

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST PETER AND ST MARY CHURCH FISHBOURNE

England & Wales · Charity number 1131277

## Details

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|            |                                                         |
|------------|---------------------------------------------------------|
| Status     | Registered                                              |
| Legal form | Previously excepted                                     |
| Registered | 2009-08-21                                              |
| Register   | <a href="#">View on the Charity Commission register</a> |

## Contact

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|         |                                                                                      |
|---------|--------------------------------------------------------------------------------------|
| Address | 71 Worcester Road<br>Chichester<br>West Sussex<br>PO19 5EB                           |
| Phone   | 01243532642                                                                          |
| Email   | <a href="mailto:fishbournechurch@btinternet.com">fishbournechurch@btinternet.com</a> |
| Website | <a href="http://www.fishbournechurch.org.uk">www.fishbournechurch.org.uk</a>         |

## Activities

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**Objects:** Promoting in the ecclesiastical parish the whole mission of the Church.

**Activities:** Our primary objective is the promotion of the Gospel of our Lord Jesus Christ according to the doctrine and practice of the Church of England, and our aim is to be a vibrant community Church with a welcoming heart sharing Christ's love by serving the Parish of Fishbourne and beyond.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- West Sussex

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2024-12-31 | £101,430 | £88,154     | -      | -         |
| 2023-12-31 | £120,396 | £82,505     | -      | -         |
| 2022-12-31 | £89,076  | £71,629     | -      | -         |
| 2021-12-31 | £101,746 | £84,098     | -      | -         |
| 2020-12-31 | £78,416  | £55,978     | -      | -         |

## Trustees

| Name                               | Role | Appointed  |
|------------------------------------|------|------------|
| Amanda Jan Stapleton               |      | 2018-04-22 |
| Caroline Sheppard                  |      | 2016-04-10 |
| PAULINE MARY YOUNG                 |      |            |
| RICHARD ALEXANDER BATES            |      | 2018-04-22 |
| Rev Jessica Alice Jane Chaple Reid |      | 2022-02-22 |
| Sarah Gleeson                      |      | 2022-01-19 |
| Simon Richard Cox                  |      | 2023-05-14 |
| Tessa Cox                          |      | 2017-04-17 |
| Timothy Andrew Gleeson             |      | 2021-05-16 |

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# Accounts

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## **Parochial Church Council of St Peter and St Mary Fishbourne**

### **Trustees Annual Report and Financial Statements**

**For the Year Ended 31 December 2024**

#### **Administrative Information**

Church of St Peter and St Mary Fishbourne, Fishbourne, West Sussex PO19 3XT

|                      |                                                                                            |
|----------------------|--------------------------------------------------------------------------------------------|
| Priest In Charge:    | The Reverend Jessica Reid<br><br>The Rectory, Whyke Road, Chichester, West Sussex PO19 7AQ |
| Readers:             | Mr John Sheppard<br><br>Mrs Jenny Blamire                                                  |
| Independent Examiner | Tom Earl FCCA<br><br>107 Salthill Road, Fishbourne, West Sussex PO19 3PZ                   |
| Bankers:             | Santander Business Banking, Bridle Road, Bootle L30 4GB                                    |
| Parish Office:       | Alison Stirling, St Peter and St Mary Church Fishbourne                                    |
| Telephone:           | 01243 784283                                                                               |
| Email:               | <a href="mailto:hall@fishbournechurch.uk">hall@fishbournechurch.uk</a>                     |
| Website:             | <a href="http://www.fishbournechurch.uk">www.fishbournechurch.uk</a>                       |

#### **Structure, Governance and Management**

The Parochial Church Council (PCC) is a charity and is registered with the Charity Commission number 1131277

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

Ex officio members

Priest-in-Charge: The Reverend Jessica Reid

Churchwardens: Mr Simon Cox Elected May 2023

Mr Tim Gleeson Elected May 2023

Representatives      Mrs Tessa Cox  
On the Deanery      Mrs Pauline Young

Synod:

Elected Members

*Numbers indicate years to serve in the current term*

Mrs Sarah Gleeson    Treasurer

Mr Richard Bates (2)

Mrs Caroline Bone (3)

Mr Gordon Ellis (2)

Mr Jim Grant (3)

Mrs Caroline Sheppard (2)

Mrs Amanda Stapleton (2)

Mrs Louisa Stodd    Elected May 2023 (3)

Mr Vasilis Tsamis (3)

Secretary:            Mrs Angela Ruscoe    Elected May 2024 (3)

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex officio members (the Priest-in-Charge, the Churchwardens, members of the Deanery Synod) and up to 12 members of the church who are elected at the Annual Parochial Church Meeting.

For a number of years the practice of the PCC was that all members of the PCC should be elected annually. At the Annual Meeting in May 2024 the PCC resolved that, instead, newly elected members would serve for three years and would retire at the end of their three years' service. As a transitional measure, members who had previously been elected agreed which of them should serve for either one or two years to help the move to the new arrangements. 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.

The PCC met in January, March, April, June, September and November with an average of 80% of PCC members attending. The PCC has established a Standing Committee which comprises the Priest-in-Charge, two Churchwardens, the Treasurer and

Secretary. The Standing Committee normally meets when required between the regular PCC meetings. The PCC is supported during the year by a Church Hall Committee which looks after St Peter's Place (the church hall).

### **Objective and Activities**

The Parish Church of St Peter and St Mary exists to extend the mission of Christ's Church within its parish by:

**Reflecting the diversity of Fishbourne in our worshipping community**

**Growing in holiness through prayer and discipleship**

**Sharing in God's radical generosity to support the mission of the Diocese and wider Church**

**Bringing God's blessing to our wider community**

#### PCC Mission Action Plan

Our Mission Statement is "To be a vibrant community church with a welcoming heart, sharing Christ's love by serving the parish of Fishbourne and beyond." The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC has the responsibility of co-operating fully with the Priest-in-Charge, the Reverend Jesscia Reid, in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical more effectively, and co-operating with our neighbouring parish of Apuldram, with which we share our vicar, and that in doing so it provides a benefit to the public by:

- Opening our church building for public worship and private devotion
- Offering spiritual care and pastoral support for all such residents of the parish as seek it
- Promoting Christian faith and offering teaching on Christian ethics and the Christian life to all members of the public who wish to receive them
- Providing facilities in St Peter's Place for small businesses, and our own projects, to support mental and physical health
- Encouraging members of the church in Christian service in their local and wider communities, to the benefit of their neighbours near and far

When planning our activities for the year the incumbent and PCC has considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship, prayer, learning about the Gospel, and developing their knowledge and trust in Jesus Christ
- Provision of pastoral care for people living in the parish
- Mission and outreach to the wider community

## **Achievements and Performance during 2024**

### Mission Partnership with Apuldram Church

Since the early 2000s Apuldram and Fishbourne have been held in plurality by the Rector of Fishbourne. In 2021, on Reverend Canon Moira Wickens' retirement, the right of presentation was suspended at Fishbourne. Through 2022 informal conversations were held with the Archdeacon of Chichester about the creation of a United Benefice. At the regular November 2023 PCC meeting the PCC of Fishbourne passed a resolution to support the proposal to become a United Benefice of two parishes. In November 2024 the draft Pastoral Scheme under the Mission and Pastoral Measure 2011 was put to Public Consultation. Following the end of the consultation period on 9<sup>th</sup> of December, the Pastoral Scheme was made by the Church Commissioners on 18<sup>th</sup> of December to come into effect on 1<sup>st</sup> of January 2025.

### Worship and Common Life

There were 173 parishioners on the church electoral roll as at 31 December 2024, ***FILL IN FIGURE*** of whom were not resident within the parish.

At the beginning of the year, services continued as follows:

8.00am BCP Holy Communion held on the first Sunday at Fishbourne and on the second, third and fourth Sundays at Apuldram.

9.30am Parish Eucharist every Sunday at Fishbourne, with Junior Church on the first and third Sundays. On the fifth Sunday the 9.30am Holy Communion service is held jointly with the neighbouring parish of Apuldram at Apuldram Church.

4.30pm Messy Church on the second Sunday of the month. This service reaches beyond our regular families, and establishes relationships with younger children at our parish school.

4.30pm Family Service on the fourth Sunday of the month.

Every year the Church of England asks for average numbers of attendees for the month of October. This year a 'usual' Sunday sees ***FIGURES TO BE ADDED HERE***. The church also holds a weekly communion service on Wednesdays at 10.30am and the average attendance at this service was ***FIGURE TO BE ADDED HERE***.

During the year there have been 4 weddings and 11 baptisms (3 under 2, 4 under 5, 2 under 10s, 2 adults) in the church. There were 7 funeral services held in the church, 4

funerals at the crematorium led by members of the ministry team, and 6 burials of ashes. 5 adults attended confirmation classes and were confirmed in May. 12 children were admitted to Holy Communion in July.

In 2024 Ash Wednesday and Maundy Thursday services were held at **ADD TIME** to see if this was a better time for the congregation to attend. On Good Friday a children's pilgrimage saw the children build their own Easter gardens, followed by a walk on the footpath to Apuldram Church with Mother Jessica telling the Easter story at various places on the way. The children were greeted with hot cross buns at Apuldram. The Good Friday service was held at **ADD TIME** and the Easter Sunday service was held at **ADD TIME** with an Easter Egg Hunt afterwards. There were **ADD FIGURE** worshippers on Easter day, of whom **ADD FIGURE** were communicants.

In Advent there was a good variety of Christmas services with **ADD FIGURE** attending the Carol Service in church and **ADD FIGURE** attending "Beer and Carols" at the Woolpack Pub in Fishbourne. Cornelius House Residential Home and Manor Barn Nursing Home were visited by the Carol Singers. **ADD FIGURE** people attended the Crib Service on Christmas Eve, and **ADD FIGURE** people attended the 8.00pm Eucharist service on Christmas Eve; **ADD FIGURE** attended on Christmas Day.

#### Holy Communion for Children of Primary School Age

Historically Fishbourne Church has confirmed children of primary school age, but in 2022 the PCC agreed to adopt a policy to admit children to Holy Communion before confirmation. It is important that families/children are offered a chance to learn about the Christian faith and to feel involved in the church community. Eight young children were prepared and admitted to take Holy Communion in 2023 and 12 in 2024.

#### Deanery Synod

Membership of the Synod provides the PCC with an important link between the parish, other churches and the wider life of the diocese. There are two members of the PCC and Mother Jessica, who sit on the Deanery Synod. In October, Timothy Gleeson was elected to Diocesan Synod and so became an ex-officio member of the Deanery Synod.

In February 2023 the transfer took place of the benefice of New Fishbourne, the benefice of Apuldram, and their constituent parishes, from the deanery of Chichester to the deanery of Westbourne. In September 2023 Mother Jessica was appointed as Rural Dean of Westbourne for a period of five years.

#### The Church, Churchyard and St Peter's Place

The churchyard and the gardens at St Peter's Place are a place of beauty and calm. The PCC have carried out plans to have certain areas rewilded as part of their stewardship of the natural world. Grass cutting had been taken in-house for 2024 and beyond. Ongoing maintenance work has been carried out to ensure the good condition of our

building and its surroundings. Volunteers have continued to undertake such tasks as cleaning the gutters and other routine maintenance. Annual checks of PAT (portable appliance testing) of electrical items, the lightning conductor, and servicing of the fire extinguishers have been made.

### Quinquennial Report

As identified previously, the greatest concern was the condition of the external wall in the north-eastern area of the church. The state of the wall has been monitored through the year for the PCC. The PCC has resolved to undertake exploratory works to establish the cause of the continuing damp, and has allocated funding for this. The PCC had now received a specification of works from the architect, Simon Dyson, to allow these works to proceed. In anticipation of those works, an electrical contractor has assessed the work required to relocate the current electricity supply and fuse board on a temporary basis.

The PCC recognises that fundraising is likely to be required in order to undertake any remedial work, and as part of the project has begun preparing a vision statement for the north-eastern area of the church. A sub-committee of the PCC has met to resolve ideas, which have been presented to the PCC for consideration.

### The Churchyard

The churchyard has now reached capacity, and there remains only space for burials in such existing graves as have been dug to double depth. The PCC has continued to explore options for extending the graveyard. In the Summer of 2023, the PCC began considering plans to erect central memorial stones in the garden of remembrance.

### Sum Up Machine

The sum up machine, located by the main doors of the church, enables electronic donations to be made by congregation members and visitors. The device is also used to take payments during fundraising events and Messy Church.

### Opening the Church

The church remains open every day to allow for visitors and those seeking a place for private prayer, with a rota including the Churchwardens and Mother Jessica opening and locking the church each day. Several visitors have left comments in the visitors' book stating how much this is appreciated.

### St Peter's Place

St Peter's Place allows us to provide a valuable resource to the parish and wider community. Bookings remain strong with groups regularly returning each week to enjoy the space that we offer. Hire rates are reviewed regularly, and we consider that they remain at a competitive rate.

## **Evangelization and the Common Good**

Fishbourne CofE Primary School and the church have continued to deepen their close working relationship. The parish priest is an ex officio governor, and in 2024 two further members of St Peter and St Mary served as foundation governors: Gordon Ellis and Claire Skinner.

Many members of the church community help in a voluntary capacity at the school and continue to support the children to gain confidence in reading. During the year the priest-in-charge has led weekly collective worship, and held special services to mark major Christian feasts. Mother Jessica continues to lead the worship team in school, which is open to children from year 3 to year 6. The children write termly prayers for use in assembly and help to plan and lead the termly major acts of worship. Mother Jessica took part in the school's carol singing and leavers' assembly. A legacy had been left to the church and, in accordance with the family's wishes, had been allocated for the purchase of year 6 leavers' gifts.

The storytellers continue their assemblies, which offer the children an interactive retelling of Bible stories and develop its ecumenical links. The storytellers offer one assembly each half-term and is very popular with the children.

Mother Jessica is a volunteer year group chaplain to year 8 students at Bishop Luffa CofE School, visiting tutor groups, taking termly assemblies, and celebrating an annual Eucharist. This is undertaken to continue the links with the young people who have worshipped with us in primary school.

Monthly care homes services continue to take place at Manor Barn Nursing Home and Cornelius House Residential Home. John Sheppard has responsibility for the Communion service at Manor Barn.

In June 2024 Baroque cellist Lynden Crandon led a concert in Fishbourne Church, and this event was well supported.

The monthly church clean continues to be an opportunity for working together and socialising with the Apuldrum Centre, a local charity supporting adults with learning disabilities. The volunteer efforts of all who take part are valued equally, and the cake and coffee shared at the end is a welcome chance to develop friendships.

Following the Warm Space initiative, St Peter's Place continues to be open on a Wednesday morning for those in need of warmth and companionship. The group is supported by many who attend the 10.30am service, but there is a small number who come simply for coffee and friendship.

In support of Chichester Foodbank and Stonepillow, the congregation took collections of dried foods, winter clothing and personal hygiene products at Harvest and Christmas.

Throughout the year, many small acts of Christian love and charity were made by members of the congregation. Among them, the provision of cake and flowers at special times in the year to those who were unable to attend church in person. Such acts are not inconsequential – though rarely recorded in history, they shape the community around us and show God’s love in every act of our daily lives.

### Charity Donations

During the year the PCC has supported several external charities in a variety of ways, including both direct donations and shared fundraising events. The organisations that have been supported include:

The Church Missionary Society

The Snowdrop Trust

Friends of Fishbourne Primary School

The Apuldram Centre

Stonepillow

Chichester Food Bank

Chestnut Tree House

Tuppenny Barn

In addition, charities hiring St Peter’s Place received preferential rates.

### **The Church Website**

Currently Mother Jessica maintains the website, but we continue to look for someone to maintain it and utilise it. The website is an important asset as an effective means of carrying out the Church’s mission, communicating information about parish activities.

### **Study Groups**

Two Lent groups met in 2024, one led by a lay reader, and one led by different lay people. A confirmation class met during the year. In the summer term, children were prepared for Holy Communion.

### **Involvement of Children**

Children are welcomed at and encouraged to take part in all services. A number of children attend the 8.00am BCP Communion, which raises questions about the appropriateness of the liturgy to the worshipping life of the whole congregation.

The Church has established and developed a Messy Church. The concept of Messy Church is intended as an opportunity for people of all ages and especially families to

meet and worship together in an informal environment. This enables people who might have limited experience of attending a church service to have fun and learn about Christianity and experience a Christian community. Although initially a 'fresh expression', Messy Church's growth and stability mean that it serves as a 'gathering service' for those who attend other services, as well as an opportunity for new families to seek a more informal introduction to our community and worship.

A Family Service is held on the fourth Sunday of the month at 4.30pm. Given the number of children who receive communion, the service sometimes has the form of an interactive Eucharist, and sometimes has the form of an interactive Service of the Word. At Family Service children serve, pray and read. Like Messy Church, Family Service serves as a 'gathering service' for children who attend our other services.

Thanks to the growing number of Sunday School volunteers, Junior Church now meets fortnightly during term time. The hard work, enthusiasm and dedication of Junior Church has seen numbers reach an average of 20 during the year.

As our provision for older children has previously been limited, 2024 saw the introduction of a Youth Group for Year 6 and up. This meets monthly and is led by Mthr Jessica and supported by lay volunteers.

### **Safeguarding**

The PCC includes safeguarding as a regular standing item on the PCC agenda and has approved appropriate policies which reflect the guidance published by the Diocese. Louisa Stodd is appointed as the designated Safeguarding Officer.

### **Social and Fundraising**

Fundraising activities have taken place throughout the year and we are grateful to all those who have initiated and organised such events. Our principal fundraising event was the Fishbourne Literary Festival held in April, the organising committee was chaired by Simon Cox, and the event saw around 150 keen local readers gather to hear talks from authors. £6,054 was raised at the Festival, and a donation of £1,000 was made to Tuppenny Barn. In February, Caroline and John Sheppard led a highly successful quiz. In June the Church and Fishbourne CofE Primary School jointly held the annual summer fete, and the Church received £3,100 from this event. In September, the church took part in 'Ride and Stride' which raised £1,845 for the church. In November an Advent Fair was held in the church hall, raising £1,878 for the church.

### **Financial Review**

The majority of income for St Peter and St Mary's is received from general donations and legacies, with the remainder received from church hall hire rates and other charitable activities.

In 2024, donations and legacies amounted to £45,058 of which £2000 related to designated funds (the wall project), so the amount available for the day-to-day running of the Church was £43,058. Included in this figure is *Planned Giving* of £24,864 and *plate collections* totalled £8,781

Charitable activities generated £29,327, including £8,884 from weddings and funerals.

Hall hire continued to generate a significant income of £21,375

Income generated is used to support the work of the church and its mission and for the daily running costs of both the church and St Peter's Place.

Total expenditure in 2024 was £88,154, an increase of 6.8% from 2023.

In 2024, the PCC agreed to increase their payment to the Diocese for Parish Share to 82.80% of the total parish share, a total payment of £46,749 was made in 2024, an increase of £7,336 from 2023.

The PCC continues in its mission to seek to meet 100% of its requested Parish Share over the next five years.

In 2024, utility costs fell by 10% and insurance by 1.8%. Salaries relating to the church and the hall were £7,867 for the year.

#### Banking and Reserves Policies

In 2024, the PCC continued to bank with Santander Business Banking for the main undesignated funds.

The PCC has a policy of maintaining a balance on the general undesignated funds equating to approximately two months' worth of payments as a contingency against unforeseen situations.

It remains PCC policy to invest unrestricted and church fabric fund balances with the CBF Church of England Deposit Fund.

