will be required if we go ahead with the installation of a smart gas meter.*

*Clearance of Ivy on the wall adjoining the Bowling Green, and on parts of the adjacent church building (a winter job due to the need to avoid disturbing potential nesting birds)*

*Continue proactive maintenance of the spire; re-shingling of the South face would be the priority*

*Drain inspection contract – this was raised after the blockage issues in January 2022 but not taken up*

*Remodelling of some of the choir stalls (preliminary discussions held with the Architect but probably can't embark on this until new incumbent)*

*Re-facing of some of the eroded stonework in the tower steps*

*Paul Halstead*

## **DEANERY SYNOD REPORT 2022**

There have been three meetings this year.

The meeting in June was held at St Mary's Goring and began with a presentation by the Acorn Pregnancy counselling Service about their work. This is a registered charity founded 27 years ago, run and sponsored by Christians, both financially and with prayer. It has two main areas: One: counselling. Currently a team of five qualified counsellors provide counselling for clients and training for teachers. Clients are referred to Acorn by the NHS counselling service and Worthing Hospital and some contact them direct. Clients come to them having suffered a range of distressing pregnancy issues such as abortion, miscarriage, still birth, adoption issues, for example. Clients are offered 6-12 sessions, which are non-directive and aim to help them live alongside their problems and move forward in their lives. The second area: is schools work. The team are working in 10 secondary schools between Shoreham and Littlehampton. One hour interactive sessions are delivered to year 10 students covering parenting, adoption and abortion. They are encouraged to think about the complexities of these issues and to reflect on their own feelings and views.

The second meeting in October was attended by Bishop Ruth who said it was a joy to be there at the synod. She briefly told of her journey from university through ordination and the various roles in her ministry, before becoming a Bishop 2 years ago. Bishop Ruth loves this Diocese, particularly the simplicity of its straplines: To Know, to Love and to Follow Jesus, based on the prayer of St. Richard. That's what we're here for.

She went on to answer the eight questions which had been submitted beforehand, including what a Bishop does, the work of the Strategic Development Fund, and the Diocesan Vision. The synod concluded with a discussion on the Deanery Mission Action Plan, put together after considering the Parish plans which had been submitted.

The first part of the most recent meeting of the Deanery Synod was led by Earl Collins who is the vicar of St John's Hove. 2023 is the Year of the Old Testament, 2024 the Year of the New Testament and 2025 the Year of Faith which marks both 1700 years of the Council of Nicea and 950 years of Christian mission in the Diocese based in Chichester. Bishop Martin wants to nurture the evangelist in all of us and return to the Scriptures. Earl gave an illuminating talk relating some of the sayings in the New Testament to their origins in the Old Testament which was "the scriptures" often referred to in the New Testament. Following his talk we heard about the work of Turning Tides, the charity which works with homeless people throughout West Sussex but is Worthing based. Everyone who comes for help is an individual. They from all walks of life with individual stories of loss. Change is possible and there are lots of examples of transformation. They would welcome more volunteers.

Deacon Rachel Bennett followed that with an appeal of her own for prayer that more volunteers will come forward to join the chaplaincy team at Worthing Hospital.

Karen Hill, Diocesan President of the Mothers Union, asked for more volunteers to provide cakes for the weekly gathering in the Sanctuary for Junior Doctors.

*Frances Spencer*

## **SAINT ANDREW'S FELLOWSHIP**

The Fellowship re-convened in May 2022 following its suspension during covid lock down. We continue to meet in church on the afternoon of the first and third Tuesdays each month under the chairmanship of Ros Bailey. Our aim as always is to provide an opportunity for members of our congregation and their guests to socialise for tea and chat.

We also aim to invite speakers from outside (or indeed from among our own members) once each month. The talk in November 2022 by Rachel Bennett the lead chaplain at Worthing Hospital was particularly well received.

We always welcome new members - the annual subscription is £7 plus a contribution of £1 for each meeting attended. Our meetings are publicised on the relevant Sunday leaflet - just come along.