Signed of behalf of the PCC

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Reverend Jessica Reid



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name

The Parochial Church Council of the Ecclesiastical Parish of St Peter and St Mary Church Fishbourne ("PCC")

**On accounts for the year  
ended**

31 December 2024

**Charity no  
(if any)**

1131277

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2024.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

30 April 2025

**Name:**

Thomas Edward Roy Earl

**Relevant professional  
qualification(s) or body  
(if any):**

Fellow of the Association of Chartered Certified Accountants under  
Registration Number 1118450

**Address:**

107 Salthill Road, Fishbourne, Chichester, West Sussex, PO19 3PZ

## Summary of Financial Receipts and Payments

|                                        | <i>Unrestricted</i> |                   | <i>Restricted</i> | <i>Total</i>     | <i>Total</i>     |
|----------------------------------------|---------------------|-------------------|-------------------|------------------|------------------|
|                                        | <i>General</i>      | <i>Designated</i> |                   | <i>All Funds</i> | <i>All Funds</i> |
|                                        | <i>Fund</i>         | <i>Funds</i>      | <i>Fund/s</i>     | <i>2024</i>      | <i>2023</i>      |
|                                        | £                   | £                 | £                 | £                | £                |
| <b>Income and endowments from:</b>     |                     |                   |                   |                  |                  |
| Donations and legacies                 | 43058               | 2000              | 0                 | <b>45058</b>     | 72,034           |
| Charitable activities                  | 29327               | 0                 | 0                 | <b>29327</b>     | 19,459           |
| Other trading activities               | 22722               | 0                 | 0                 | <b>22722</b>     | 25,938           |
| Investments                            | 2098                | 0                 | 420               | <b>2518</b>      | 1,955            |
| Other receipts                         | 1804                | 0                 | 0                 | <b>1804</b>      | 1,011            |
| <b>Total received</b>                  | <b>99010</b>        | <b>2000</b>       | <b>420</b>        | <b>101430</b>    | 120,396          |
| <b>Expenditure on:</b>                 |                     |                   |                   | <b>0</b>         | -                |
| Cost of raising funds                  | 40                  | 0                 | 0                 | <b>40</b>        | 48               |
| Charitable costs                       | 62279               | 0                 | 1612              | <b>63890</b>     | 61,236           |
| Trading costs                          | 23840               | 0                 | 0                 | <b>23840</b>     | 19,881           |
| Other payments                         | 384                 | 0                 | 0                 | <b>384</b>       | 1,340            |
| <b>Total paid</b>                      | <b>86543</b>        | <b>0</b>          | <b>1612</b>       | <b>88154</b>     | 82,505           |
| <i>Reconciliation of funds:</i>        |                     |                   |                   |                  |                  |
| <b>Net income or (net expenditure)</b> | <b>12468</b>        | <b>2000</b>       | <b>-1192</b>      | <b>13276</b>     | 37,891           |
| Deposited in CBF                       |                     |                   |                   |                  |                  |
| <b>Net movement in funds</b>           | <b>12468</b>        | <b>2000</b>       | <b>-1192</b>      | <b>13276</b>     | 37,891           |
| Bank accounts at 1 January             | 83413               | 0                 | 37977             | <b>121391</b>    | 83,500           |
| <b>Bank accounts at 31 December</b>    | <b>95881</b>        | <b>2000</b>       | <b>36786</b>      | <b>134667</b>    | 121,391          |

## Statement of Assets and Liabilities

|                                          | Unrestricted    |                     | Restricted<br>Fund/s | Endowed<br>Fund/s | Total<br>All Funds<br>2024 | Total<br>All Funds<br>2023 |
|------------------------------------------|-----------------|---------------------|----------------------|-------------------|----------------------------|----------------------------|
|                                          | General<br>Fund | Designated<br>Funds |                      |                   |                            |                            |
|                                          | £               | £                   | £                    | £                 | £                          | £                          |
| <b>Assets:</b>                           |                 |                     |                      |                   |                            |                            |
| Bank current account                     | 72,569          |                     |                      |                   | 72,569                     | 58,432                     |
| CBF Deposit Fund                         | 54,550          |                     | 10,928               |                   | 65,477                     | 62,959                     |
| PCC-owned bank balance                   | 127,119         |                     | 10,928               |                   | 138,046                    | 121,391                    |
| Diocesan Assigned Fees received          |                 |                     |                      |                   |                            | -                          |
| <b>Total bank and deposit accounts</b>   | <b>127,119</b>  |                     | <b>10,928</b>        |                   | <b>138,046</b>             | <b>121,391</b>             |
| Apuldram Share                           |                 |                     |                      |                   |                            | 41                         |
| Church Hall Rentals                      |                 |                     |                      |                   |                            | 1,126                      |
| Fundraising                              | 16              |                     |                      |                   | 16                         | 257                        |
| Collection                               | 785             |                     |                      |                   | 785                        | 814                        |
| Coffee                                   | 12              |                     |                      |                   | 12                         |                            |
| Donations                                | 46              |                     |                      |                   | 46                         |                            |
| Gift Aid recoverable                     |                 |                     |                      |                   |                            | 431                        |
| <b>Debtors</b>                           | <b>858</b>      |                     |                      |                   | <b>858</b>                 | <b>2,668</b>               |
| 6000 CBF Investment Fund shares          |                 |                     |                      |                   |                            | -                          |
| <b>Investment assets at market value</b> |                 |                     |                      |                   |                            |                            |
| Church Hall & Fittings                   | 420,000         |                     |                      |                   | 420,000                    | 420,000                    |
| <b>Investment assets at cost</b>         | <b>420,000</b>  |                     |                      |                   | <b>420,000</b>             | <b>420,000</b>             |
| <b>Total assets</b>                      | <b>547,977</b>  |                     | <b>10,928</b>        |                   | <b>558,904</b>             | <b>544,059</b>             |
| <b>Liabilities:</b>                      |                 |                     |                      |                   |                            |                            |
| Grounds Maintenance                      |                 |                     |                      |                   |                            | 520                        |
| Electricity                              | 451             |                     |                      |                   | 451                        | 492                        |
| Organists/Verger Fees                    | 195             |                     |                      |                   | 195                        | -                          |
| Salaries                                 | 752             |                     |                      |                   | 752                        | 774                        |
| Service Items                            |                 |                     |                      |                   |                            | 68                         |
| Hall Rental Deposits                     | 50              |                     |                      |                   | 50                         | 250                        |
| Hall Costs                               | 635             |                     |                      |                   | 635                        | 63                         |
| Charitable Giving                        |                 |                     |                      |                   |                            | 119                        |
| Diocesan Fees                            | 1,467           |                     |                      |                   | 1,467                      | 780                        |
| Messy Church                             | 146             |                     |                      |                   | 146                        | -                          |
| Expenses                                 | 27              |                     |                      |                   | 27                         | 225                        |
| Telephones/Broadband                     |                 |                     |                      |                   |                            | 59                         |
| Church Expenses                          | 87              |                     |                      |                   | 87                         |                            |
| Clergy Expenses                          | 378             |                     |                      |                   | 378                        |                            |
| Fundraising                              | 49              |                     |                      |                   | 49                         |                            |
| <b>Total liabilities</b>                 | <b>4,237</b>    |                     |                      |                   | <b>4,237</b>               | <b>3,351</b>               |

# Notes to the Annual Financial Report

## 3 Analysis of total received

|                                          | Unrestricted    |                     | Restricted<br>Fund/s | Total<br>All Funds<br>2023 | Total<br>All Funds<br>2023 | Notes           |                |
|------------------------------------------|-----------------|---------------------|----------------------|----------------------------|----------------------------|-----------------|----------------|
|                                          | General<br>Fund | Designated<br>Funds |                      |                            |                            |                 |                |
|                                          | £               | £                   | £                    | £                          | £                          |                 |                |
| Planned giving (excl. tax refunds)       | 23,434          |                     |                      | 23,434                     | 24,962                     | (1,529)         | -6.12%         |
| Planned giving (no tax refunds)          | 1,460           |                     |                      | 1,460                      | 1,473                      | (13)            | -0.85%         |
| Loose Cash Collections                   | 8,781           |                     |                      | 8,781                      | 5,761                      | 3,020           | 52.42%         |
| Other donations                          | 1,000           | 2,000               |                      | 3,000                      | 2,745                      | 255             | 9.30%          |
| Gift Aid recovered                       | 7,405           |                     |                      | 7,405                      | 9,017                      | (1,612)         | -17.88%        |
| Legacies                                 | 652             |                     |                      | 652                        | 27,470                     | (26,818)        | -97.63%        |
| Messy Church / Youth Group               | 327             |                     |                      | 327                        | 606                        | (279)           | -46.03%        |
| <b>Donations and legacies</b>            | <b>43,058</b>   | <b>2,000</b>        | <b>0</b>             | <b>45,058</b>              | <b>72,034</b>              | <b>(26,975)</b> | <b>-37.45%</b> |
| Fees for weddings & funerals             | 8,884           |                     |                      | 8,884                      | 5,806                      | 3,078           | 53.01%         |
| Verger/Flowers/Organists                 | 880             |                     |                      | 880                        | 455                        | 425             | 93.41%         |
| Miscellaneous Fund Raising               | 2,574           |                     |                      | 2,574                      | 464                        | 2,110           | 454.74%        |
| Fishbourne Fete                          | 3,100           |                     |                      | 3,100                      | 2,600                      | 500             | 19.23%         |
| Cream Teas                               |                 |                     |                      | 0                          | 613                        | (613)           | -100.00%       |
| Craft Fayre                              | 1,879           |                     |                      | 1,879                      | 412                        | 1,467           | 356.41%        |
| Literary Festival                        | 9,936           |                     |                      | 9,936                      | 6,771                      | 3,165           | 46.75%         |
| Quiz Nights                              | 1,075           |                     |                      | 1,075                      | 2,338                      | (1,263)         | -54.03%        |
| Jumble Sale                              | 999             |                     |                      | 999                        |                            | 999             |                |
| <b>Charitable activities</b>             | <b>29,327</b>   | <b>0</b>            | <b>0</b>             | <b>29,327</b>              | <b>19,459</b>              | <b>9,869</b>    | <b>50.72%</b>  |
| Small items sales (coffee/candles/Bible) | 530             |                     |                      | 530                        | 1,376                      | (845)           | -61.46%        |
| Room/hall hiring fees                    | 21,375          |                     |                      | 21,375                     | 23,029                     | (1,653)         | -7.18%         |
| Church Hire                              | 817             |                     |                      | 817                        | 1,534                      | (717)           | -46.75%        |
| <b>Other trading activities</b>          | <b>22,722</b>   | <b>0</b>            | <b>0</b>             | <b>22,722</b>              | <b>25,938</b>              | <b>(3,215)</b>  | <b>-12.40%</b> |
| Bank & CBF deposit interest              | 2,098           |                     | 420                  | 2,518                      | 1,955                      | 563             | 28.79%         |
| CBF investment fund dividend             |                 |                     |                      | 0                          | -                          | -               |                |
| Letting of investment property           |                 |                     |                      | 0                          | -                          | -               |                |
| <b>Investments</b>                       | <b>2,098</b>    | <b>0</b>            | <b>420</b>           | <b>2,518</b>               | <b>1,955</b>               | <b>563</b>      | <b>28.79%</b>  |
| Apuldrum Contribution                    | -41             |                     |                      | -41                        | 754                        | (795)           | -105.37%       |
| Ride & Stride                            | 1,845           |                     |                      | 1,845                      | 257                        | 1,588           | 617.90%        |
|                                          |                 |                     |                      | 0                          | -                          | -               | #DIV/0!        |
| <b>Other receipts</b>                    | <b>1,804</b>    | <b>0</b>            | <b>0</b>             | <b>1,804</b>               | <b>1,011</b>               |                 |                |
| <b>Total received on all funds</b>       | <b>99,010</b>   | <b>2,000</b>        | <b>420</b>           | <b>101,430</b>             | <b>120,396</b>             |                 |                |

## Notes to the Annual Financial Report

### Analysis of total paid:

|                                       | Unrestricted |            | Restricted  | Endowed  | Total         | Total         |         |          | Notes |
|---------------------------------------|--------------|------------|-------------|----------|---------------|---------------|---------|----------|-------|
|                                       | General      | Designated |             |          | All Funds     | All Funds     |         |          |       |
|                                       | Fund         | Funds      | Fund/s      | Fund/s   | 2024          | 2023          |         |          |       |
|                                       | £            | £          | £           | £        | £             | £             |         |          |       |
| Card Machine Fees                     | 40           | 0          | 0           | 0        | 40            | 48            | (8)     | -16.21%  |       |
| Other appeals expenses                | 0            | 0          | 0           | 0        | -             | -             |         |          |       |
| <b>Cost of raising funds</b>          | <b>40</b>    | <b>0</b>   | <b>0</b>    | <b>0</b> | <b>40</b>     | <b>48</b>     |         |          |       |
| Charitable grants and donations       | 2667         |            |             |          | 2,667         | 2,550         | 117     | 4.58%    |       |
| Parish share to Chichester Diocese    | 46749        |            |             |          | 46,749        | 39,413        | 7,336   | 18.61%   |       |
| Clergy and other people's expenses    | 1557         |            |             |          | 1,557         | 1,758         | (201)   | -11.43%  |       |
| Verger / Organist                     | 2170         |            |             |          | 2,170         | 1,720         | 450     | 26.16%   |       |
| Costs of church services              | 753          |            |             |          | 753           | 956           | (203)   | -21.24%  |       |
| Church Insurance                      | 1068         |            |             |          | 1,068         | 1,099         | (31)    | -2.78%   |       |
| Church utilities bills                | 2706         |            |             |          | 2,706         | 3,906         | (1,201) | -30.73%  |       |
| Other regular church running costs    | 1386         |            |             |          | 1,386         | 1,132         | 254     | 22.46%   |       |
| Church maintenance & redecoration     | 188          |            |             |          | 188           | 2,438         | (2,251) | -92.30%  |       |
| Churchyard upkeep                     | 1000         |            | 1612        |          | 2,612         | 3,175         | (563)   | -17.74%  |       |
| Messy Church/Youth Group              | 428          |            |             |          | 428           | 579           | (151)   | -26.06%  |       |
| Rectory Expenses                      | 1607         |            |             |          | 1,607         | 2,510         | (903)   | -35.98%  |       |
| <b>Charitable costs</b>               | <b>62279</b> | <b>0</b>   | <b>1612</b> | <b>0</b> | <b>63,890</b> | <b>61,236</b> |         |          |       |
| Event Costs                           | 2811         |            |             |          | 2,811         | 2,875         |         |          |       |
| Church Hall Admin & Cleaning Salaries | 5697         |            |             |          | 5,697         | 4,256         | 1,441   | 33.86%   |       |
| Hall maintenance & redecoration       | 270          |            |             |          | 270           | 1,385         | (1,115) | -80.50%  |       |
| Hall Insurance                        | 1603         |            |             |          | 1,603         | 1,622         | (19)    | -1.16%   |       |
| Hall Grounds                          |              |            |             |          | -             | 1,440         | (1,440) | -100.00% |       |
| Church Hall utilities                 | 3654         |            |             |          | 3,654         | 3,066         | 588     | 19.17%   |       |
| Diocesan Fees                         | 2807         |            |             |          | 2,807         | 2,051         | 756     | 36.86%   |       |
| Other Hall Expenses                   | 5558         |            |             |          | 5,558         | 2,047         | 3,511   | 171.48%  |       |
| Hall Hire Deposits repaid             | 1441         |            |             |          | 1,441         | 1,140         | 302     | 26.46%   |       |
| <b>Trading costs</b>                  | <b>23840</b> | <b>0</b>   | <b>0</b>    | <b>0</b> | <b>23840</b>  | <b>19,881</b> |         |          |       |
| Transferred to Deposit                |              |            |             |          |               |               |         | #DIV/0!  |       |
| Other payments                        | 384          |            |             |          | 384           | 1,340         | (956)   | -71.34%  |       |
| <b>Total paid on all funds</b>        | <b>86543</b> | <b>0</b>   | <b>1612</b> | <b>0</b> | <b>88154</b>  | <b>82505</b>  |         |          |       |

# Notes to the Annual Financial Report

## Staff costs

|                                | <u>2024</u>  | <u>2023</u>  |
|--------------------------------|--------------|--------------|
|                                | £            | £            |
| Wages, salaries and honoraria  | 7,247        | 5,666        |
| Employer National Insurance    |              |              |
| Employer pension contributions |              |              |
|                                | <b>7,247</b> | <b>5,666</b> |

# Notes to the Annual Financial Report

## Statement of funds

|                                        | Balances<br>c/fwd<br>01-Jan-24 | Income          | Expenditure      | Transfers,<br>other gains<br>and losses | Balances<br>c/fwd<br>31 Dec 2024 |
|----------------------------------------|--------------------------------|-----------------|------------------|-----------------------------------------|----------------------------------|
|                                        | £                              | £               | £                | £                                       | £                                |
|                                        | -                              |                 | -                | -                                       | -                                |
|                                        | -                              |                 | -                | -                                       | -                                |
| <b>Total of all endowed funds</b>      | -                              | -               | -                | -                                       | -                                |
| Fabric fund                            | 10,507                         | 420             | -                | -                                       | <b>10,928</b>                    |
|                                        | -                              |                 | -                | -                                       | -                                |
| <b>Total of all restricted funds</b>   | <b>10,507</b>                  | <b>420</b>      | -                | -                                       | <b>10,928</b>                    |
| General fund                           | 52,452                         | 2,098           |                  |                                         | <b>54,550</b>                    |
| Santander                              | 58,432                         | 98,912          | (88,154)         |                                         | <b>72,569</b>                    |
| <b>Total of all unrestricted funds</b> | <b>110,884</b>                 | <b>101,010</b>  | <b>(88,154)</b>  | -                                       | <b>127,119</b>                   |
|                                        |                                |                 |                  |                                         |                                  |
| <b>Total funds</b>                     | <b>£121,391</b>                | <b>£101,430</b> | <b>£(88,154)</b> | -                                       | <b>£138,046</b>                  |



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name

The Parochial Church Council of the Ecclesiastical Parish of St Peter and St Mary Church Fishbourne ("PCC")

**On accounts for the year  
ended**

31 December 2024

**Charity no  
(if any)**

1131277

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2024.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

30 April 2025

**Name:**

Thomas Edward Roy Earl

**Relevant professional  
qualification(s) or body  
(if any):**

Fellow of the Association of Chartered Certified Accountants under  
Registration Number 1118450

**Address:**

107 Salthill Road, Fishbourne, Chichester, West Sussex, PO19 3PZ

## Summary of Financial Receipts and Payments

|                                        | <i>Unrestricted</i>     |                             | <i>Restricted</i> | <i>Total</i>              | <i>Total</i>              |
|----------------------------------------|-------------------------|-----------------------------|-------------------|---------------------------|---------------------------|
|                                        | <b>General<br/>Fund</b> | <b>Designated<br/>Funds</b> |                   | <b>All Funds<br/>2024</b> | <i>All Funds<br/>2023</i> |
|                                        | £                       | £                           | £                 | £                         | £                         |
| <b>Income and endowments from:</b>     |                         |                             |                   |                           |                           |
| Donations and legacies                 | 43058                   | 2000                        | 0                 | <b>45058</b>              | 72,034                    |
| Charitable activities                  | 29327                   | 0                           | 0                 | <b>29327</b>              | 19,459                    |
| Other trading activities               | 22722                   | 0                           | 0                 | <b>22722</b>              | 25,938                    |
| Investments                            | 2098                    | 0                           | 420               | <b>2518</b>               | 1,955                     |
| Other receipts                         | 1804                    | 0                           | 0                 | <b>1804</b>               | 1,011                     |
| <b>Total received</b>                  | <b>99010</b>            | <b>2000</b>                 | <b>420</b>        | <b>101430</b>             | 120,396                   |
| <b>Expenditure on:</b>                 |                         |                             |                   | <b>0</b>                  | -                         |
| Cost of raising funds                  | 40                      | 0                           | 0                 | <b>40</b>                 | 48                        |
| Charitable costs                       | 62279                   | 0                           | 1612              | <b>63890</b>              | 61,236                    |
| Trading costs                          | 23840                   | 0                           | 0                 | <b>23840</b>              | 19,881                    |
| Other payments                         | 384                     | 0                           | 0                 | <b>384</b>                | 1,340                     |
| <b>Total paid</b>                      | <b>86543</b>            | <b>0</b>                    | <b>1612</b>       | <b>88154</b>              | 82,505                    |
| <i>Reconciliation of funds:</i>        |                         |                             |                   |                           |                           |
| <b>Net income or (net expenditure)</b> | <b>12468</b>            | <b>2000</b>                 | <b>-1192</b>      | <b>13276</b>              | 37,891                    |
| Deposited in CBF                       |                         |                             |                   |                           |                           |
| <b>Net movement in funds</b>           | <b>12468</b>            | <b>2000</b>                 | <b>-1192</b>      | <b>13276</b>              | 37,891                    |
| Bank accounts at 1 January             | 83413                   | 0                           | 37977             | <b>121391</b>             | 83,500                    |
| <b>Bank accounts at 31 December</b>    | <b>95881</b>            | <b>2000</b>                 | <b>36786</b>      | <b>134667</b>             | 121,391                   |

## Statement of Assets and Liabilities

|                                          | Unrestricted    |                     | Restricted<br>Fund/s | Endowed<br>Fund/s | Total<br>All Funds<br>2024 | Total<br>All Funds<br>2023 |
|------------------------------------------|-----------------|---------------------|----------------------|-------------------|----------------------------|----------------------------|
|                                          | General<br>Fund | Designated<br>Funds |                      |                   |                            |                            |
|                                          | £               | £                   | £                    | £                 | £                          | £                          |
| <b>Assets:</b>                           |                 |                     |                      |                   |                            |                            |
| Bank current account                     | 72,569          |                     |                      |                   | 72,569                     | 58,432                     |
| CBF Deposit Fund                         | 54,550          |                     | 10,928               |                   | 65,477                     | 62,959                     |
| PCC-owned bank balance                   | 127,119         |                     | 10,928               |                   | 138,046                    | 121,391                    |
| Diocesan Assigned Fees received          |                 |                     |                      |                   |                            | -                          |
| <b>Total bank and deposit accounts</b>   | <b>127,119</b>  |                     | <b>10,928</b>        |                   | <b>138,046</b>             | <b>121,391</b>             |
| Apuldram Share                           |                 |                     |                      |                   |                            | 41                         |
| Church Hall Rentals                      |                 |                     |                      |                   |                            | 1,126                      |
| Fundraising                              | 16              |                     |                      |                   | 16                         | 257                        |
| Collection                               | 785             |                     |                      |                   | 785                        | 814                        |
| Coffee                                   | 12              |                     |                      |                   | 12                         |                            |
| Donations                                | 46              |                     |                      |                   | 46                         |                            |
| Gift Aid recoverable                     |                 |                     |                      |                   |                            | 431                        |
| <b>Debtors</b>                           | <b>858</b>      |                     |                      |                   | <b>858</b>                 | <b>2,668</b>               |
| 6000 CBF Investment Fund shares          |                 |                     |                      |                   |                            | -                          |
| <b>Investment assets at market value</b> |                 |                     |                      |                   |                            |                            |
| Church Hall & Fittings                   | 420,000         |                     |                      |                   | 420,000                    | 420,000                    |
| <b>Investment assets at cost</b>         | <b>420,000</b>  |                     |                      |                   | <b>420,000</b>             | <b>420,000</b>             |
|                                          |                 |                     |                      |                   |                            |                            |
| <b>Total assets</b>                      | <b>547,977</b>  |                     | <b>10,928</b>        |                   | <b>558,904</b>             | <b>544,059</b>             |
| <b>Liabilities:</b>                      |                 |                     |                      |                   |                            |                            |
| Grounds Maintenance                      |                 |                     |                      |                   |                            | 520                        |
| Electricity                              | 451             |                     |                      |                   | 451                        | 492                        |
| Organists/Verger Fees                    | 195             |                     |                      |                   | 195                        | -                          |
| Salaries                                 | 752             |                     |                      |                   | 752                        | 774                        |
| Service Items                            |                 |                     |                      |                   |                            | 68                         |
| Hall Rental Deposits                     | 50              |                     |                      |                   | 50                         | 250                        |
| Hall Costs                               | 635             |                     |                      |                   | 635                        | 63                         |
| Charitable Giving                        |                 |                     |                      |                   |                            | 119                        |
| Diocesan Fees                            | 1,467           |                     |                      |                   | 1,467                      | 780                        |
| Messy Church                             | 146             |                     |                      |                   | 146                        | -                          |
| Expenses                                 | 27              |                     |                      |                   | 27                         | 225                        |
| Telephones/Broadband                     |                 |                     |                      |                   |                            | 59                         |
| Church Expenses                          | 87              |                     |                      |                   | 87                         |                            |
| Clergy Expenses                          | 378             |                     |                      |                   | 378                        |                            |
| Fundraising                              | 49              |                     |                      |                   | 49                         |                            |
| <b>Total liabilities</b>                 | <b>4,237</b>    |                     |                      |                   | <b>4,237</b>               | <b>3,351</b>               |

# Notes to the Annual Financial Report

## 3 Analysis of total received

|                                          | Unrestricted    |                     | Restricted<br>Fund/s | Total<br>All Funds<br>2023 | Total<br>All Funds<br>2023 | Notes    |          |
|------------------------------------------|-----------------|---------------------|----------------------|----------------------------|----------------------------|----------|----------|
|                                          | General<br>Fund | Designated<br>Funds |                      |                            |                            |          |          |
|                                          | £               | £                   | £                    | £                          | £                          |          |          |
| Planned giving (excl. tax refunds)       | 23,434          |                     |                      | 23,434                     | 24,962                     | (1,529)  | -6.12%   |
| Planned giving (no tax refunds)          | 1,460           |                     |                      | 1,460                      | 1,473                      | (13)     | -0.85%   |
| Loose Cash Collections                   | 8,781           |                     |                      | 8,781                      | 5,761                      | 3,020    | 52.42%   |
| Other donations                          | 1,000           | 2,000               |                      | 3,000                      | 2,745                      | 255      | 9.30%    |
| Gift Aid recovered                       | 7,405           |                     |                      | 7,405                      | 9,017                      | (1,612)  | -17.88%  |
| Legacies                                 | 652             |                     |                      | 652                        | 27,470                     | (26,818) | -97.63%  |
| Messy Church / Youth Group               | 327             |                     |                      | 327                        | 606                        | (279)    | -46.03%  |
| Donations and legacies                   | 43,058          | 2,000               | 0                    | 45,058                     | 72,034                     | (26,975) | -37.45%  |
| Fees for weddings & funerals             | 8,884           |                     |                      | 8,884                      | 5,806                      | 3,078    | 53.01%   |
| Verger/Flowers/Organists                 | 880             |                     |                      | 880                        | 455                        | 425      | 93.41%   |
| Miscellaneous Fund Raising               | 2,574           |                     |                      | 2,574                      | 464                        | 2,110    | 454.74%  |
| Fishbourne Fete                          | 3,100           |                     |                      | 3,100                      | 2,600                      | 500      | 19.23%   |
| Cream Teas                               |                 |                     |                      | 0                          | 613                        | (613)    | -100.00% |
| Craft Fayre                              | 1,879           |                     |                      | 1,879                      | 412                        | 1,467    | 356.41%  |
| Literary Festival                        | 9,936           |                     |                      | 9,936                      | 6,771                      | 3,165    | 46.75%   |
| Quiz Nights                              | 1,075           |                     |                      | 1,075                      | 2,338                      | (1,263)  | -54.03%  |
| Jumble Sale                              | 999             |                     |                      | 999                        |                            | 999      |          |
| Charitable activities                    | 29,327          | 0                   | 0                    | 29,327                     | 19,459                     | 9,869    | 50.72%   |
| Small items sales (coffee/candles/Bible) | 530             |                     |                      | 530                        | 1,376                      | (845)    | -61.46%  |
| Room/hall hiring fees                    | 21,375          |                     |                      | 21,375                     | 23,029                     | (1,653)  | -7.18%   |
| Church Hire                              | 817             |                     |                      | 817                        | 1,534                      | (717)    | -46.75%  |
| Other trading activities                 | 22,722          | 0                   | 0                    | 22,722                     | 25,938                     | (3,215)  | -12.40%  |
| Bank & CBF deposit interest              | 2,098           |                     | 420                  | 2,518                      | 1,955                      | 563      | 28.79%   |
| CBF investment fund dividend             |                 |                     |                      | 0                          | -                          | -        |          |
| Letting of investment property           |                 |                     |                      | 0                          | -                          | -        |          |
| Investments                              | 2,098           | 0                   | 420                  | 2,518                      | 1,955                      | 563      | 28.79%   |
| Apuldram Contribution                    | -41             |                     |                      | -41                        | 754                        | (795)    | -105.37% |
| Ride & Stride                            | 1,845           |                     |                      | 1,845                      | 257                        | 1,588    | 617.90%  |
|                                          |                 |                     |                      | 0                          | -                          | -        | #DIV/0!  |
| Other receipts                           | 1,804           | 0                   | 0                    | 1,804                      | 1,011                      |          |          |
| Total received on all funds              | 99,010          | 2,000               | 420                  | 101,430                    | 120,396                    |          |          |

## Notes to the Annual Financial Report

### Analysis of total paid:

|                                       | Unrestricted |            | Restricted  | Endowed  | Total         | Total         |         |          | Notes |
|---------------------------------------|--------------|------------|-------------|----------|---------------|---------------|---------|----------|-------|
|                                       | General      | Designated |             |          | All Funds     | All Funds     |         |          |       |
|                                       | Fund         | Funds      | Fund/s      | Fund/s   | 2024          | 2023          |         |          |       |
|                                       | £            | £          | £           | £        | £             | £             |         |          |       |
| Card Machine Fees                     | 40           | 0          | 0           | 0        | 40            | 48            | (8)     | -16.21%  |       |
| Other appeals expenses                | 0            | 0          | 0           | 0        | -             | -             |         |          |       |
| <b>Cost of raising funds</b>          | <b>40</b>    | <b>0</b>   | <b>0</b>    | <b>0</b> | <b>40</b>     | <b>48</b>     |         |          |       |
| Charitable grants and donations       | 2667         |            |             |          | 2,667         | 2,550         | 117     | 4.58%    |       |
| Parish share to Chichester Diocese    | 46749        |            |             |          | 46,749        | 39,413        | 7,336   | 18.61%   |       |
| Clergy and other people's expenses    | 1557         |            |             |          | 1,557         | 1,758         | (201)   | -11.43%  |       |
| Verger / Organist                     | 2170         |            |             |          | 2,170         | 1,720         | 450     | 26.16%   |       |
| Costs of church services              | 753          |            |             |          | 753           | 956           | (203)   | -21.24%  |       |
| Church Insurance                      | 1068         |            |             |          | 1,068         | 1,099         | (31)    | -2.78%   |       |
| Church utilities bills                | 2706         |            |             |          | 2,706         | 3,906         | (1,201) | -30.73%  |       |
| Other regular church running costs    | 1386         |            |             |          | 1,386         | 1,132         | 254     | 22.46%   |       |
| Church maintenance & redecoration     | 188          |            |             |          | 188           | 2,438         | (2,251) | -92.30%  |       |
| Churchyard upkeep                     | 1000         |            | 1612        |          | 2,612         | 3,175         | (563)   | -17.74%  |       |
| Messy Church/Youth Group              | 428          |            |             |          | 428           | 579           | (151)   | -26.06%  |       |
| Rectory Expenses                      | 1607         |            |             |          | 1,607         | 2,510         | (903)   | -35.98%  |       |
| <b>Charitable costs</b>               | <b>62279</b> | <b>0</b>   | <b>1612</b> | <b>0</b> | <b>63,890</b> | <b>61,236</b> |         |          |       |
| Event Costs                           | 2811         |            |             |          | 2,811         | 2,875         |         |          |       |
| Church Hall Admin & Cleaning Salaries | 5697         |            |             |          | 5,697         | 4,256         | 1,441   | 33.86%   |       |
| Hall maintenance & redecoration       | 270          |            |             |          | 270           | 1,385         | (1,115) | -80.50%  |       |
| Hall Insurance                        | 1603         |            |             |          | 1,603         | 1,622         | (19)    | -1.16%   |       |
| Hall Grounds                          |              |            |             |          | -             | 1,440         | (1,440) | -100.00% |       |
| Church Hall utilities                 | 3654         |            |             |          | 3,654         | 3,066         | 588     | 19.17%   |       |
| Diocesan Fees                         | 2807         |            |             |          | 2,807         | 2,051         | 756     | 36.86%   |       |
| Other Hall Expenses                   | 5558         |            |             |          | 5,558         | 2,047         | 3,511   | 171.48%  |       |
| Hall Hire Deposits repaid             | 1441         |            |             |          | 1,441         | 1,140         | 302     | 26.46%   |       |
| <b>Trading costs</b>                  | <b>23840</b> | <b>0</b>   | <b>0</b>    | <b>0</b> | <b>23840</b>  | <b>19,881</b> |         |          |       |
| Transferred to Deposit                |              |            |             |          |               |               |         | #DIV/0!  |       |
| Other payments                        | 384          |            |             |          | 384           | 1,340         | (956)   | -71.34%  |       |
| <b>Total paid on all funds</b>        | <b>86543</b> | <b>0</b>   | <b>1612</b> | <b>0</b> | <b>88154</b>  | <b>82505</b>  |         |          |       |

# Notes to the Annual Financial Report

## Staff costs

|                                | <u>2024</u>  | <u>2023</u>  |
|--------------------------------|--------------|--------------|
|                                | £            | £            |
| Wages, salaries and honoraria  | 7,247        | 5,666        |
| Employer National Insurance    |              |              |
| Employer pension contributions |              |              |
|                                | <b>7,247</b> | <b>5,666</b> |

# Notes to the Annual Financial Report

## Statement of funds

|                                        | Balances<br>c/fwd<br>01-Jan-24 | Income          | Expenditure      | Transfers,<br>other gains<br>and losses | Balances<br>c/fwd<br>31 Dec 2024 |
|----------------------------------------|--------------------------------|-----------------|------------------|-----------------------------------------|----------------------------------|
|                                        | £                              | £               | £                | £                                       | £                                |
|                                        | -                              |                 | -                | -                                       | -                                |
|                                        | -                              |                 | -                | -                                       | -                                |
| <b>Total of all endowed funds</b>      | -                              | -               | -                | -                                       | -                                |
| Fabric fund                            | 10,507                         | 420             | -                | -                                       | <b>10,928</b>                    |
|                                        | -                              |                 | -                | -                                       | -                                |
| <b>Total of all restricted funds</b>   | <b>10,507</b>                  | <b>420</b>      | -                | -                                       | <b>10,928</b>                    |
| General fund                           | 52,452                         | 2,098           |                  |                                         | <b>54,550</b>                    |
| Santander                              | 58,432                         | 98,912          | (88,154)         |                                         | <b>72,569</b>                    |
| <b>Total of all unrestricted funds</b> | <b>110,884</b>                 | <b>101,010</b>  | <b>(88,154)</b>  | -                                       | <b>127,119</b>                   |
|                                        |                                |                 |                  |                                         |                                  |
| <b>Total funds</b>                     | <b>£121,391</b>                | <b>£101,430</b> | <b>£(88,154)</b> | -                                       | <b>£138,046</b>                  |

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# Accounts

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**Parochial Church Council of St Peter and St Mary Fishbourne**  
**Trustees Annual Report and Financial Statements for the Year Ended 31 December 2023**

**Administrative information**

Church of St Peter and St Mary Fishbourne, Fishbourne, West Sussex, PO19 3XT

Priest In Charge: Revd Jessica Reid  
The Rectory, Whyke Road, Chichester, West Sussex, PO19 7AQ

Readers: Mr John Sheppard  
Mrs Jenny Blamire

Independent Examiner: Tom Earl FCCA  
107 Salthill Road, Fishbourne, West Sussex, PO19 3PZ

Bankers: Santander Business Banking, Bridle Road, Bootle, L30 4GB

Parish Office: Alison Stirling, St Peter and St Mary Church.  
Tel: 01243 784283  
Email: [hall@fishbournechurch.uk](mailto:hall@fishbournechurch.uk)  
Website: [www.fishbournechurch.uk](http://www.fishbournechurch.uk)

**Structure, Governance and Management**

The Parochial Church Council (PCC) is a charity and is registered with the Charity Commission Number 1131277

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

Ex officio members

Priest In Charge: The Revd Jessica Reid

|                |                       |                   |
|----------------|-----------------------|-------------------|
| Churchwardens: | Mrs Marie Mayor       | resigned May 2023 |
|                | Mrs Jennifer Christie | resigned May 2023 |
|                | Mr Tim Gleeson        | elected May 2023  |
|                | Mr Simon Cox          | elected May 2023  |

|                                      |                   |
|--------------------------------------|-------------------|
| Representatives on the Deanery Synod | Mrs Pauline Young |
|                                      | Mrs Tessa Cox     |

## Elected Members

*Numbers indicate years to serve in the current term*

|                       |           |                       |
|-----------------------|-----------|-----------------------|
| Mrs Sarah Gleeson     | Treasurer | (1)                   |
| Mrs Jennifer Blamire  |           | Resigned May 2023     |
| Mr Simon Juggins      |           | Resigned May 2023     |
| Mr Kenneth Strudwick  |           | Resigned May 2023     |
| Mr Richard Bates      |           | (2)                   |
| Mr Gordon Ellis       |           | (3)                   |
| Mrs Caroline Sheppard |           | (2)                   |
| Mrs Amanda Stapleton  |           | (2)                   |
| Mrs Louisa Stodd      |           | Elected May 2023 (3)  |
| Mrs Eve Earle         |           | Co-opted May 2023 (1) |
| Mrs Angela Ruscoe     |           | Co-opted May 2023 (1) |

Secretary      Mrs Pauline Young

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the Priest-In-Charge, the Churchwardens, members of the Deanery Synod) and up to 12 members of the church who are elected at the Annual Parochial Church Meeting.

For a number of years, the practice of the PCC was that all members of the PCC should be elected annually. At the Annual Meeting in May 2023 the PCC resolved that instead, newly elected members would serve for 3 years and would retire at the end of their 3 years' service. As a transitional measure, members who had previously been elected agreed which of them should serve for either one or two years to help the move to the new arrangements. Members of the congregation are warmly encouraged to stand for election to the PCC and we try and ensure a balance of skills and experience where possible.

The PCC met in January, March, May, July, September and November with an average of 84.61% of PCC members attending. The PCC has established a Standing Committee which comprises the Priest-In-Charge, two churchwardens, the Treasurer and Secretary. The Standing Committee normally meets when required between the regular PCC meetings. The PCC is supported during the year by a Church Hall Committee which looks after the church Hall, St Peter's Place.

## Objectives and Activities

The Parish Church of St. Peter & St. Mary exists to extend the mission of Christ's Church within its parish by:

**Reflecting the Diversity of Fishbourne in our Worshipping Community.**

**Growing in holiness through prayer and discipleship.**

**Sharing in God's radical generosity to support the mission of the diocese and wider Church.**

**Bringing God's blessing to our wider Community.**

### (PCC Mission Action Plan)

Our Mission Statement is "To be a vibrant community Church with a welcoming heart, sharing Christ's love by serving the Parish of Fishbourne and beyond". The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England

The PCC has the responsibility of co-operating fully with the Priest in Charge, the Revd Jessica Reid in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical more effectively, and co-operating with our neighbouring parish of Apuldram, with which we share our vicar; and that in doing so it provides a benefit to the public by:

- Opening our church building for public worship and private devotion.
- Offering spiritual care and pastoral support for all such residents of the parish as seek it.
- Promoting Christian faith and offering teaching on Christian ethics and the Christian life to all members of the public who wish to receive them.
- Providing facilities for small businesses, and our own projects to support mental and physical health through St Peter's Place.
- Encouraging members of the church in Christian service in their local and wider communities, to the benefit of their neighbours near and far.

When planning our activities for the year, the incumbent and PCC has considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship, prayer, learning about the Gospel, and developing their knowledge and trust in Jesus Christ.
- Provision of pastoral care for people living in the parish.
- Mission and outreach to the wider community.

### **Achievements and Performance during 2023**

#### **Mission Partnership with Apuldram Church**

Since the early 2000s, Apuldram and Fishbourne have been held in plurality by the Rector of Fishbourne. In 2021, on Revd Canon Moira Wickens' retirement, the right of presentation was suspended at Fishbourne. Throughout 2022, informal conversations were held with the Archdeacon of Chichester about the creation of a United Benefice. In early November 2023, the Archdeacon of Chichester was invited to an extraordinary joint meeting of the two PCCs, where he discussed the possibility of Fishbourne and Apuldram becoming a United Benefice of two parishes. At the regular November 2023 PCC meeting, the PCC of Fishbourne passed a resolution to support the proposal to become a United Benefice of two parishes.

## Worship and Common Life

There were 167 parishioners on the church electoral roll as at 31 December 2023, 42 of whom were not resident within the parish.

At the beginning of the year Services continued with two held each Sunday at Fishbourne:

8.00am BCP Holy Communion on 1<sup>st</sup> and 3<sup>rd</sup> (2<sup>nd</sup> and 4<sup>th</sup> at Apuldrum) Sundays.

In July, the PCC reflected on our joint service pattern with Apuldrum Church and agreed to change the 8am BCP Holy Communion Service, on the 3<sup>rd</sup> Sunday, to Apuldrum

9.30am Parish Eucharist every Sunday, with Junior Church on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays. On the fifth Sunday the 9.30 Communion Service is held jointly with the neighbouring parish of Apuldrum at Apuldrum Church.

4:30pm Messy Church on the 2<sup>nd</sup> Sunday of the month.

4:30pm Family Service on the 4<sup>th</sup> Sunday of the month.

In July it was agreed that the fifth Sunday 9.30am Communion Service would always be held at Apuldrum, and that a seasonally appropriate service would be held at Fishbourne, with a timing that was sympathetic to the liturgical theme.

Messy Church continues its popularity with attendances averaging 26 Adults, 38 children and 10 Helpers. Highest attendance was in March with 34 Adults, 51 children and 10 helpers. It is led by Caroline Sheppard and supported by a team of core volunteers from the 8.00 and 9.30 congregations.

Every year the Church of England asks for average numbers of attendees for the month of October. This year a 'usual' Sunday sees 75 adults and 25 children attend Fishbourne Church, though our average attendance is 74 adults and 33 children. The church also holds a weekly communion service on Wednesdays at 10.30 and the average attendance at this service was 14.