Our grateful thanks are due to Ros Bailey and Ann Patten for providing tea and refreshments at our meetings - and also to Daphne Holland for managing our finances so capably. Nancy Ford's opening prayer at our meetings is much appreciated together with her wise advice on many practical issues.

We look forward to the rest of our programme for 2023.

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

## **OLD PALACE REPORT**

During 2022 the Old Palace returned to pre-COVID booking levels and was occupied during the week by a total of 8 different Community Groups. At weekends the premises hosted numerous parties – mostly for children. Additionally, there were numbers of church groups, including events organised by the Social Committee, by our Youth Worker, the Mothers and Toddlers Group and the Mothers Union. The building was therefore busy and continuously occupied.

Of particular note was the Families Warm Hub which ran throughout the winter for families with children with the provision of hot meals, children's activities and donations of food. This was a terrific outreach activity for families facing difficulties and proved to be much needed and a great success. It is probable that this will be repeated during the next winter period and provision will be reserved at the Old Palace for this to happen.

For one of only two Grade One listed buildings in Worthing maintenance is always a challenge and this was the case during the year. A long-standing drainage problem was resolved as well as painting of the outside area at the east end of the building. Plans are now in hand for a programme of internal painting over the next two years.

With the demands of inevitable maintenance costs as well as the required gas, electric and structural safety checks; payment for commercial waste; purchase of the Music Performance Licence and annual deep clean, a tight financial rein has been necessary and that was achieved during the year so that a small profit was made, allowing for future maintenance planning during 2023.

Finally a big thank you to Linda our caretaker; her husband Clive our volunteer gardener and Leah our bookings administrator.

*Graham E Hill*

## **CHILDRENS AND FAMILIES**

Sermon Skivers has been going really well with lots of exciting activities, making some of the stations of the cross, Old Testament stories project in the Summer, decorating the children's area for Easter and Christmas.

### **Pilgrimage**

In March the Children's Pilgrimage 2022 went ahead and Vicky and a child from St Andrews attended as part of the Chichester Diocese group. The theme for the weekend was 'Saving Water'. We had lively worship, walked the Holy Mile with some people walking barefoot, stories, a disco and activities.

In August Vicky and a young person from St Andrews attended the Youth Pilgrimage as part of the Chichester Diocese group. It was a week of lively worship, fun, teaching, friendship and an afternoon visit to Wells next the Sea.

### **Warm hub**

A Warm hub was started at the Old Palace on Tuesdays 3:30pm to 6:30pm at the end of October. It is a link with the local schools, which have identified families who would benefit from coming to a warm space for warmth, a hot drink, hot snack and a warm space to share with others.

Thank you to the PCC for allowing us to give each of our families who attend the Warm Hub a food voucher towards buying meat for Christmas. Each family was also given a Christmas food hamper with lots of Christmas goodies in.

Vicky made 10 Christmas food hampers for families in need at a local school as they realised there were some families who really needed support.

### **Christmas**

Christmas this year we had our Christingle Service which Fr Josh took. We made 100 Christingles on the Saturday 10<sup>th</sup> December and each person who attended was able to take a Christingle home.

The Crib service was extremely well attended. Children from Sermon Skivers and some other children from the congregation were chosen to bring up the Nativity characters to make the Nativity scene at the altar. Two children and Vicky read the story of the Nativity.

Vicky organised three Christmas themed Craft and Play sessions for the Children and Families in our local Community. At one of the Christmas Craft sessions we had a visit from Father Christmas and each child was given a present.

The Sermon Skivers made a Christmas wreath which we hung on the hooks on the pillars in church.

### **Schools**

Thomas Becket Infants School, year 1 classes came for a school visit. They had an activity sheet to find different things around the church. Vicky gave a little talk to each class about St Andrews.

Durrington High School, Oak Grove College and Palatine School all had their Christmas Service / Concert at St Andrews this year after 3 years. They were all very grateful to the Churchwardens for allowing them to use the church again and to members of the congregation who helped at the services/concert.