During the year there have been 4 weddings, and 18 baptisms (6 under 1, 4 aged 1-4, 7 aged 5-10, 1 adult) in the church. There were 6 funeral services held in the Church, 1 conducted at a cemetery chapel, and two burials of ashes. 8 adults attended confirmation classes and were confirmed in January and June. 8 children were admitted to Holy Communion.

In 2023 Ash Wednesday and Maundy Thursday Services were held at 6.00pm to see if this was a better time for the congregation to attend. On Good Friday a children's pilgrimage saw the children build their own Easter gardens, followed by a walk on the footpath to Apuldrum Church with Mother Jessica telling the Easter story at various places on the way. The children were greeted with hot cross buns at Apuldrum. The Good Friday service was held at 12pm, and the Easter Sunday Service was held at 9.30am with an Easter Egg Hunt afterwards. There were 102 worshippers on Easter day, of whom 70 were communicants.

In Advent, there was a good variety of Christmas Services with 113 attending the carol service in church and 124 attending "Beer and Carols" at the Woolpack Pub in Fishbourne. Both nursing homes, Cornelius House and Manor Barn were visited by the Carol Singers. 107 people attended the Crib Service on Christmas Eve, and

80 people attended the 8pm Eucharist service on Christmas Eve; 48 attended on Christmas Day.

#### *Holy Communion for children of primary school age*

Historically Fishbourne Church has confirmed children of primary school age but in 2022 the PCC agreed to adopt a policy to admit children to Holy Communion before confirmation. It is important that families/children are offered a chance to learn about the Christian Faith and to feel involved in the church community. 12 young children were prepared and admitted to take Holy Communion in 2022 and a further 8 in 2023.

#### *Service Booklet and Pew sheet*

The service booklet used does not consist of all the words of the Eucharist thus allowing for seasonal flexibility and a different liturgy depending on the season or festival.

The Pew sheet is only one A5 page with useful information required for the service; list of Readings, hymns, names of those to pray for and services for the following week. News and events are on the reverse. It also has the contact details of the vicar, lay readers and Safeguarding Officer. The Pew sheet is managed by Greg Birkinshaw and has his details also.

Members of the congregation generally meet in the church hall after the 9.30 services for coffee and refreshments and the opportunity to meet and socialise.

#### *Deanery Synod*

Membership of the Synod provides the PCC with an important link between the parish, other churches and the wider life of the diocese. There are 2 members of the PCC and Mother Jessica who sit on the Deanery Synod.

In September 2022 discussion and agreement took place regarding the transfer to the deanery of Westbourne. In November correspondence was received from Michael Squire, DMPC Assistant Secretary & Pastoral Reorganisation, of a copy of a draft Bishop's Pastoral Order providing for the transfer of the benefice of New Fishbourne and the benefice of Apuldrum and their constituent parishes from the deanery of Chichester to the deanery of Westbourne. Mother Jessica responded in agreement to the transfer which took place in February 2023.

In September 2023 Mother Jessica was appointed as Rural Dean of Westbourne for a period of 5 years.

#### *The Church, churchyard, and St Peter's Place*

The churchyard and the gardens at St Peter's Place are a place of beauty and calm. The PCC however recognise the rural nature of the churchyard and are evolving plans to allow for an element of rewilding as part of their stewardship of the natural world. As a first step, and to husband resources, the PCC concluded at the end of the year to terminate the arrangements with the grass cutting contractors and to take this activity in house for 2024 and beyond.

Throughout 2023, ongoing maintenance work was carried out to ensure the good condition of our building and its surroundings. Volunteers have continued to undertake such tasks cleaning the gutters and other routine maintenance. Annual checks of the PAT testing of electrical items, the lightening conductor, and servicing of the fire extinguishers have all been made.

### *Quinquennial Report*

As identified previously the greatest concern identified in the 2022 Quinquennial report to the PCC was the condition of the external wall in the northeastern area of the church. The state of the wall has been monitored through the year for the PCC. The PCC has resolved to undertake exploratory works to establish the cause of the continuing damp issue and has allocated funding for this. The PCC is awaiting a specification from the church architect, Simon Dyson, to allow these works to proceed. In anticipation of those works an electrical contractor, Aspect Electrical, has assessed the work required to relocate the current supply and fuse board as a temporary basis.

The PCC recognises that fund raising is likely to be required to undertake any remedial work established to be required and as part of the project has started preparing a vision for the north eastern area of the church. A subcommittee of the PCC has met to resolve ideas which will be presented to the PCC for consideration. The church remains open every day to allow for visitors and those seeking a place for private prayer, with a rota including the Churchwardens and Mother Jessica opening and locking the church each day.

### *The Churchyard*

The churchyard has now reached capacity, and there remains only space for burials in such existing graves as have been dug to double depth. Due to the importance of the churchyard for the villagers, and the number of requests for further burials, informal advice was requested from the DAC about removing memorials over a century old, and reusing the graves, however, it was recommended that the PCC seek out alternative land for a new graveyard extension.

### *Sumup Machine*

A Sumup Machine was introduced to church to enable electronic donations at services, and for visitors. This small, moveable device, is located by the main doors and uses a sim-card to transmit the payments at the time they are made. The device can also be used to take payments during fundraising events and Messy Church.

### *Church open*

The church is kept open during the daytime for anybody who may wish to visit. Several visitors have left comments in the Visitors Book stating how much this is appreciated. The rota for keeping the church open includes members of the congregation and Mthr Jessica.

### *St Peter's Place*

St Peter's Place continues to thrive under its management team, and principally its chair, Mike Lewis. The PCC is again for their work that allows us to provide a valuable resource to the Parish and the wider community. Bookings remain strong with groups regularly returning week after week to enjoy the space that we offer. The Hall Management Committee review the respective hire rates on a regular basis and consider that they remain a competitive rate. A considerable debt of gratitude is due to Mike Lewis and the members of the Hall Committee, Alison Stirling (Bookings Secretary), Greg Birkenshaw (Cleaning) who have continued to work hard to make the venue such a success.

Many Thanks to Mike Lewis who retired at the end of the year. His work and devotion will be greatly missed.

### **Evangelization and the Common Good**

Fishbourne C of E Primary School and the church have continued to deepen their close working relationship. The parish priest is ex-officio governor, and in 2023 two further members of St Peter and St Mary served as foundation governors: Jennie Christie, who stepped down in May and Claire Skinner who was elected to take her place. Jenny Blamire reached the end of her term in November and Gordon Ellis was elected to take her place.

Many members of the church community are part of the school's 'Volunteer Army' and continue to support the children to gain confidence in reading. During the year the priest-in-charge has led weekly collective worship, visited classes, and held special services to mark major Christian feasts. Mother Jessica continues to lead the Worship Team in school, which is open to children from year 3 to year 6. The children write termly prayers for use in assembly and help to plan and lead the termly major acts of worship. Mthr Jessica took part in the school's Carols round the Tree, and leaver's assembly. Members of the congregation raised money to buy each year 6 child a copy of Soul Fuel for Young Explorers by Bear Grylls. The specific donations were not sufficient to cover the full cost, and so the remainder was met from general church funds.

The Storytellers continue their assemblies, which offer the children an interactive retelling of Bible stories. New members of the Storytellers saw the group continue to develop its ecumenical links. The Storytellers offer one assembly a half-term and is very popular with the children.

In 2022, Mthr Jessica became a volunteer Year Group chaplain to year 8 students at Bishop Luffa School, visiting tutor groups, taking termly assemblies and celebrating an annual Eucharist. This continued in 2023. This is undertaken to continue the links with the young people who have worshipped with us in primary school, and though a voluntary role is undertaken on behalf of the parish.

In the spring of 2022, Mthr Jessica re-established the monthly care home services at Manor Barn and Cornelius House. As restrictions relaxed, the service

at Cornelius House has developed and now involves singing as well as the distribution of Holy Communion. In 2023, John Sheppard took responsibility for the communion service at Manor Barn.

In June 2023, Baroque cellist Lynden Cranham held a launch of the CD of Bach Cello Suites recorded at Fishbourne Church. This event was well supported.

The monthly church clean continues to be an opportunity for working together and socialising with the Apuldrum Centre, a local charity supporting adults with learning disabilities. The volunteer efforts of all who take part are valued equally, and the cake and coffee shared at the end is a welcome chance to develop friendships.

Following the Warm Space initiative, St Peter's Place continues to be open on a Wednesday morning for those in need of warmth or companionship. The group is supported by many who attend the 10.30am service, but there a small number who come simply for coffee and friendship.

In support of the Chichester Foodbank and Stonepillow, the congregation took collections of dried foods, cleaning supplies and winter clothing at Harvest and Christmas.

Throughout the year, many small acts of Christian love and charity were made by members of the congregation. Among them the provision of cake, or flowers, at special times in the year to those who were unable to attend church in person. Such acts are not inconsequential: though rarely recorded in histories, they shape the community around us and show God's love in every act of our daily lives.

#### *Charity donations*

During the year the PCC has supported several external charities in a variety of ways, including both direct donations and shared fund-raising events. The organisations that have been supported during the year include:

- The Church Missionary Society
- The Snowdrop Trust
- Friends of Fishbourne Primary School
- The Royal British Legion
- The Apuldrum Centre
- Stonepillow
- Chichester Food Bank
- Chestnut Tree House

In addition, charities hiring St Peter's Place receive preferential rates.

## **The Church Website**

Currently Mother Jessica maintains the website but we continue to look for someone to look after it and utilise it. The website is an important asset as an effective means of carrying out the Church's mission, communicating information about the Parish activities.

## **Study Groups**

2 Lent groups and 2 Advent groups met in 2023, lead by members of the leadership team and other lay leaders. A confirmation class met late in the year. In the summer term the children were prepared for Holy Communion.

## **Involvement of Children**

Children are welcomed at and encouraged to take part in all services. A number of children attend the 8am BCP Communion which raises questions about the appropriateness of the liturgy to the worshipping life of the whole congregation.

The Church has established and developed a 'Messy Church'. The concept of the Messy Church is intended as an opportunity for people of all ages and especially families, to meet and worship together in an informal environment. This enables people who might have limited experience of attending a church service to have fun and learn about Christianity and experience a Christian Community. Although initially a 'Fresh Expression', Messy Church's growth and stability mean that it serves as a 'gathering service' for those who attend other services, as well as an opportunity for some new families to seek a more informal introduction to our community and worship.

A Family service is run on 4<sup>th</sup> Sunday at 4.30pm. This service was established at the arrival of Mthr Jessica and had no distinct liturgy, using instead a service of Morning Prayer with interactive Bible Story telling. After the admission to communion of many children in the autumn, Mthr Jessica trialled an interactive Eucharist service with crafts. At Family Service children serve, pray, and read. The service remains Eucharistic in form, though is sometimes a service of the word. Like Messy Church, Family Service serves as a 'gathering service', and it is not unusual for the number of children to be in the high 40s.

Thanks to the growing number of Sunday School volunteers, Junior Church now meets fortnightly during term time. The hard work, enthusiasm and dedication of Junior Church has seen numbers reach an average of 20 in the autumn term of 2023.

## **Safeguarding**

The PCC includes safeguarding as a regular standing item on the PCC agenda and has approved appropriate policies which reflect the guidance published by the Diocese. Louisa Stodd is appointed as the designated Safeguarding officer.

## **The Social and Fundraising Group**

Since Jennie Christie has stepped down the Social and Fundraising Group has been unable to find a leader, however fund-raising activities have still been organised. We are grateful to all those who initiated and led fundraising events. Our principal fundraising event was the Fishbourne Literary Festival, which returned for the first time since the pandemic. This was chaired by Simon Cox, and saw 140 keen local readers gather to hear talks from authors including Debborah Maggoch and local author Phil Hewitt. £6771 was raised at the Fishbourne Literary Festival, and a donation of £1000 was made to The Snowdrop Trust. Caroline and John Sheppard led a highly successful quiz, and a further 'Literary Quiz' was held as a fringe event for the Literary Festival. The PCC were invited to hold stalls at the Roman Palace Winter and Summer Fairs. Thanks to the sterling efforts of a large group of volunteers, Cream Teas were run for 4 weeks; 3 were run by the Church and the other by Fishbourne Companions. On reflection, the PCC felt that the burden on volunteers was too great to continue the Cream Teas into 2024.

The church again helped run the annual summer fete jointly with Fishbourne School in June. The church received £2,000 from this event.

## **Financial Review**

The majority of income for St Peter and St Mary's comes from general donations and legacies, with the remainder coming from the hire of the church hall and other charitable activities.

In 2023, donations and legacies amounted to £72,034 of which £27,470 related to a restricted legacy, so the amount available for the day to day running of the Church was £44,564. Despite the financial pressures many are facing, there has been a small increase in planned giving and in plate collection this year, and the PCC are grateful to the generosity of the congregation.

Charitable activities generated £19,459 (£13,912) including £6,771 from the Literary Festival, Weddings £5,806, Fishbourne Fete £2,600 and quiz nights £2,338.

Hall hire continued to generate significant income of £23,029 in 2023 up from £21,729 in 2022.

The income generated is used to support the work of the Church and its mission and for the daily running costs of both the Church and St Peters Place.

Total Expenditure in 2023 was £82,505 an increase of 15% from 2022.

In 2023, the PCC agreed to increase their payment to the Diocese for Parish Share to 61% of the total parish share, a total payment of £39,413 was made in 2023 an increase of £3,413 from 2022.

The PCC continues in its mission to seek to meet 100% of its requested Parish Share over the next 5 years.

In 2023, utility costs also increased by 7.6% and insurance by 14%. Salaries for the church and the hall were £5,666 for the year.

### **Banking and Reserves Policies**

In 2023, the PCC continued to bank with Santander Business Banking for the main undesignated funds.

The PCC has a policy of maintaining a balance on the general undesignated funds equating to approximately two months' worth of payments as a contingency against unforeseen situations.

It remains PCC policy to invest unrestricted and Church fabric fund balances with the CBF Church of England Deposit fund.

Signed on behalf of the PCC



.....  
Reverend Jessica Reid



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name:

The Parochial Church Council of the Ecclesiastical Parish of St Peter and St Mary Church Fishbourne ("PCC")

**On accounts for the year  
ended**

31 December 2023

**Charity no  
(if any)**

1131277

**Set out on pages**

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2023.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

18 March 2024

**Name:**

Thomas Edward Roy Earl

**Relevant professional  
qualification(s) or body  
(if any):**

Fellow of the Association of Chartered Certified Accountants under  
Registration Number 1118450

**Address:**

107 Salthill Road, Fishbourne, Chichester, West Sussex, PO19 3PZ

## Summary of Financial Receipts and Payments

|                                        | <i>Unrestricted</i> |                   | <i>Restricted</i> | <i>Total</i>     |               |
|----------------------------------------|---------------------|-------------------|-------------------|------------------|---------------|
|                                        | <i>General</i>      | <i>Designated</i> |                   |                  |               |
|                                        | <i>Fund</i>         | <i>Funds</i>      | <i>Fund/s</i>     | <i>All Funds</i> |               |
|                                        |                     |                   |                   | <i>2023</i>      | <i>2022</i>   |
|                                        | £                   | £                 | £                 | £                | £             |
| <b>Income and endowments from:</b>     |                     |                   |                   |                  |               |
| Donations and legacies                 | 44563               | 0                 | 27470             | 72034            | 40,000        |
| Charitable activities                  | 19459               | 0                 | 0                 | 19459            | 11,812        |
| Other trading activities               | 25938               | 0                 | 0                 | 25938            | 22,321        |
| Investments                            | 1629                | 0                 | 326               | 1955             | 774           |
| Other receipts                         | 1011                | 0                 | 0                 | 1011             | 207           |
| <b>Total received</b>                  | <b>92599</b>        | <b>0</b>          | <b>27796</b>      | <b>120396</b>    | <b>82,775</b> |
| <b>Expenditure on:</b>                 |                     |                   |                   | <b>0</b>         |               |
| Cost of raising funds                  | 48                  | 0                 | 0                 | 48               | 37            |
| Charitable costs                       | 60661               | 575               | 0                 | 61236            | 33,417        |
| Trading costs                          | 19431               | 450               | 0                 | 19881            | 11,157        |
| Other payments                         | 1340                | 0                 | 0                 | 1340             |               |
| <b>Total paid</b>                      | <b>81480</b>        | <b>1025</b>       | <b>0</b>          | <b>82505</b>     | <b>72,611</b> |
| <i>Reconciliation of funds:</i>        |                     |                   |                   |                  |               |
| <b>Net income or (net expenditure)</b> | <b>11119</b>        | <b>-1025</b>      | <b>27796</b>      | <b>37891</b>     | <b>10,164</b> |
| Deposited in CBF                       |                     |                   |                   |                  |               |
| <b>Net movement in funds</b>           | <b>11119</b>        | <b>-1025</b>      | <b>27796</b>      | <b>37891</b>     | <b>10,164</b> |
| Bank accounts at 1 January             | 72294               | 1025              | 10181             | 83500            | 64,111        |
| <b>Bank accounts at 31 December</b>    | <b>83413</b>        | <b>0</b>          | <b>37977</b>      | <b>121391</b>    | <b>74,275</b> |

## Statement of Assets and Liabilities

|                                          | Unrestricted    |                     | Restricted<br>Fund/s | Endowed<br>Fund/s | Total<br>All Funds<br>2,023 | 2022           |
|------------------------------------------|-----------------|---------------------|----------------------|-------------------|-----------------------------|----------------|
|                                          | General<br>Fund | Designated<br>Funds |                      |                   |                             |                |
|                                          | £               | £                   | £                    | £                 | £                           | £              |
| <b>Assets:</b>                           |                 |                     |                      |                   |                             |                |
| Bank current account                     | 58,432          |                     |                      |                   | 58,432                      | 22,496         |
| CBF Deposit Fund                         | 52,452          |                     | 10,507               |                   | 62,959                      | 61,004         |
| PCC-owned bank balance                   | 110,884         |                     | 10,507               |                   | 121,391                     | 83,500         |
| Diocesan Assigned Fees received          |                 |                     |                      |                   |                             | -              |
| <b>Total bank and deposit accounts</b>   | <b>110,884</b>  |                     | <b>10,507</b>        |                   | <b>121,391</b>              | <b>83,500</b>  |
| Apuldram Share                           | 41              |                     |                      |                   | 41                          | -              |
| Church Hall Rentals                      | 1,126           |                     |                      |                   | 1,126                       | 523            |
| Fundraising                              | 257             |                     |                      |                   | 257                         |                |
| Collection                               | 814             |                     |                      |                   | 814                         |                |
| Gift Aid recoverable                     | 431             |                     |                      |                   | 431                         | 1,949          |
| <b>Debtors</b>                           | <b>2,668</b>    |                     |                      |                   | <b>2,668</b>                | <b>2,472</b>   |
| 6000 CBF Investment Fund shares          |                 |                     |                      |                   |                             | -              |
| <b>Investment assets at market value</b> |                 |                     |                      |                   |                             |                |
| Church Hall & Fittings                   | 420,000         |                     |                      |                   | 420,000                     | 420,000        |
| <b>Investment assets at cost</b>         | <b>420,000</b>  |                     |                      |                   | <b>420,000</b>              | <b>420,000</b> |
|                                          |                 |                     |                      |                   |                             |                |
| <b>Total assets</b>                      | <b>533,552</b>  |                     | <b>10,507</b>        |                   | <b>544,059</b>              | <b>505,972</b> |
| <b>Liabilities:</b>                      |                 |                     |                      |                   |                             |                |
| Grounds Maintenance                      | 520             |                     |                      |                   | 520                         | 490            |
| Electricity                              | 492             |                     |                      |                   | 492                         | 1,267          |
| Organists Fees                           |                 |                     |                      |                   |                             | 50             |
| Salaries                                 | 774             |                     |                      |                   | 774                         | 937            |
| HMRC Tax                                 |                 |                     |                      |                   |                             | 49             |
| Service Items                            | 68              |                     |                      |                   | 68                          | 172            |
| Hall Rental Deposits                     | 250             |                     |                      |                   | 250                         | 474            |
| Hall Costs                               | 63              |                     |                      |                   | 63                          | 209            |
| Charitable Giving                        | 119             |                     |                      |                   | 119                         | -              |
| Diocesan Fees                            | 780             |                     |                      |                   | 780                         | 608            |
| Additional Parish Share                  |                 |                     |                      |                   |                             | 885            |
| Expenses                                 | 225             |                     |                      |                   | 225                         |                |
| Telephones/Broadband                     | 59              |                     |                      |                   | 59                          |                |
| <b>Total liabilities</b>                 | <b>3,351</b>    |                     |                      |                   | <b>3,351</b>                | <b>5,141</b>   |

## Notes to the Annual Financial Report

### 3 Analysis of total received

|                                          | Unrestricted    |                     | Restricted<br>Fund/s | Total<br>All Funds<br>2,023 | Total<br>All Funds<br>2022 |
|------------------------------------------|-----------------|---------------------|----------------------|-----------------------------|----------------------------|
|                                          | General<br>Fund | Designated<br>Funds |                      |                             |                            |
|                                          | £               | £                   | £                    | £                           | £                          |
| Planned giving (excl. tax refunds)       | 24,962          |                     |                      | 24,962                      | 20,992                     |
| Planned giving (no tax refunds)          | 1,473           |                     |                      | 1,473                       | 3,133                      |
| Loose Cash Collections                   | 5,761           |                     |                      | 5,761                       | 3,900                      |
| Other donations                          | 2,745           |                     |                      | 2,745                       | 1,906                      |
| Gift Aid recovered                       | 9,017           |                     |                      | 9,017                       | 7,657                      |
| Legacies                                 |                 |                     | 27,470               | 27,470                      | 12,710                     |
| Grants                                   |                 |                     |                      | 0                           | 1,025                      |
| Messy Church                             | 606             |                     |                      | 606                         | 539                        |
| <b>Donations and legacies</b>            | <b>44,563</b>   | <b>0</b>            | <b>27,470</b>        | <b>72,034</b>               | <b>51,862</b>              |
| Fees for weddings & funerals             | 5,806           |                     |                      | 5,806                       | 6,519                      |
| Verger/Flowers/Organists                 | 455             |                     |                      | 455                         | 1,313                      |
| Miscellaneous Fund Raising               | 464             |                     |                      | 464                         | 1,234                      |
| Fishbourne Fete                          | 2,600           |                     |                      | 2,600                       | 2,901                      |
| Cream Teas                               | 613             |                     |                      | 613                         | 1,293                      |
| Craft Fayre                              | 412             |                     |                      | 412                         | 652                        |
| Literary Festival                        | 6,771           |                     |                      | 6,771                       |                            |
| Quiz Nights                              | 2,338           |                     |                      | 2,338                       |                            |
| <b>Charitable activities</b>             | <b>19,459</b>   | <b>0</b>            | <b>0</b>             | <b>19,459</b>               | <b>13,912</b>              |
| Small items sales (coffee/candles/Bible) | 1,376           |                     |                      | 1,376                       | 592                        |
| Room/hall hiring fees                    | 23,029          |                     |                      | 23,029                      | 21,729                     |
| Church Hire                              | 1,534           |                     |                      | 1,534                       |                            |
| <b>Other trading activities</b>          | <b>25,938</b>   | <b>0</b>            | <b>0</b>             | <b>25,938</b>               | <b>22,321</b>              |
| Bank & CBF deposit interest              | 1,629           |                     | 326                  | 1,955                       | 774                        |
| CBF investment fund dividend             |                 |                     |                      | 0                           | -                          |
| Letting of investment property           |                 |                     |                      | 0                           | -                          |
| <b>Investments</b>                       | <b>1,629</b>    | <b>0</b>            | <b>326</b>           | <b>1,955</b>                | <b>774</b>                 |
| Apuldrum Contribution                    | 754             |                     |                      | 754                         | 207                        |
| Ride & Stride                            | 257             |                     |                      | 257                         | -                          |
|                                          |                 |                     |                      | 0                           | -                          |
| Other receipts                           | 1,011           | 0                   | 0                    | 1,011                       | 207                        |
| <b>Total received on all funds</b>       | <b>92,599</b>   | <b>0</b>            | <b>27,796</b>        | <b>120,396</b>              | <b>89,076</b>              |

## Notes to the Annual Financial Report

### Analysis of total paid:

|                                       | Unrestricted    |                     | Restricted<br>Fund/s | Endowed<br>Fund/s | Total<br>All Funds<br>2023 | Total<br>All Funds<br>2022 |
|---------------------------------------|-----------------|---------------------|----------------------|-------------------|----------------------------|----------------------------|
|                                       | General<br>Fund | Designated<br>Funds |                      |                   |                            |                            |
|                                       | £               | £                   | £                    | £                 | £                          | £                          |
| Card Machine Fees                     | 48              | 0                   | 0                    | 0                 | 48                         | 29                         |
| Other appeals expenses                | 0               | 0                   | 0                    | 0                 | -                          | -                          |
| <b>Cost of raising funds</b>          | <b>48</b>       | <b>0</b>            | <b>0</b>             | <b>0</b>          | <b>48</b>                  | <b>29</b>                  |
| Charitable grants and donations       | 2550            | 0                   | 0                    | 0                 | 2,550                      | 1,810                      |
| Parish share to Chichester Diocese    | 39413           | 0                   | 0                    | 0                 | 39,413                     | 36,000                     |
| Salaries and honoraria incl NI        |                 | 0                   | 0                    | 0                 | -                          | 393                        |
| Clergy and other people's expenses    | 1758            | 0                   | 0                    | 0                 | 1,758                      | 310                        |
| Verger / Organist                     | 1720            | 0                   | 0                    | 0                 | 1,720                      | 1,980                      |
| Costs of church services              | 956             | 0                   | 0                    | 0                 | 956                        | 1,547                      |
| Church insurance                      | 1099            | 0                   | 0                    | 0                 | 1,099                      | 1,008                      |
| Church utilities bills                | 3331            | 575                 |                      |                   | 3,906                      | 3,942                      |
| Office expenses                       |                 | 0                   | 0                    | 0                 | -                          | 398                        |
| Other regular church running costs    | 1132            | 0                   | 0                    | 0                 | 1,132                      | 1,892                      |
| Church maintenance & redecoration     | 2438            | 0                   | 0                    | 0                 | 2,438                      | 640                        |
| Churchyard upkeep                     | 3175            | 0                   | 0                    | 0                 | 3,175                      | 3,528                      |
| Messy Church                          | 579             | 0                   | 0                    | 0                 | 579                        | -                          |
| Rectory Expenses                      | 2510            | 0                   | 0                    | 0                 | 2,510                      | -                          |
|                                       |                 | 0                   | 0                    | 0                 | -                          | -                          |
|                                       |                 | 0                   | 0                    | 0                 | -                          | -                          |
| <b>Charitable costs</b>               | <b>60661</b>    | <b>575</b>          | <b>0</b>             | <b>0</b>          | <b>61,236</b>              | <b>53,448</b>              |
| Event Costs                           | 2875            |                     |                      |                   | 2,875                      |                            |
| Church Hall Admin & Cleaning Salaries | 4256            | 0                   | 0                    | 0                 | 4,256                      | 5,157                      |
| Hall maintenance & redecoration       | 1385            | 0                   | 0                    | 0                 | 1,385                      | 2,636                      |
| Hall Insurance                        | 1622            | 0                   | 0                    | 0                 | 1,622                      | 1,375                      |
| Hall Grounds                          | 1440            |                     |                      |                   | 1,440                      | 323                        |
| Church Hall utilities                 | 2616            | 450                 | 0                    | 0                 | 3,066                      | 2,536                      |
| Diocesan Fees                         | 2051            | 0                   | 0                    | 0                 | 2,051                      | 3,196                      |
| Other Hall Expenses                   | 2047            | 0                   | 0                    | 0                 | 2,047                      | 1,061                      |
| Hall Hire Deposits repaid             | 1140            | 0                   | 0                    | 0                 | 1,140                      | 1,816                      |
| Other trading costs                   |                 | 0                   | 0                    | 0                 | -                          | 52                         |
| <b>Trading costs</b>                  | <b>19431</b>    | <b>450</b>          | <b>0</b>             | <b>0</b>          | <b>19881</b>               | <b>18,152</b>              |
| Transferred to Deposit                |                 |                     |                      |                   |                            |                            |
| Other payments                        | 1340            |                     |                      |                   | 1,340                      |                            |
| <b>Total paid on all funds</b>        | <b>81480</b>    | <b>1025</b>         | <b>0</b>             | <b>0</b>          | <b>82505</b>               | <b>71629</b>               |

Notes to the Annual Financial Report

Staff costs

Wages, salaries and honoraria  
Employer National Insurance  
Employer pension contributions

| <u>2023</u>  | <u>2022</u>  |
|--------------|--------------|
| £            | £            |
| 5,666        | 7,530        |
| <b>5,666</b> | <b>7,530</b> |

## Notes to the Annual Financial Report

### Statement of funds

|                                        | Balances<br>b/fwd<br>1 Jan 2023 | Income          | Expenditure      | Transfers,<br>other gains<br>and losses | Balances<br>c/fwd<br>31 Dec 2023 |
|----------------------------------------|---------------------------------|-----------------|------------------|-----------------------------------------|----------------------------------|
|                                        | £                               | £               | £                | £                                       | £                                |
|                                        |                                 |                 | -                | -                                       | -                                |
|                                        |                                 |                 | -                | -                                       | -                                |
| <b>Total of all endowed funds</b>      | -                               | -               | -                | -                                       | -                                |
| Fabric fund                            | 10,181                          | 326             | -                | -                                       | 10,507                           |
|                                        |                                 |                 | -                | -                                       | -                                |
| <b>Total of all restricted funds</b>   | <b>10,181</b>                   | <b>326</b>      | -                | -                                       | <b>10,507</b>                    |
| General fund                           | 50,823                          | 1,629           | -                |                                         | 52,452                           |
| Barclays                               | 22,496                          | 118,441         | (82,505)         |                                         | 58,432                           |
| <b>Total of all unrestricted funds</b> | <b>73,319</b>                   | <b>120,069</b>  | <b>(82,505)</b>  | -                                       | <b>110,884</b>                   |
|                                        |                                 |                 |                  |                                         |                                  |
| <b>Total funds</b>                     | <b>£83,500</b>                  | <b>£120,396</b> | <b>£(82,505)</b> | -                                       | <b>£121,391</b>                  |

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# Accounts

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## **Parochial Church Council of St Peter and St Mary Fishbourne**

### **Trustees Annual Report and Financial Statements for the Year Ended 31 December 2022**

#### **Administrative information**

Church of St Peter and St Mary Fishbourne, Fishbourne, West Sussex, PO19 3XT

Priest In Charge: Revd Jessica Reid  
The Rectory, Whyke Road, Chichester, West Sussex, PO19 7AQ

Readers: Mr John Sheppard  
Mrs Jenny Blamire

Independent Examiner: Tom Earl FCCA  
107 Salthill Road, Fishbourne, West Sussex, PO19 3PZ

Bankers: Santander Business Banking, Bridle Road, Bootle, L30 4GB

Parish Office: Alison Stirling, St Peter and St Mary Church.

Tel: 01243 784283

Email: [fishbournechurch@btinternet.com](mailto:fishbournechurch@btinternet.com)

Website: [www.fishbournechurch.org.uk](http://www.fishbournechurch.org.uk)

#### **Structure, Governance and Management**

The Parochial Church Council (PCC) is a charity and is registered with the Charity Commission Number 1131277

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

##### *Ex officio members*

Priest In Charge: The Revd Jessica Reid

Churchwardens: Mrs Marie Mayor  
Mrs Jennifer Christie (Casual to May 2022 when elected)

Representatives on the Deanery Synod: Mrs Pauline Young  
Mrs Tessa Cox

## *Elected Members*

|                       |                                            |
|-----------------------|--------------------------------------------|
| Mr Robert Christie    | Treasurer (until May 2022)                 |
| Mrs Sarah Gleeson     | Treasurer (Co-opted March) (from May 2022) |
| Mrs Jenny Blamire     |                                            |
| Mr Simon Juggins      |                                            |
| Mr Richard Bates      |                                            |
| Mrs Susan Brown       | resigned January 2022                      |
| Mrs Caroline Sheppard |                                            |
| Mrs Amanda Stapleton  |                                            |
| Mr Ken Strudwick      |                                            |
| Mr Tim Gleeson        |                                            |
| Mr Gordon Ellis       | (from May 2022)                            |

Secretary                      Mrs Pauline Young

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the Priest-In-Charge, the Churchwardens, members of the Deanery Synod) and up to 12 members of the church who are elected at the Annual Parochial Church Meeting. The PCC has previously passed a resolution that all members of the PCC should be elected annually. Members of the congregation are warmly encouraged to stand for election to the PCC and we try and ensure a balance of skills and experience where possible.

The PCC met in January, February, April, May, July, September and November with a 68.13 % of PCC members attending. The PCC has established a Standing Committee which comprises the Priest-In-Charge, two churchwardens, the Treasurer and Secretary. The Standing Committee normally meets when required between the regular PCC meetings. The PCC is supported during the year by a Church Hall Committee which looks after the church Hall, St Peter's Place.

## **Objectives and Activities**

The Parish Church of St. Peter & St. Mary exists to extend the mission of Christ's Church within its parish by:

**Reflecting the Diversity of Fishbourne in our Worshipping Community.**

**Growing in holiness through prayer and discipleship.**

**Sharing in God's radical generosity to support the mission of the diocese and wider Church.**

**Bringing God's blessing to our wider Community.**

(PCC Mission Action Plan)

Our Mission Statement is "To be a vibrant community Church with a welcoming heart, sharing Christ's love by serving the Parish of Fishbourne and beyond". The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England

The PCC has the responsibility of co-operating fully with the Priest in Charge, the Revd Jessica Reid in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical more effectively, and co-operating with our neighbouring parish of Apuldram, with which we share our vicar; and that in doing so it provides a benefit to the public by:

- Opening our church building for public worship and private devotion
- Offering spiritual care and pastoral support for all such residents of the parish as seek it
- Promoting Christian faith, and offering teaching on Christian ethics and the Christian life to all members of the public who wish to receive them.
- Providing facilities for small businesses, and our own projects to support mental and physical health through St Peter's Place.
- Encouraging members of the church in Christian service in their local and wider communities, to the benefit of their neighbours near and far.

When planning our activities for the year, the priest-in-charge and PCC have considered the Commission's guidance on public benefit and in particular, the specific guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship, prayer, learning about the Gospel, and developing their knowledge and trust in Jesus Christ;
- Provision of pastoral care for people living in the parish;
- Mission and outreach to the wider community.

#### *Away Day*

As part of our Mission Action Plan the PCC attended an 'Away Day'. This was a day of Prayer and Reflection, to reflect on the Pandemic, the former Rector Reverend Canon Moira Wicken's early retirement and the Interregnum, a time to reflect and recover. It was a chance to voice ideas and to try to find a way forward.

### **Achievements and Performance during 2022**

#### *Worship and Common Life*

There were 156 parishioners on the church electoral roll as at 31 December 2022, 42 of whom were not resident within the parish.

As a result of Revd Canon Moira Wickens retiring due to ill health from 1<sup>st</sup> August 2021 the Church entered into a period of Interregnum. An interview with a prospective candidate, Reverend Jessica Reid was set for 13<sup>th</sup> December 2021 and following this Jessica was appointed as Priest-In-Charge to Fishbourne and Apuldram. Subsequently Jessica's licensing service took place on 13<sup>th</sup> February 2022.

During January and early February services continued with only 2 in the month; 9.30am Eucharist on the 1<sup>st</sup> and 3<sup>rd</sup> Sunday.

Since February two services are held each Sunday at Fishbourne:

8.00am BCP Holy Communion on 1<sup>st</sup> and 3<sup>rd</sup> (2<sup>nd</sup> and 4<sup>th</sup> at Apuldram);

9.30am Parish Eucharist every Sunday (except the fifth Sunday where the 9.30 communion service is held jointly with the neighbouring parish of Apuldram at Apuldram Church.);

4:30pm Messy Church on the 2<sup>nd</sup> Sunday of the month;

4:30pm Family Service on the 4<sup>th</sup> Sunday of the month.

Messy Church recommenced after the pandemic on 13<sup>th</sup> March with an attendance of 17 Adults, 24 children and 10 Helpers. It continues to grow in popularity, culminating in November with an all time high of 35 Adults, 50 children and 10 helpers. It is led by Caroline Sheppard and supported by a team of core volunteers from the 8 and 9.30 congregations.

Every year the Church of England asks for average numbers of attendees for the month of October. This year the average Sunday saw 68.8 adults and 31 children attend Fishbourne Church. The church also holds a weekly communion service on Wednesdays at 10.30 and the average attendance at this service was 7.

During the year there have been 3 weddings, and 10 baptisms in the church. 8 funeral services and one memorial service were held in the church with a further 3 funerals being held at the Crematorium. 5 burials of ashes took place. 7 people attended confirmation classes during the year and will be confirmed in early 2023.

2022 saw the gradual re-introduction of the major feasts in the church, after their abeyance during Covid. As a trial the Ash Wednesday and Maundy Thursday Services were held at 5.30pm to see if this was a better time for the congregation to attend. On Good Friday a children's pilgrimage saw the children build their own Easter gardens, followed by a walk on the footpath to Apuldram Church with Mother Jessica telling the Easter story at various places on the way. The children were greeted with hot cross buns at Apuldram. The Good Friday service was held at 2pm, and the Easter Sunday Service was held at 9.30am with an Easter Egg Hunt afterwards. There were 50 communicants on Easter day.

A book of Remembrance was set up following the announcement of the death of our Queen Elizabeth II on 8<sup>th</sup> September. The church bell was solemnly tolled continuously for 1 hour before the commencement of her State Funeral on 19<sup>th</sup> September 2022.

In Advent, the first carol service in church since the pandemic took place. 112 people attended the carols, and 86 attended "Beer and Carols" at the Woolpack Pub in Fishbourne. 174 people attended services on Christmas Eve and Christmas Day, of whom 74 people made their communion.

In June, our Church Mission Society link Daniel and Sarah visited from Brazil and gave a talk about their activities at a bring and share lunch. It was wonderful to welcome Daniel and Sarah and to hear how their worship and outreach are transforming lives in their community.

#### *Holy Communion for children of primary school age*

Historically Fishbourne Church has confirmed children of primary school age but, after some discussion, the PCC agreed that this is too young an age to make such a commitment. In order to support the children in the development of their faith, and to allow them to play a full part in the church's worship, the PCC agreed to adopt a policy to admit children to Holy Communion before confirmation. The diocesan bishop offered consent, and 12 children were prepared and admitted in October.

#### *Service Booklet and Pew sheet*

The White and Blue Service Booklets customarily used have been replaced with a new Service Booklet, which allows for seasonal flexibility, and introduced a new mass setting. This booklet is under review.

The Pew sheet has been re-introduced in a simpler form. It is only one A5 page with useful information required for the service; list of Readings, hymns, names of those to pray for and services for the following week. News and events are on the reverse. It also has the contact details of the vicar, lay readers and Safeguarding Officer. The Pew sheet is managed by Greg Birkinshaw and has his details also.

Members of the congregation generally meet in the church hall after the 9.30 services for coffee and refreshments and the opportunity to meet and socialise. Starting in October, Bacon Butties were provided between the 8am and 9.30am services on the 3<sup>rd</sup> Sunday to encourage the two congregations to socialise together.

A church survey was held of all members of the community who wished to participate, both online and in paper form, to seek the views of the community on the worship and life of the church. The PCC is continuing to consider the results, and particularly the provision of services to best suit the worship and discipleship of the people.

### **Deanery Synod**

Membership of the Synod provides the PCC with an important link between the parish, other churches and the wider life of the diocese. There are 2 members of the PCC and Mother Jessica who sit on the Deanery Synod.

In 2022, Chichester Deanery undertook a Deanery wide Mission Action Plan. Our Synod members played a full part in the consultation period.

In September discussion and agreement took place regarding the transfer to the deanery of Westbourne. In November correspondence was received from Michael Squire, DMPC Assistant Secretary & Pastoral Reorganisation, of a copy of a draft Bishop's Pastoral Order providing for the transfer of the benefice of New Fishbourne and the benefice of Apuldram and their constituent parishes from the deanery of Chichester to the deanery of Westbourne. Mother Jessica responded in agreement to the transfer which took place in February 2023.

### **The Church, churchyard, and St Peter's Place**

Throughout 2022, ongoing maintenance work was carried out to ensure the good condition of our building. Vegetation was removed from the external walls, the gutters, and run offs. Annual checks of the PAT testing of electrical items, the lightening conductor, and servicing of the fire extinguishers have all been made.

#### *Quinquennial Report*

The Church Architect, Simon Dyson of HMDW Architects, completed an inspection of the Church on 16 March 2022 and submitted his Quinquennial report to the PCC on 6 June 2022. It is a legal requirement that such a report is prepared every five years.

The purpose of the report is to provide an overview of the general condition of the building and where appropriate its contents, furnishings and fittings, and to indicate areas of immediate concern. The Report also forecasts, as far as it is possible to do so, areas where works of repair or renewal are likely to fall due, during the next five years and beyond. The Report contains a priority schedule to help the Churchwardens and PCC prioritize what work should be undertaken.

Progress in dealing with the matters identified in the Report has been considered by the PCC on a regular basis at each meeting of the PCC.

The Report identified various matters which can be categorized as routine maintenance such as clearing of the gutters and this has been undertaken by voluntary work. Other matters will require support from suitably experienced builders or craftsmen.

In particular, the Report highlighted the need for an updated full electrical survey to be carried out. This was completed in September 2022 and all recommended work has now been completed.