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

### **Baptisms**

We had a thanksgiving for a child and we had 20 baptisms during the year. Thank you to Mothers Union who very kindly gives a book and a card to each child. Thank you also to the church who very kindly gives each child a cross and a baptism candle. It is so lovely we have so many families who want to have their child/ children baptised at church.

Thank you everyone for all your continuing support, help and especially with our Welcome Warm Hub.

I look forward to more exciting things planned in the year ahead for Children and Families in our Parish.

*Vicky Townsend, Children's and Families Worker*

### **BABY & TODDLER GROUP**

Our Group continues to grow and thrive with an average of 30 children attending weekly. We have 146 children on the register. Our team of helpers are fantastic with our Children and Family worker Vicky greeting everyone as they arrive.

Everyone receives a warm welcome and we are often thanked for this.

We have been able to offer a varied programme of activities throughout the year.

We have some very talented Team members who have super Craft ideas. We have also really enjoyed pasta, jacket potato and soup Lunches plus Cream Teas due to Jan's catering skills.

Mothers' Union kindly helped us put on a wonderful celebration for the Queen's Platinum Jubilee with a professional singer too. It was lovely to see MU members dancing around with the children. Each child received a commemorative coin from Westminster Abbey to keep.

Our Christmas Party was hugely popular with Santa in attendance.

It is wonderful to watch the children enjoying themselves whilst giving the parents a chance to make new friendships. We offer support and a listening ear if needed.

Jan is now sending out e-cards to celebrate birthdays as posting costs have become prohibitive.

We pray that we will continue to reach out to families as Jesus did and show how much care for their welfare.

*Ros Halstead Jan Grange (Joint Leaders )*



## **SOCIAL COMMITTEE**

The Social Group was re-formed in Summer 2022 and their first event was the Parish Barbecue at the Old Palace which was very well attended.

Unfortunately due to Covid, following the Queen's Requiem Mass, the Harvest lunch was postponed.

More events are planned in 2023 please look out for these and support their hard work.

They are also happy to organise events as requested by the Church Community.

*Raye Mills - Secretary*

## **MOTHERS UNION BRANCH**

Our Branch now has 45 Members and we have been really pleased to offer a full programme of activities in 2022.

We have been blessed by interesting talks, shared our prayers and readings, enjoyed a sandwich lunch, supper evenings, a super quiz and cream teas.

There have been 20 Baptisms and one Blessing this year with each child receiving the gift of a book from MU.

In July we had a pitch at Broadwater Carnival and raised money for material to make both our memory and wash bags for the Hospital.

We have continued the Ministry of Cake at Worthing Hospital and from September started to visit the Wards again too.

We are so grateful to Christ Church for their continued support from funds raised at their Coffee Mornings. This helps pay for both the Hospital bags and contents.

We have been thrilled to receive additional funds for our Hospital work from the Broadwater Carnival Committee. We were picked to be one of their chosen Charities at a presentation at Worthing Fire Station in November. It was such a wonderful evening.

In November we were delighted to be involved with setting up a Warm Hub for families at The Old Palace. Vicky has been put in touch with local schools and families have been put forward to attend. We offer friendship, a warm and safe space, a hot meal and access to much needed food supplies. Thank you to all who have supported this venture; we are so grateful.

The Worthing Lyons also chose The Warm Hub as one of the Charities for their Christmas street collection. This was a real blessing to us all; we were so thrilled.

It has been an eventful and productive year with so many blessings and surprises. We look forward to more adventures in 2023.

*Ros Halstead Branch Contact*

## **CHOIR**

Robert ably led our Choir out of the Covid restrictions and the turmoil of cancelled or postponed events.

The robed choir sing most Sunday morning services and most of the great services. Unfortunately the St Andrews Singers, whose numbers have been diminishing have not returned.

During the early part of 2022 the choir provided music for Ash Wednesday and the Holy Week liturgy as well as all the major services throughout the year

In November Robert, our Director of Music, announced he would be leaving in February 2023 to follow his ambition. He continued to lead the choir and we were sorry to see him leave but he took our best wishes with him for the future.