The next major item concerns the position of the external wall to the Choir Vestry and this needs to be addressed before any redecoration of the north aisle can be undertaken. The PCC has asked the Church Architect to provide further advice on what work is required and to assist in the selection of appropriate builders. This is currently being progressed and an estimate of the necessary cost is being sought.

### *The Churchyard*

The churchyard has now reached capacity, and there remains only space for burials in such existing graves as have been dug to double depth. Due to the importance of the churchyard for the villagers, and the number of requests for further burials, informal advice was requested from the DAC about removing memorials over a century old, and reusing the graves, however, it was recommended that the PCC seek out alternative land for a new graveyard extension.

### *Votive Candle Stand*

A votive candle stand had been made by a parishioner, Simon Cox, and was used for the National Mourning of our late Queen Elizabeth II and is used at services to encourage private prayer. A List B was granted for this item.

### *Sumup Machine*

A Sumup Machine was introduced to church to enable electronic donations at services, and for visitors. This small, moveable device, is located by the main doors and uses a sim-card to transmit the payments at the time they are made. The device can also be used to take payments during fundraisers such as the Cream Teas.

### *Church open*

The church is kept open during the daytime for anybody who may wish to visit. Several visitors have left comments in the Visitors Book stating how much this is appreciated. The rota for keeping the church open includes members of the congregation and Mthr Jessica.

### *St Peter's Place*

In 2022 the levels of bookings and usage are returning to some level of normality. The regular groups have settled back in and last year's newcomers have remained. Occasional users follow a seasonal pattern with spring and summer bookings more popular than winter bookings.

The Hall Management Committee review the respective hire rates on a regular basis and consider that they remain a competitive rate.

To mark the Queen's Platinum Jubilee, and in thanksgiving for her life, the Fishbourne Gardeners purchased and planted a *Cercis siliquastrum* in the hall grounds.

A considerable debt of gratitude is due to Mike Lewis and the members of the Hall

Committee), Alison Stirling (Bookings Secretary) and, Peter Merritt and Megan Stodd (Cleaning) who have continued to work hard to make the venue such a success.

## **Evangelization and the Common Good**

Fishbourne C of E Primary School and the church have continued to deepen their close working relationship. The parish priest is ex-officio governor, and in 2022 two further members of St Peter and St Mary served as foundation governors: Jenny Blamire, and Jennie Christie. Many members of the church community are part of the school's 'Volunteer Army' and support the children to gain confidence in reading.

During the year the priest-in-charge has led weekly collective worship, visited classes, accompanied the leavers to their leaver's service, and held special services to mark major Christian feasts. In the summer term a whole school Eucharist was held in the school. In the autumn term, Mthr Jessica started a weekly Worship Team with a member of staff. Students applied to take part in the Team and help to plan the major services and to create 'prayer spaces' in school to reflect the assembly themes. The Church was delighted to welcome the whole school back to the church for the 2022 School Advent service, and Mthr Jessica took part in the school's Carols round the Tree.

The Storytellers resumed their assemblies, which offer the children an interactive retelling of Bible stories. New members of the Storytellers saw the group continue to develop its ecumenical links. The Storytellers offer one assembly a half-term.

Once again this year, children leaving Fishbourne C of E Primary School were given Bibles. For the first time the cost of the Bibles was not met wholly through special donations by members of the congregation.

In 2022, the priest-in-charge became a Year Group chaplain to year 8 students at Bishop Luffa School, visiting tutor groups and taking assemblies.

In the spring of 2022, Mthr Jessica re-established the monthly care home services at Manor Barn and Cornelius House. As restrictions relaxed, the service at Cornelius House has developed and now involves singing as well as the distribution of Holy Communion.

In April 2022 Baroque cellist Lynden Cranham held a launch of the CD of Bach Cello Suites recorded at Fishbourne Church in 2021. This event was well supported. In July 2022 The Parnassian Ensemble gave a concert in Church as part of the Festival of Chichester, followed by refreshments in St Peter's Place.

In the summer of 2022, the Church Cleaning team was joined by members of the Apuldram Centre, a local charity which supports Adults with learning disabilities. The team continue to work together once a month to clean the church, and to share cake and coffee.

In the autumn of 2022, a Warm Space was established in St Peter's Place, providing cake and coffee, and a place to work or socialise for those struggling in the cost of living crisis. A very small number of people used the Warm Space, however, their numbers were boosted by those attending the Wednesday service. The position of the Church in relation to the village

(and the frequent use of the car to access it) may prove challenging for those of limited mobility.

In support of the Chichester Foodbank and Stonepillow, the congregation took collections of dried foods, cleaning supplies and winter clothing at Harvest and Christmas.

Throughout the year, many small acts of Christian love and charity were made by members of the congregation. Among them the provision of cake, or flowers, at special times in the year to those who were unable to attend church in person. Such acts are not inconsequential, though rarely recorded in histories, they shape the community around us and show God's love in every act of our daily lives.

### *Charity donations*

During the year the PCC has supported several external charities in a variety of ways, including both direct donations and shared fund-raising events. The organisations that have been supported during the year include:

- The Church Missionary Society
- Friends of Fishbourne Primary School
- The Royal British Legion
- The Apuldrum Centre
- Fishbourne Companions
- St Wilfred's Hospice
- Stonepillow
- Chichester Food Bank

In addition, charities hiring St Peter's Place receive preferential rates.

## **The Church Website**

Currently Mother Jessica maintains the website but we continue to look for someone to look after it and utilise it. The website is an important asset as an effective means of carrying out the Church's mission, communicating information about the Parish activities.

## **Study Groups**

A Lent group met in 2022, and a confirmation class met in the autumn. In the summer and autumn, the children were prepared for Holy Communion at the Family Service.

## **Involvement of Children**

Children are welcomed at and encouraged to take part in all services. A number of children attend the 8am BCP Communion which raises questions about the appropriateness of the liturgy to the worshipping life of the whole congregation.

The Church has established and developed a 'Messy Church'. The concept of the Messy Church is intended as an opportunity for people of all ages and especially families, to meet and worship together in an informal environment. This enables people who might have limited experience of attending a church service to have fun and learn about Christianity and experience a Christian Community. Although initially a 'Fresh Expression', Messy Church's growth and stability mean

that it serves as a 'gathering service' for those who attend other services, as well as an opportunity for some new families to seek a more informal introduction to our community and worship.

A Family service is run on 4<sup>th</sup> Sunday at 4.30pm. This service had been established during the interregnum by John Sheppard and Jenny Blamire, who had led some engaging teaching but not been in a position to develop a particular liturgy. After the admission to communion of many children in the autumn, Mthr Jessica trialled an interactive Eucharist service with crafts.

The Sunday School began again in late autumn, meeting on the first Sunday of the month during the liturgy of the word. Initially only a small number of volunteers, who routinely volunteered in other contexts, supported this, but a number of parents have begun to offer their assistance and there is hope for a solid rota going into 2023.

Mother Jessica continues to involve the children as much as possible in the services in Church.

### **Safeguarding**

The PCC includes safeguarding as a regular standing item on the PCC agenda and has approved appropriate policies which reflect the guidance published by the Diocese. Marie Mayor is appointed as the designated Safeguarding officer.

### **The Social and Fundraising Group**

Since Jennie Christie has stepped down the Social and Fundraising Group has been unable to find a leader, however some fund raising activities have still been organised including the Cream Teas. Cream Teas were run for 7 weeks, 4 were run by the Church and the others by St Wilfrid's Hospice, Fishbourne Companions and Friends of Fishbourne Primary School.

The church again helped run the annual summer fete jointly with Fishbourne School in June. The fete raised £5,634, and the church received half.

The Roman Palace ran an Open Day and invited local organisations to run a stall. The Church took part in this event with over a 100 items, with a Christmas theme, curated and made by Tessa Cox.

### **Financial Review**

2022 has been another difficult year financially with utilities and cost of living increases outstripping the income available. The decline in the amount of regular planned giving from 2021 continued and with a small amount in "open plate" collections our Church had to continue with its reduced Diocesan Share.

PCC total income amounted to £88,302 (2021 £101,746) and expenditure totalled £83,634 (2021 £105,432), with the biggest element being the Parish Share of £36,000 paid to the Diocese to cover ministry costs. This amount contributes to the cost of clergy and their housing and pensions and the costs of training new ordinands across the Diocese. The net Income was £4,668. A detailed breakdown of receipts is included in the financial statements.

During the year the amount of the Parish Share pledged by the PCC represented 57% of the amount requested by the Diocese. This was discussed by the PCC which agreed over a 5 year

period that it should seek to meet 100% of the requested pledge. It intends to monitor this closely.

### **Banking and Reserves Policies**

In 2022, the PCC continued to bank with Santander Business Banking for the main undesignated funds.

The PCC has a policy of maintaining a balance on the general undesignated funds equating to approximately two months' worth of payments as a contingency against unforeseen situations.

It remains PCC policy to invest unrestricted and Church fabric fund balances with the CBF Church of England Deposit fund.

Signed on behalf of the PCC

J. Reid

.....  
Reverend Jessica Reid, 14<sup>th</sup> March 2023



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

#### Report to the trustees/ members of

Charity Name  
The Parochial Church Council of the Ecclesiastical Parish of St Peter and St Mary Church Fishbourne ("PCC")

#### On accounts for the year ended

31 December 2022

Charity no  
(if any)

1131277

#### Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2022.

#### Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply. <sup>TE</sup>

Signed:

Date:

10 March 2023

Name:

Thomas Edward Roy Earl

#### Relevant professional qualification(s) or body (if any):

Fellow of the Association of Chartered Certified Accountants under  
Registration Number 1118450

Address:

107 Salthill Road, Fishbourne, Chichester, West Sussex, PO19 3PZ

## Summary of Financial Receipts and Payments

|                                        | <i>Unrestricted</i> |                   |                   | <i>Total</i>     | <i>Total</i>     |
|----------------------------------------|---------------------|-------------------|-------------------|------------------|------------------|
|                                        | <b>General</b>      | <b>Designated</b> | <i>Restricted</i> | <b>All Funds</b> | <i>All Funds</i> |
|                                        | <b>Fund</b>         | <b>Funds</b>      | <b>Fund/s</b>     | <b>2022</b>      | <b>2021</b>      |
|                                        | £                   | £                 | £                 | £                | £                |
| <b>Income and endowments from:</b>     |                     |                   |                   |                  |                  |
| Donations and legacies                 | 50,837              | 1,025             | -                 | <b>51,862</b>    | 75,568           |
| Charitable activities                  | 13,912              | -                 | -                 | <b>13,912</b>    | 8,633            |
| Other trading activities               | 22,321              | -                 | -                 | <b>22,321</b>    | 11,670           |
| Investments                            | 642                 | -                 | 132               | <b>774</b>       | 17               |
| Other receipts                         | 207                 | -                 | -                 | <b>207</b>       | 5,875            |
| <b>Total received</b>                  | <b>87,919</b>       | <b>1,025</b>      | <b>132</b>        | <b>89,076</b>    | 101,763          |
| <b>Expenditure on:</b>                 |                     |                   |                   | -                |                  |
| Cost of raising funds                  | 29                  | -                 | -                 | <b>29</b>        | 19               |
| Charitable costs                       | 53,448              | -                 | -                 | <b>53,448</b>    | 54,862           |
| Trading costs                          | 18,152              | -                 | -                 | <b>18,152</b>    | 23,991           |
| Other payments                         |                     | -                 | -                 |                  | 5,236            |
| <b>Total paid</b>                      | <b>71,629</b>       | -                 | -                 | <b>71,629</b>    | 84,108           |
| <i>Reconciliation of funds:</i>        |                     |                   |                   |                  |                  |
| <b>Net income or (net expenditure)</b> | 16,290              | 1,025             | 132               | <b>17,447</b>    | 17,655           |
| Deposited in CBF                       |                     |                   | -                 | -                |                  |
| <b>Net movement in funds</b>           | <b>16,290</b>       | <b>1,025</b>      | <b>132</b>        | <b>17,447</b>    | 17,655           |
| Bank accounts at 1 January             | 56,004              |                   | 10,049            | <b>66,053</b>    | 48,398           |
| <b>Bank accounts at 31 December</b>    | <b>72,294</b>       | <b>1,025</b>      | <b>10,181</b>     | <b>83,500</b>    | 66,053           |

## Statement of Assets and Liabilities

|                                          | <i>Unrestricted</i> |                   |                   |                | <i>Total</i>     | <i>Total</i>     |
|------------------------------------------|---------------------|-------------------|-------------------|----------------|------------------|------------------|
|                                          | <b>General</b>      | <b>Designated</b> | <b>Restricted</b> | <b>Endowed</b> | <b>All Funds</b> | <b>All Funds</b> |
|                                          | <b>Fund</b>         | <b>Funds</b>      | <b>Fund/s</b>     | <b>Fund/s</b>  | <b>2,022</b>     | <b>2021</b>      |
|                                          | £                   | £                 | £                 | £              | £                | £                |
| <b>Assets:</b>                           |                     |                   |                   |                |                  |                  |
| Bank current account                     | 22,496              |                   |                   |                | <b>22,496</b>    | 17,828           |
| CBF Deposit Fund                         | 50,823              |                   | 10,181            |                | <b>61,004</b>    | 48,225           |
| <b>Total bank and deposit accounts</b>   | <b>73,319</b>       |                   | <b>10,181</b>     |                | <b>83,500</b>    | 66,053           |
| Apuldram Share                           |                     |                   |                   |                |                  | 30               |
| Church Hall Rentals                      | 523                 |                   |                   |                | <b>523</b>       | 200              |
| Gift Aid recoverable                     | 1,949               |                   |                   |                | <b>1,949</b>     | 878              |
| <b>Debtors</b>                           | <b>2,472</b>        |                   |                   |                | <b>2,472</b>     | 1,108            |
|                                          |                     |                   |                   |                |                  |                  |
| <b>Investment assets at market value</b> |                     |                   |                   |                |                  | -                |
| Church Hall & Fittings                   | 420,000             |                   |                   |                | 420,000          | 420,000          |
| <b>Investment assets at cost</b>         | <b>420,000</b>      |                   |                   |                | <b>420,000</b>   | 420,000          |
|                                          |                     |                   |                   |                |                  |                  |
|                                          |                     |                   |                   |                |                  |                  |
| <b>Total assets</b>                      | <b>495,791</b>      |                   | <b>10,181</b>     |                | <b>505,972</b>   | 487,161          |
|                                          |                     |                   |                   |                |                  |                  |
| <b>Liabilities:</b>                      |                     |                   |                   |                |                  |                  |
| Grounds Maintenance                      | 490                 |                   |                   |                | 490              | -                |
| Electricity used since last billed       | 1,267               |                   |                   |                | 1,267            | 387              |
| Organists Fees                           | 50                  |                   |                   |                | 50               | 210              |
| Salaries                                 | 937                 |                   |                   |                | 937              | 538              |
| HMRC Tax                                 | 49                  |                   |                   |                | 49               | 201              |
| Service Items                            | 172                 |                   |                   |                | 172              | 92               |
| Hall Rental Deposits                     | 474                 |                   |                   |                | 474              | 50               |
| Hall Costs                               | 209                 |                   |                   |                | 209              | 141              |
| Childrens Society                        |                     |                   |                   |                |                  | 72               |
| Diocesan Fees                            | 608                 |                   |                   |                | 608              | 273              |
| Additional Parish Share                  | 885                 |                   |                   |                | 885              |                  |
|                                          |                     |                   |                   |                |                  | -                |
| <b>Total liabilities</b>                 | <b>5,141</b>        |                   |                   |                | <b>5,141</b>     | 1,964            |

# Notes to the Annual Financial Report

## Statement of funds

|                                        | Balances<br>b/fwd<br>1 Jan 2022 | Income         | Expenditure      | Transfers,<br>other gains<br>and losses | Balances<br>c/fwd<br>31 Dec 2022 |
|----------------------------------------|---------------------------------|----------------|------------------|-----------------------------------------|----------------------------------|
|                                        | £                               | £              | £                | £                                       | £                                |
| <b>Total of all endowed funds</b>      | -                               | -              | -                | -                                       | -                                |
| Fabric fund                            | 10,049                          | 132            | -                | -                                       | <b>10,181</b>                    |
| <b>Total of all restricted funds</b>   | <b>10,049</b>                   | <b>132</b>     | -                | -                                       | <b>10,181</b>                    |
| General fund                           | 38,176                          | 642            | -                | 12,005                                  | <b>50,823</b>                    |
| Barclays                               | 17,828                          | 88,302         | (83,634)         |                                         | <b>22,496</b>                    |
| <b>Total of all unrestricted funds</b> | <b>56,004</b>                   | <b>88,944</b>  | <b>(83,634)</b>  | <b>12,005</b>                           | <b>73,319</b>                    |
| <b>Total funds</b>                     | <b>£66,053</b>                  | <b>£89,076</b> | <b>£(83,634)</b> | <b>£12,005</b>                          | <b>£83,500</b>                   |

# Notes to the Annual Financial Report

## 3 Analysis of total received

|                                          | Unrestricted    |                     | Restricted<br>Fund/s | Total<br>All Funds<br>2,022 | Total<br>All Funds<br>2021 |
|------------------------------------------|-----------------|---------------------|----------------------|-----------------------------|----------------------------|
|                                          | General<br>Fund | Designated<br>Funds |                      |                             |                            |
|                                          | £               | £                   | £                    | £                           | £                          |
| Planned giving (excl. tax refunds)       | 20,992          | 0                   | 0                    | 20,992                      | 22,602                     |
| Planned giving (no tax refunds)          | 3,133           | 0                   | 0                    | 3,133                       | 1,140                      |
| Loose Cash Collections                   | 3,900           | 0                   | 0                    | 3,900                       | 3,124                      |
| Other donations                          | 1,906           | 0                   |                      | 1,906                       | 24,967                     |
| Gift Aid recovered                       | 7,657           | 0                   | 0                    | 7,657                       | 11,066                     |
| Legacies                                 | 12,710          | 0                   | 0                    | 12,710                      | 10,334                     |
| Grants                                   |                 | 1,025               | 0                    | 1,025                       | 2,335                      |
| Messy Church                             | 539             | 0                   | 0                    | 539                         |                            |
| <b>Donations and legacies</b>            | <b>50,837</b>   | <b>1,025</b>        | <b>0</b>             | <b>51,862</b>               | <b>75,568</b>              |
| Fees for weddings & funerals             | 6,519           | 0                   | 0                    | 6,519                       | 5,846                      |
| Verger/Flowers/Organists                 | 1,313           | 0                   | 0                    | 1,313                       | 1,530                      |
| Miscellaneous Fund Raising               | 1,234           | 0                   | 0                    | 1,234                       | 935                        |
| Fishbourne Fete                          | 2,901           | 0                   | 0                    | 2,901                       |                            |
| Cream Teas                               | 1,293           | 0                   | 0                    | 1,293                       |                            |
| Craft Fayre                              | 652             | 0                   | 0                    | 652                         |                            |
| Fishbourne Volunteer Squad               |                 | 0                   | 0                    | 0                           | 322                        |
| <b>Charitable activities</b>             | <b>13,912</b>   | <b>0</b>            | <b>0</b>             | <b>13,912</b>               | <b>8,633</b>               |
| Small items sales (coffee/candles/Bible) | 592             | 0                   | 0                    | 592                         | 3                          |
| Room/hall hiring fees                    | 21,729          | 0                   | 0                    | 21,729                      | 11,667                     |
| <b>Other trading activities</b>          | <b>22,321</b>   | <b>0</b>            | <b>0</b>             | <b>22,321</b>               | <b>11,670</b>              |
| CBF & Bank Interest                      | 642             |                     | 132                  | 774                         | 17                         |
| <b>Investments</b>                       | <b>642</b>      | <b>0</b>            | <b>132</b>           | <b>774</b>                  | <b>17</b>                  |
| Apuldram Contribution                    | 207             |                     |                      | 207                         | 352                        |
| Job Retention Scheme                     | 0               |                     |                      | 0                           | 2,978                      |
| Miscellaneous                            | 0               |                     |                      | 0                           | 2,545                      |
| Other receipts                           | 207             | 0                   | 0                    | 207                         | 5,875                      |
| <b>Total received on all funds</b>       | <b>87,919</b>   | <b>1,025</b>        | <b>132</b>           | <b>89,076</b>               | <b>101,763</b>             |

# Notes to the Annual Financial Report

## Analysis of total paid:

|                                    | Unrestricted  |            | Restricted | Total         | Total         |
|------------------------------------|---------------|------------|------------|---------------|---------------|
|                                    | General       | Designated |            | All Funds     | All Funds     |
|                                    | Fund          | Funds      | Fund/s     | 2,022         | 2021          |
|                                    | £             | £          | £          | £             | £             |
| Card Machine Fees                  | 29            |            |            | 29            | 19            |
| <b>Cost of raising funds</b>       | <b>29</b>     | <b>0</b>   | <b>0</b>   | <b>29</b>     | <b>19</b>     |
| Charitable grants and donations    | 1,810         |            |            | 1,810         | 850           |
| Parish share to Chichester Diocese | 36,000        |            |            | 36,000        | 29,600        |
| Salaries and honoraria incl NI     | 393           |            |            | 393           | 2,456         |
| Clergy and other people's expenses | 310           |            |            | 310           | 4,075         |
| Verger / Organist                  | 1,980         |            |            | 1,980         | 610           |
| Costs of church services           | 1,547         |            |            | 1,547         |               |
| Church Insurance                   | 1,008         |            |            | 1,008         | 972           |
| Church utilities bills             | 3,942         |            |            | 3,942         | 2,681         |
| Office expenses                    | 398           |            |            | 398           | 537           |
| Other regular church running costs | 1,892         |            |            | 1,892         | 2,402         |
| Fishbourne Volunteer Squad         |               |            |            | 0             | 23            |
| Church maintenance & redecoration  | 640           |            |            | 640           | 10,656        |
| Churchyard upkeep                  | 3,528         |            |            | 3,528         |               |
| <b>Charitable costs</b>            | <b>53,448</b> | <b>0</b>   | <b>0</b>   | <b>53,448</b> | <b>54,862</b> |
| Event Expenses                     |               | 0          | 0          | 0             | 30            |
| Church Hall Admin & Cleaning       | 5,157         | 0          | 0          | 5,157         | 3,489         |
| Hall maintenance & redecoration    | 2,959         | 0          | 0          | 2,959         | 15,186        |
| Hall Insurance                     | 1,375         |            |            | 1,375         | 1,334         |
| Church Hall utilities              | 2,536         |            |            | 2,536         | 1,406         |
| Diocesan Fees                      | 3,196         |            |            | 3,196         | 1,607         |
| Other Hall Expenses                | 1,061         |            |            | 1,061         |               |
| Hall Hire Deposits repaid          | 1,816         | 0          | 0          | 1,816         | 939           |
| Other trading costs                | 52            | 0          | 0          | 52            |               |
| <b>Trading costs</b>               | <b>18,152</b> | <b>0</b>   | <b>0</b>   | <b>18,152</b> | <b>23,991</b> |
| Other payments                     |               |            |            |               | 5,236         |
| <b>Other Payments</b>              | <b>0</b>      | <b>0</b>   | <b>0</b>   | <b>0</b>      | <b>5,236</b>  |
| Transferred to Deposit             |               |            |            | 0             |               |
| <b>Deposited in CBF</b>            | <b>0</b>      | <b>0</b>   | <b>0</b>   | <b>0</b>      | <b>-</b>      |
| <b>Total paid on all funds</b>     | <b>71,629</b> | <b>0</b>   | <b>0</b>   | <b>71,629</b> | <b>84,108</b> |

Notes to the Annual Financial Report

|                                |  |  |       |       |
|--------------------------------|--|--|-------|-------|
| Staff costs                    |  |  |       |       |
|                                |  |  | 2022  | 2021  |
|                                |  |  | £     | £     |
| Wages, salaries and honoraria  |  |  | 7,530 | 5,756 |
| Employer National Insurance    |  |  |       |       |
| Employer pension contributions |  |  |       | -     |
|                                |  |  | 7,530 | 5,756 |

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# Accounts

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**Parochial Church Council of St Peter and St Mary Fishbourne**  
**Trustees Annual Report and Financial Statements for the Year Ended 31**  
**December 2021**

**Administrative information**

Church of St Peter and St Mary Fishbourne, Fishbourne, West Sussex, PO19 3XT

Incumbent: Revd Canon Moira Wickens: The Rectory, 31 Caspian Close,  
Fishbourne, West Sussex, PO18 8AY (Until 31<sup>st</sup> July 2021)

Readers: Dr John Sheppard  
Mrs Jenny Blamire

Independent Examiner: Tom Earl FCCA 107 Salthill Road, Fishbourne, West Sussex,  
PO19 3PZ

Bankers: Santander Business Banking, Bridle Road, Bootle, L30 4GB

Parish Office: Alison Stirling, St Peter and St Mary Church.  
Tel: 01243 784283

Email: [fishbournechurch@btinternet.com](mailto:fishbournechurch@btinternet.com)

Website: [www.fishbournechurch.org.uk](http://www.fishbournechurch.org.uk)

**Structure, Governance and Management**

The Parochial Church Council (PCC) is a charity and is registered with the Charity Commission Number 1131277

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

*Ex officio members*

|                                      |                                                                                                                                                    |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Rector:                              | The Revd Canon Moira Wickens (until 31 <sup>st</sup> July)                                                                                         |
| Churchwardens:                       | Mrs Marie Mayor<br>Mr Simon Juggins (until 30 <sup>th</sup> June)                                                                                  |
| Casual Churchwarden                  | Mrs Jennifer Christie (from 30 <sup>th</sup> June)                                                                                                 |
| Deputy Churchwardens                 | Mr Simon Juggins (from 30 <sup>th</sup> June)<br>Mrs Jennifer Christie (from 16 <sup>th</sup> May until 30 <sup>th</sup> June)<br>Mr Ken Strudwick |
| Representatives on the Deanery Synod | Tessa Cox<br>Pauline Young                                                                                                                         |

### *Elected Members*

|                                            |           |
|--------------------------------------------|-----------|
| Mrs Pauline Young                          | Secretary |
| Mr Robert Christie                         | Treasurer |
| Mr Richard Bates                           |           |
| Mrs Susan Brown                            |           |
| Mrs Jenny Blamire                          |           |
| Mrs Tessa Cox                              |           |
| Mr Alan Frost (Until 16 <sup>th</sup> May) |           |
| Mrs Caroline Sheppard                      |           |
| Mrs Amanda Stapleton                       |           |
| Mr Tim Gleeson (from 8 <sup>th</sup> June) |           |

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the Incumbent, the Churchwardens, members of the Deanery Synod) and up to 12 members of the Church who are elected at the Annual Parochial Church Meeting. The PCC has previously passed a resolution that all members of the PCC should be elected annually, and this was last renewed in April 2018. Members of the congregation are warmly encouraged to stand for election to the PCC and we try and ensure a balance of skills and experience where possible.

2021 was another difficult and challenging year because of the continuing effects of the Covid pandemic and the introduction of the second national lockdown between 1 January 2021 and 4 April 2021. Simon Juggins had been appointed as a Churchwarden at the 2020 Annual Parish Church Meeting which took place on 4<sup>th</sup> October 2020 and re-elected at the APCM held on 16<sup>th</sup> May 2021. He subsequently concluded that for personal reasons he could not continue in the role. As a consequence, Jennifer Christie was appointed as a Casual churchwarden in his place on 30 June 2021.

The PCC was not able to meet physically in early part of the year, but then met in June, July, September (twice) and November. The PCC usually operates a Standing Committee which comprises the Incumbent, two Churchwardens, the Treasurer and one of the deputy Churchwardens. The Standing Committee normally meets when required between the regular PCC meetings. In fact the Standing Committee only met once, in October. The PCC is normally supported during the year by a Church Hall Committee, which looks after the Church Hall, St Peter's Place, and a Social and Fundraising Committee. However neither of the groups were able to meet during the year.

### **Objectives and Activities**

The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC has agreed that its mission should be "To be a vibrant community Church with a welcoming heart, sharing Christ's love by serving the Parish of Fishbourne and beyond".

The PCC has the responsibility of co-operating fully with the Rector, the Revd Canon Moira Wickens, in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical, and co-operating with our neighbouring parish of Apuldram, with which we shared our incumbent, who sadly had to retire on ill-health grounds at the end of July. The Parish then faced an Interregnum, and the appointment of a new Rector was put in suspension by the Bishop.

The PCC has considered the Charity Commission's guidance on public benefit and the specific guidance on "charities for the advancement of religion".

## **Achievements and Performance during 2021**

### *Church Attendance*

There were 153 parishioners on the Church electoral roll as at 31 December 2021, 44 of whom were not resident within the parish.

The Church normally holds regular Sunday services at 8.00 and 9.30 a.m. and on the fifth Sunday in each month holds a 9.30 a.m. communion service jointly with the neighbouring parish of Apuldrum. The Church also normally holds a weekly communion service on Thursdays at 10.30 a.m. but such services have not taken place since February 2020.

However, the year 2021 again has been exceptional and it has not been possible to set out meaningful figures for the year. In common with other Churches the Church building was required to be closed in a second lockdown from 1<sup>st</sup> January until 4<sup>th</sup> April. During this time Online Services were placed on the web by Moira each Sunday. Reflections for these services were written by:

John Sheppard – 1<sup>st</sup> Sunday of the month

Moira – 2<sup>nd</sup> Sunday (14<sup>th</sup> February – a reflection by Bishop Will)

Jenny Blamire – 3<sup>rd</sup> Sunday

Moira – 4<sup>th</sup> Sunday

On the 5<sup>th</sup> Sunday in January Moira produced an online act of remembrance for all affected by Covid

These continued every week until Moira left in July.

After Moira's retirement the online services were dropped to just the 2<sup>nd</sup> and 4<sup>th</sup> Sundays in the month. This has continued throughout the rest of the year.

Moira also broadcast an online service on Ash Wednesday, 17<sup>th</sup> February.

For Lent John headed 6 sessions each looking at an aspect of Jesus' Life from the point of view of Mark's Gospel. These were all on Zoom and around 6 people joined in the sessions.

The first services to be held in Church resumed on Easter Sunday, 4<sup>th</sup> April with an 8am at Apuldrum and 9.30am at Fishbourne.

On 9<sup>th</sup> April the death of HRH Prince Philip was announced. Prayer spaces were set up in the Garden of Remembrance at Fishbourne from 11<sup>th</sup> April and were taken down after his funeral on 17<sup>th</sup> April. Moira held a short open-air service at 12 noon before the funeral.

On 6<sup>th</sup> June a special meeting was called for the PCC members of Fishbourne and Apuldrum when Moira announced that she would be retiring at the end of July due to her continued ill health.

## **Interregnum**

Notice of the vacancy was sent to the Patron of the Church, the Lord Chancellor, and with the retirement of Moira we went into Interregnum. The Archdeacon, Father Luke, and the newly appointed Rural Dean, Reverend Martha Weatherill, ensured that a priest was available for services and help for the Churchwardens and PCC.

The Churchwardens, Marie Mayor and Jennie Christie, were appointed to act as the Parish Representatives. A rota was quickly drawn up by Revd Martha detailing the Readings and the Priests who would be taking the services from 1<sup>st</sup> August 2021 through to the 1<sup>st</sup> May 2022. The services would remain as only 2 in the month – 9.30 a.m. Eucharist on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays in the month. Later an 8.00 a.m. service on the first Sunday of the month was added.

Gradually restrictions were lifted and there was music and singing during the service, wearing of face masks were a personal choice, but Communion remained in one kind only for the congregation.

On 26<sup>th</sup> September the lay readers took the first monthly Family Service at 4.30 p.m. This had been planned previously before 2020 Covid lockdown.

Soon after the start of the Interregnum, the Churchwardens, with help from some parishioners, produced a new Parish Profile and this was ready to be sent to Father Luke by the middle of September.

8<sup>th</sup> October we were advised that the Bishop of Chichester had decided to put Fishbourne Benefice into a 5-year Suspension of Presentation. This meant that any Priest appointed in the first instance would be a priest-in-charge and not the Incumbent. Also on the 8<sup>th</sup> October, Mrs Helen Dimmock MBE. Crown Ecclesiastical Secretary, visited the Parish and met the Churchwardens.

An interview with a prospective candidate, Reverend Jessica Reid was set for 13<sup>th</sup> December and following this Jessica was appointed as Priest-in-Charge to Fishbourne and Apuldrum.

Grateful thanks go to Reverend Martha Weatherill for all her help during the Interregnum. Her knowledge and advice were invaluable.

### **Weddings, Funerals, Baptisms**

The national guidelines that were introduced also imposed severe restrictions on the number of people that could attend weddings, baptisms and funerals at various times in the year. In spite of this, during the year six weddings took place, four baptisms took place, four funerals were held in the Church, two interment of ashes, and one scattering of ashes. The annual confirmation classes followed by confirmations again did not take place this year.

The Church is normally kept open during the daytime for anybody who may wish to visit and a specific prayer space is maintained inside the Church as a place of quiet and peace. We were able to open the Church in the summer months but closed it again from the 1<sup>st</sup> October.

The usual regular Home Communion services, held for people at home or at Cornelius House or Manor Barn, care homes in the parish, could not take place after February 2020 due to CV-19 restrictions. John Dent, who has carried out this service for very many years, has decided it is time for him to step down and no Home Communion services were held in 2021.

### **The Church website**

The website has become an even more important asset as the most effective means of carrying out the Church's mission during the imposed lockdowns, communicating information about the parish activities. Thanks are due to Alan Frost for all his work on enhancing the role of the website. In May Alan announced that he would be resigning from his work on the website, so it is with regret that we thank Alan for all his work on enhancing the role of the website.

Since May, Jennie Christie has been putting notices on the website. The PCC are actively looking for someone to take on the role of its maintenance.

During “lockdown”, Moira also published occasional services on the local website “Fishbourne Vibes” which were welcomed and enjoyed by people in the community, many of whom were not Church attendees.

## **Magazine**

The Church previously published a monthly Parish magazine jointly with its neighbouring Church at Apuldram which had a monthly circulation of approximately 250 copies. Because of the restrictions imposed by the national lockdown it has not been possible to continue with its publication, and all information has instead been published on the Church website. The PCC will need to reconsider the future of the magazine. The previous Editor has stated that he no longer wishes to continue in the role.

## **Involvement of Children**

Children are welcomed at and encouraged to take part in all services although the Church does not have a specific Sunday School. However, the Church had established and developed a “Messy Church” The concept of the Messy Church is intended as an opportunity for people of all ages and especially families, to meet and worship together in an informal environment. This enables people who might have limited experience of attending a Church service to have fun and learn about Christianity and experience a Christian Community. Unfortunately, it has not been possible to continue with these services during the lockdown and no sessions took place in 2021. It is hoped to resume Messy Church early in 2022.

Once again this year, children leaving Fishbourne C of E Primary School were given Bibles. No presentation service could take place. The cost of the Bibles was met through special donations by members of the congregation.

As previously mentioned, a monthly Family Service was started in September led by the Lay Readers.

## **Safeguarding**

The PCC includes safeguarding as a regular standing item on the PCC agenda and has approved appropriate policies which reflect the guidance published by the Diocese. Marie Mayor is the designated Safeguarding officer.

## **The Church in the community**

At the start of the lockdown in March 2020 a number of groups in the village, including the Church, school and parish council, encouraged by a parishioner, Jak Dyer, had came together to establish a team of volunteers (the “Fishbourne Volunteer Squad”) to identify and support any vulnerable people in the village or people who were unable to travel to shops for food supplies, prescriptions, medical appointments etc because they were vulnerable and self-isolating. The Incumbent, a Churchwarden, a Deputy Churchwarden, and the Treasurer were all on the Committee and the Church helped set up appropriate financial procedures to enable people to pay for their shopping in confidence. This scheme operated very effectively during the lockdown and provided support to many people who would otherwise have encountered great difficulties. The FVS was wound up in 2021. Many of the volunteers had bonded with individuals in the Fishbourne community and continued to support them without the FVS structure.

The Rector was a governor at Fishbourne Church of England Primary School until her retirement. The two additional foundation school governors, Jenny Blamire and Jennie Christie, are also nominated by the PCC.

## **The Social and Fundraising Group**

The Social and Fundraising Group did not meet in 2021. However the sum of £2042.13 was raised for Church Funds involving metal recycling, Harvest cream teas, book sale, Christmas cards, Advent Tea, Church pens as well as two hirings of the Church for professional recordings.

The lack of fundraising has had a significant impact on monies raised for our Church as well as other charities.

## **Community Fundraising**

During the first three months of 2021 it was decided to resurface the entrance to the Church as well as repair certain areas of the carpark and improve the entrance to the Hall at a total cost of £13,784.65 which was raised by inviting donations from the community as well as successfully applying for appropriate grants.

At the end of July 2021, we said our goodbyes to The Revd Canon Moira Wickens who retired on ill health. Together with St Mary the Virgin Church, Apuldrum we marked the occasion with a farewell service in St Peter & St Mary's Church on 19<sup>th</sup> July followed by cakes, tea and coffee in the grounds of St Peter's Place where Moira was presented with a cheque for £3,518.75 together with the rose 'Blessings' from the two congregations.

## **Charitable donations**

The reduction in fund raising activities greatly reduced the Church's ability to support external charities in 2021.

However it was still possible for support to be given to:

The Church Missionary Society  
The Apuldrum Centre  
Stonepillow.

In cash, a total of £640 was donated during the year to the various charities supported by the Church.

## **The Hall**

Unfortunately, it was necessary to close the Church Hall, St Peter's Place during the first quarter of the year. Strict limits on number of attendees were introduced when it reopened, which were slowly relaxed. Gradually usage built up over the rest of the year.

## **Church fabric and maintenance**

Appropriate regular routine maintenance checks were conducted during the year

## **Financial Review**

2021 was another difficult year financially for our Church, although two significant fund-raising activities (£13,750 for the carpark, £3,518.75 for the farewell thankyou gift to Moira on her retirement), and £2,978.49 income from the Job Retention Scheme (the "Furlough"), meant total income and expenditure were higher than in 2020. In addition a bequest of over £10,000 was received, which was "expended", along with a major donation to the upkeep of the Church, Hall, and environs, in a transfer of over £21,000 to reserves. Consequently, overall PCC income totalled £101,746.25 and PCC expenditure totalled £105,432.23, and it would appear that income and expenditure almost reached pre-pandemic levels, although our Parish Share fell well short of what it

should have been. The Parish Share contributes to the cost of clergy and their housing and pensions and the costs of training new ordinands across the Diocese.

However the difficult financial situation the PCC faced in December 2020 meant that it could not commit to meet the potential Parish Share for 2021, which in normal times would have amounted to £59,440. Instead the PCC decided to continue with a pledge to pay £18,000, representing 30.28% of the full figure but agreed to add any surplus left in the bank account to that figure. In the end £29,600 was paid, representing 49.80% of the target amount.

It is important to note that there has again been a further decline in the amount of regular planned giving during the year as parishioners have sadly passed away or have moved away from the area, a severe drop in "open plate" collections, and reduction in the income from the hiring out of the Church Hall (which ran at a small loss of £16.03 in 2021) causing traditional sources of income to drop by a considerable amount.

The PCC committed itself in November 2021 to significantly increase its Parish Share in 2022 as a sign of its keenness to "pay its way".

### **Banking and Reserves Policies**

In 2021, the PCC continued to bank with Santander Business Banking for the main undesignated funds.

The PCC has a policy of maintaining a balance on the general undesignated funds equating to approximately two months' worth of payments as a contingency against unforeseen situations.

It remains PCC policy to invest unrestricted and Church fabric fund balances with the CBF Church of England Deposit fund.

Signed on behalf of the PCC



.....  
Reverend Jessica Reid,  
Priest-in-Charge  
22nd May 2022

# ANNUAL FINANCIAL REPORT 2021

## Receipts and Payments Summary

|                                        | <i>Unrestricted</i> |                   | <i>Restricted</i> | <i>Total</i>     | <i>Total</i>     | <i>Notes</i> |
|----------------------------------------|---------------------|-------------------|-------------------|------------------|------------------|--------------|
|                                        | <i>General</i>      | <i>Designated</i> |                   | <i>All Funds</i> | <i>All Funds</i> |              |
|                                        | <u>Fund</u>         | <u>Funds</u>      | <u>Fund/s</u>     | <u>2021</u>      | <u>2020</u>      |              |
|                                        | £                   | £                 | £                 | £                | £                |              |
| <b>Income and endowments from:</b>     |                     |                   |                   |                  |                  |              |
| Donations and legacies                 | 75,568              | -                 | -                 | <b>75,568</b>    | 49,926           |              |
| Charitable activities                  | 8,633               | -                 | -                 | <b>8,633</b>     | 17,080           |              |
| Other trading activities               | 11,670              | -                 | -                 | <b>11,670</b>    | 27,659           |              |
| Investments                            |                     |                   |                   | -                |                  |              |
| Other receipts                         | 5,876               | -                 | -                 | <b>5,876</b>     | 1,153            |              |
| <b>Total received</b>                  | <b>101,746</b>      | -                 | -                 | <b>101,746</b>   | 95,817           |              |
| <b>Expenditure on:</b>                 |                     |                   |                   | -                | -                |              |
| Cost of raising funds                  | 19                  | -                 | -                 | <b>19</b>        | -                |              |
| Charitable costs                       | 54,861              | -                 | -                 | <b>54,851</b>    | 85,384           |              |
| Trading costs                          | 23,991              | -                 | -                 | <b>23,991</b>    | 19,722           |              |
| Other payments                         | 5,236               | -                 | -                 | <b>5,236</b>     | 718              |              |
| <b>Total paid</b>                      | <b>84,108</b>       | -                 | -                 | <b>84,098</b>    | 105,824          |              |
| <b>Reconciliation of funds:</b>        |                     |                   |                   |                  |                  |              |
| <b>Net income or (net expenditure)</b> | 17,638              | -                 | -                 | <b>17,648</b>    | (10,007)         |              |
| Deposited in CBF                       | (11,324)            |                   | (10,000)          | <b>(21,324)</b>  | -                |              |
| Withdrawn from CBF Deposit             | -                   | -                 | -                 | -                | 8,000            |              |
| <b>Net movement in funds</b>           | <b>6,314</b>        | -                 | <b>(10,000)</b>   | <b>(3,686)</b>   | (2,007)          |              |
| Bank accounts at 1 January             | 21,514              |                   | -                 | <b>21,514</b>    | 5,084            |              |
| <b>Bank accounts at 31 December</b>    | <b>27,828</b>       | -                 | -                 | <b>17,828</b>    | 3,077            |              |

# Notes to the Annual Financial Report 2021

## Analysis of total received

|                                    | Unrestricted    |                     | <i>Restricted</i><br><u>Fund/s</u> | Total<br>All Funds<br>2020 | Total<br>All Funds<br>2019 |
|------------------------------------|-----------------|---------------------|------------------------------------|----------------------------|----------------------------|
|                                    | General<br>Fund | Designated<br>Funds |                                    |                            |                            |
|                                    | £               | £                   | £                                  | £                          | £                          |
| Planned giving (excl. tax refunds) | 22,602          | -                   | -                                  | 22,602                     | 25,012                     |
| Planned giving (no tax refunds)    | 1,140           | -                   | -                                  | 1,140                      | 780                        |
| Loose cash collections             | 3,124           | -                   | -                                  | 3,124                      | 4,167                      |
| Other Donations                    | 24,967          | -                   | -                                  | 24,967                     | 6,927                      |
| Gift Aid recovered                 | 11,066          | -                   | -                                  | 11,066                     | 9,153                      |
| Legacies                           | 10,334          | -                   | -                                  | 10,334                     | 7,000                      |
| Grants                             | 2,335           | -                   | -                                  | 2,335                      | -                          |
| <b>Donations and legacies</b>      | <b>75,568</b>   | -                   | -                                  | <b>75,568</b>              | 53,039                     |
| Fees for weddings & funerals       | 5,846           | -                   | -                                  | 5,846                      | 5,943                      |
| Verger/Flowers/Organist            | 1,530           | -                   | -                                  | 1,530                      | -                          |
| Summer fete                        | -               | -                   | -                                  | -                          | -                          |
| Miscellaneous Fund Raising         | 935             | -                   | -                                  | 935                        | 1,682                      |
| Literary Festival                  | -               | -                   | -                                  | -                          | 465                        |
| Fishbourne Volunteer Squad         | 322             | -                   | -                                  | 322                        | 2,288                      |
| <b>Charitable activities</b>       | <b>8,633</b>    | -                   | -                                  | <b>8,633</b>               | 10,378                     |
| Sales of the parish magazine       | -               | -                   | -                                  | -                          | 2,178                      |
| Church centre hiring fees          | 11,667          | -                   | -                                  | 11,667                     | 8,839                      |
| Magazine advertisement fees        | -               | -                   | -                                  | -                          | -                          |
| Leaflet sales                      | 3               | -                   | -                                  | 3                          | 4                          |
| <b>Other trading activities</b>    | <b>11,670</b>   | -                   | -                                  | <b>11,670</b>              | 11,021                     |
| Bank & CBF deposit interest        | -               | -                   | -                                  | -                          | -                          |
| CBF investment fund dividend       | -               | -                   | -                                  | -                          | -                          |
| <b>Investments</b>                 | -               | -                   | -                                  | -                          | -                          |
| Apuldram contribution              | 352             | -                   | -                                  | 352                        | 550                        |
| Job Retention Scheme               | 2,978           | -                   | -                                  | 2,978                      | 3,307                      |
| Miscellaneous                      | 2,545           | -                   | -                                  | 2,545                      | 120                        |
| <b>Other receipts</b>              | <b>5,876</b>    | -                   | -                                  | <b>5,876</b>               | 3,977                      |
| <b>Total received on all funds</b> | <b>101,746</b>  | -                   | -                                  | <b>101,746</b>             | 78,416                     |

# Notes to the Annual Financial Report 2021 cont'd

## Analysis of total paid:

|                                       | Unrestricted    |                     | Restricted<br>Fund/s | Endowed<br>Fund/s | Total<br>All Funds<br>2021 | Total<br>All Funds<br>2020 |
|---------------------------------------|-----------------|---------------------|----------------------|-------------------|----------------------------|----------------------------|
|                                       | General<br>Fund | Designated<br>Funds |                      |                   |                            |                            |
|                                       | £               | £                   | £                    | £                 | £                          | £                          |
| Card m/c fees                         | 19              |                     |                      |                   | 19                         |                            |
| Other appeals expenses                | -               | -                   | -                    | -                 | -                          | -                          |
| <b>Cost of raising funds</b>          | <b>19</b>       | <b>-</b>            | <b>-</b>             | <b>-</b>          | <b>19</b>                  | <b>-</b>                   |
| Charitable grants and donations       | 640             |                     |                      |                   | 640                        | 2,778                      |
| Parish share to Chichester Diocese    | 29,600          |                     |                      |                   | 29,600                     | 22,632                     |
| Salaries and honoraria incl NI        | 2,456           |                     |                      |                   | 2,456                      | 2,678                      |
| Clergy and other people's expenses    | 4,075           |                     |                      |                   | 4,075                      | 4,405                      |
| Verger and Organists                  | 610             |                     |                      |                   | 610                        |                            |
| Mission & evangelism costs            | -               |                     |                      |                   | -                          | -                          |
| Sunday school/Children's work         | -               |                     |                      |                   | -                          | -                          |
| Church Insurance                      | 972             |                     |                      |                   | 972                        | 971                        |
| Water, Gas, Electricity, and Oil      | 2,681           |                     |                      |                   | 2,681                      | 2,562                      |
| Office expenses                       | 537             |                     |                      |                   | 537                        | 785                        |
| Other regular church running costs    | 2,611           |                     |                      |                   | 2,611                      | 963                        |
| Fishbourne Volunteer Squad            | 23              |                     |                      |                   | 23                         | 1,016                      |
| Church maintenance & redecoration     | 10,656          |                     |                      |                   | 10,656                     | 2,000                      |
| New building work                     | -               |                     |                      |                   | -                          | -                          |
| <b>Charitable costs</b>               | <b>54,861</b>   |                     |                      |                   | <b>54,861</b>              | <b>40,789</b>              |
| Event expenses                        | 30              |                     |                      |                   | 30                         | 649                        |
| Church hall administration & cleaning | 3,489           |                     |                      |                   | 3,489                      | 3,211                      |
| Hall maintenance & redecoration       | 15,186          |                     |                      |                   | 15,186                     | 4,409                      |
| Hall Insurance                        | 1,334           |                     |                      |                   | 1,334                      | 1,332                      |
| Hall Water, Gas, Electricity, and Oil | 1,406           |                     |                      |                   | 1,406                      | 1,324                      |
| Magazine printing                     | -               |                     |                      |                   | -                          | 690                        |
| Diocesan fees                         | 1,607           |                     |                      |                   | 1,607                      | 1,696                      |
| Hall hire deposits repaid             | 939             |                     |                      |                   | 939                        | 1,572                      |
| <b>Trading costs</b>                  | <b>23,991</b>   |                     |                      |                   | <b>23,991</b>              | <b>14,883</b>              |
| Transferred to deposit                | 21,324          |                     |                      |                   | 21,324                     |                            |
| Other payments                        | 5,236           |                     |                      |                   | 5,236                      | 306                        |
| <b>Total paid on all funds</b>        | <b>105,432</b>  |                     |                      |                   | <b>105,432</b>             | <b>55,978</b>              |

## Notes to the Annual Financial Report cont'd

### Staff costs

|                                | 2021         | 2020         |
|--------------------------------|--------------|--------------|
|                                | £            | £            |
| Wages, salaries and honoraria  | 5,756        | 5,740        |
| Employer National Insurance    | -            | -            |
| Employer pension contributions | -            | -            |
| <b>Total</b>                   | <b>5,756</b> | <b>5,740</b> |

# Notes to the Annual Financial Report cont'd

## Statement of funds

|                                        | Balances<br>b/fwd<br>1 Jan 2021 | Income   | Expenditure | Transfers,<br>other gains<br>and losses | Balances<br>c/fwd<br>31 Dec 2021 |
|----------------------------------------|---------------------------------|----------|-------------|-----------------------------------------|----------------------------------|
|                                        | £                               | £        | £           | £                                       | £                                |
| CBF - General fund                     | 26,836                          | 16       | -           | 11,324                                  | <b>38,176</b>                    |
| <b>Total of all unrestricted funds</b> | 26,836                          |          | -           | 11,324                                  | 38,176                           |
| CBF - Fabric Fund                      | 48                              | 1        | -           | 10,000                                  | <b>10,049</b>                    |
| <b>Total of all restricted funds</b>   | <b>48</b>                       | <b>1</b> | -           | <b>10,000</b>                           | <b>10,049</b>                    |
| <b>Total funds</b>                     | <b>£26,884</b>                  |          |             | <b>£21,324</b>                          | <b>£48,225</b>                   |

# Statement of Assets and Liabilities 2021

|                                          | <i>Unrestricted</i>           |                                   | <i>Restricted</i><br><u>Fund/s</u> | <i>Total</i><br><u>All Funds</u> | <i>Total</i><br><u>All Funds</u> | <i>Notes</i> |
|------------------------------------------|-------------------------------|-----------------------------------|------------------------------------|----------------------------------|----------------------------------|--------------|
|                                          | <u>General</u><br><u>Fund</u> | <u>Designated</u><br><u>Funds</u> |                                    | <u>2021</u>                      | <u>2020</u>                      |              |
|                                          | £                             | £                                 | £                                  | £                                | £                                |              |
| <b>Assets:</b>                           |                               |                                   |                                    |                                  |                                  |              |
| Bank current account                     | 17,828                        |                                   |                                    | <b>17,828</b>                    | 21,514                           |              |
| CBF Deposit Fund                         | 38,176                        |                                   | 10,049                             | <b>48,225</b>                    | 26,882                           |              |
| <b>Total bank and deposit accounts</b>   | <b>56,005</b>                 | -                                 | -                                  | <b>66,054</b>                    | 48,397                           |              |
| Apuldrum Share                           | 30                            |                                   |                                    | <b>30</b>                        | 497                              |              |
| Church Hall Rentals                      | 200                           |                                   |                                    | <b>200</b>                       | 1,145                            |              |
| Job Retention Scheme Claim               | -                             |                                   |                                    | -                                | 439                              |              |
| CV-19 Grant from CDC                     | -                             |                                   |                                    | -                                | 335                              |              |
| Gift Aid recoverable                     | 878                           |                                   |                                    | <b>878</b>                       | 793                              |              |
| <b>Debtors</b>                           | <b>1,108</b>                  | -                                 | -                                  | <b>1,108</b>                     | 3,208                            |              |
|                                          |                               |                                   |                                    |                                  |                                  |              |
| <b>Investment assets at market value</b> | -                             | -                                 | -                                  | -                                | -                                |              |
|                                          |                               |                                   |                                    |                                  |                                  |              |
| Church Hall & Fittings                   | 420,000                       | -                                 | -                                  | 420,000                          | 420,000                          |              |
| <b>Investment assets at cost</b>         | <b>420,000</b>                | -                                 | -                                  | <b>420,000</b>                   | 420,000                          |              |
|                                          |                               |                                   |                                    |                                  |                                  |              |
| <b>Total assets</b>                      | <b>471,559</b>                | -                                 | -                                  | <b>470,832</b>                   | <b>471,605</b>                   |              |
| <b>Liabilities:</b>                      |                               |                                   |                                    |                                  |                                  |              |
| Organists fees                           | 210                           |                                   |                                    |                                  | 264                              |              |
| Salaries                                 | 538                           |                                   |                                    |                                  | 672                              |              |
| HMRC Tax                                 | 201                           |                                   |                                    |                                  | 42                               |              |
| Service items                            | 92                            |                                   |                                    |                                  | -                                |              |
| Hall rental deposits                     | 50                            |                                   |                                    |                                  | 100                              |              |
| Clergy expenses                          | -                             |                                   |                                    |                                  | 123                              |              |
| Fishbourne Volunteer Squad               | -                             |                                   |                                    |                                  | 1,272                            |              |
| Electricity used in Dec                  | 387                           |                                   |                                    |                                  | 237                              |              |
| Other expenses                           |                               |                                   |                                    |                                  | -                                |              |
| Hall maintenance invoice                 | 141                           |                                   |                                    |                                  |                                  |              |
| Children's Society                       | 72                            |                                   |                                    |                                  |                                  |              |
| Diocesan Fees                            | 273                           |                                   |                                    |                                  | 154                              |              |
|                                          |                               |                                   |                                    |                                  | -                                |              |
| <b>Total liabilities</b>                 | <b>1,964</b>                  | -                                 | -                                  | <b>2,862</b>                     | <b>2,862</b>                     |              |

Notes:



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

The Parochial Church Council of the Ecclesiastical Parish of St Peter and St Mary Church Fishbourne ("PCC")

**On accounts for the year  
ended**

31 December 2021

**Charity no  
(if any)**

1131277

**Set out on pages**

8-13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2020.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

15 May 2022

**Name:**

Thomas Edward Roy Earl

**Relevant professional  
qualification(s) or body  
(if any):**

Fellow of the Association of Chartered Certified Accountants under Registration Number 1118450

**Address:**

107 Salthill Road, Fishbourne, Chichester, West Sussex, PO19 3PZ.

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

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

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# Accounts

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**Parochial Church Council of St Peter and St Mary Fishbourne**  
**Trustees Annual Report and Financial Statements for the Year Ended 31**  
**December 2020**

**Administrative information**

Church of St Peter and St Mary Fishbourne, Fishbourne, West Sussex, PO19 3XT

Incumbent: Revd Canon Moira Wickens: The Rectory, 31 Caspian Close,  
Fishbourne, West Sussex, PO18 8AY

Readers: Mr John Sheppard  
Mrs Jenny Blamire

Independent Examiner: Tom Earl FCCA 107 Salthill Road, Fishbourne, West Sussex,  
PO19 3PZ

Bankers: Santander Business Banking, Bridle Road, Bootle, L30 4GB

Parish Office: Alison Stirling, St Peter and St Mary Church.  
Tel: 01243 784283

Email: [fishbournechurch@btinternet.com](mailto:fishbournechurch@btinternet.com)

Website: [www.fishbournechurch.org.uk](http://www.fishbournechurch.org.uk)

**Structure, Governance and Management**

The Parochial Church Council (PCC) is a charity and is registered with the Charity Commission Number 1131277

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

*Ex officio members*

|                      |                                                                                                                                                                            |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rector:              | The Revd Canon Moira Wickens                                                                                                                                               |
| Churchwardens:       | Mr Gordon Ellis (Until 4 October 2020)<br>Mrs Marie Mayor                                                                                                                  |
| Deputy Churchwardens | Mr Simon Juggins (from 4 October 2020)<br>Mr Simon Juggins (until 4 October 2020)<br>Mrs Jennifer Christie (from 4 October 2020)<br>Mr Ken Strudwick (from 4 October 2020) |

Representatives on the Deanery Synod      Tessa Cox  
Pauline Young

*Elected Members*

|                        |           |
|------------------------|-----------|
| Mrs Pauline Young      | Secretary |
| Mr Robert Christie     | Treasurer |
| Mr Richard Bates       |           |
| Mrs Susan Brown        |           |
| Mrs Tessa Cox          |           |
| Mr Alan Frost          |           |
| Mrs Caroline Sheppard  |           |
| Mrs Amanda Stapleton   |           |
| Mr Ken Strudwick       |           |
| (until 4 October 2020) |           |

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the Incumbent, the Churchwardens, members of the Deanery Synod) and up to 12 members of the Church who are elected at the Annual Parochial Church Meeting. The PCC has previously passed a resolution that all members of the PCC should be elected annually, and this was last renewed in April 2018. Members of the congregation are warmly encouraged to stand for election to the PCC and we try and ensure a balance of skills and experience where possible.

2020 turned out to be an exceptional and challenging year because of the effects of the Covid 19 pandemic and national lockdown. The 2020 Annual Meeting was originally planned to take place on 26 April 2020, but this was postponed as a consequence of the national lockdown that started in March 2020. All Churches were required to close and no physical services were able to take place between March 29<sup>th</sup> and August 22<sup>nd</sup>.

The Diocese permitted all Churches to defer the date of any annual meetings that had not taken place before the lockdown started to a date not later than 31 October 2020. The Churchwardens and officers appointed at the Annual Meeting held in 2019 therefore automatically continued in their positions until the 4 October 2020 when the Annual Meeting was finally able to take place. It was a combination of a small, socially distanced group meeting in the Hall but essentially a "Zoom" meeting, kindly hosted by Richard Bates.

The PCC was only able to meet physically in January and July. The PCC usually operates a Standing Committee which comprises the Incumbent, two Churchwardens, the Treasurer and one of the deputy Churchwardens. The Standing Committee normally meets when required between the regular PCC meetings. However the Standing Committee only met once, in October. The PCC is also supported during the year by a Social and Fundraising Committee and a Church Hall Committee, which looks after the Church hall, St Peter's Place.

### **Objectives and Activities**

The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC has agreed that its mission should be "To be a vibrant community Church with a welcoming heart, sharing Christ's love by serving the Parish of Fishbourne and beyond".

The PCC has the responsibility of co-operating fully with the Rector, the Revd Canon Moira Wickens, in promoting the whole mission of the Church, pastoral, evangelistic,

social and ecumenical, and co-operating with our neighbouring parish of Apuldram, with which we share our incumbent.

The PCC has considered the Charity Commission's guidance on public benefit and the specific guidance on "charities for the advancement of religion".

## **Achievements and Performance during 2020**

### *Church Attendance*

There were 153 parishioners on the Church electoral roll as at 31 December 2020, 35 of whom were not resident within the parish.

The Church normally holds regular Sunday services at 8.00 and 9.30 a.m. and on the fifth Sunday in each month holds a 9.30 communion service jointly with the neighbouring parish of Apuldram. The Church also normally holds a weekly communion service on Thursdays at 10.30 a.m. but such services have not taken place since February 2020. The average Sunday attendance, counted in February, was 21 adults and 6 children at the 8.00 a.m. service, and 41 adults and 7 children at the 9.30 a.m. service. The average Thursday attendance, again counted in February, was 14 adults and 1 child. These numbers normally increase substantially at festivals.

However, this year has been exceptional and it has not been possible to set out meaningful figures for the year. In common with other Churches the Church building was required to be closed from 26 March 2020 until August 22nd. In June 2020 the Diocese announced a partial relaxation of the constraints, and permitted Churches to open for private prayer if they were able to put in place appropriate safety measures and constraints. The Churchwardens and Incumbent undertook a thorough risk assessment using the template provided by the Diocese and reluctantly concluded that the constraints imposed by the size of the Church building meant that it would be impossible to open the Church while complying with the on-going safety procedures and need for social distancing. This was endorsed by the full PCC at the meeting held on 8 July 2020.

Restrictions were finally relaxed in late July 2020, and the Church resumed services in the Church building on 23<sup>rd</sup> August 2020 after the building was ventilated, cleaned and alternative pews "ribboned off" to ensure social distancing. It was necessary to limit the number of people who could attend to thirty. Worshipers were invited to confirm places in advance using a booking system made available on the Church website. From September until January 2021 services took place weekly, alternating between 9.30 a.m. at Fishbourne and 8.00 a.m. at Apuldram Churches.

In January 2021 a further national lockdown was imposed and the Church was again required to close.

The national guidelines that were introduced also imposed severe restrictions on the number of people that could attend weddings, baptisms and funerals. In spite of this during the year one wedding took place (six were postponed), one baptism took place (two were postponed) and eight funeral services were held in the Church (two were held at the crematorium). The postponements were due to the restrictions on the numbers allowed to attend. The annual confirmation classes followed by confirmations did not take place this year.

The Church is normally kept open during the daytime for anybody who may wish to visit and a specific prayer space is maintained inside the Church as a place of quiet and peace. As mentioned above this has not been possible for most of 2020 but it is very much hoped that the Church will be able to reopen as usual in the future.

The usual regular Home Communion services, held for people at home or at Cornelius House or Manor Barn, care homes in the parish, could not take place after February 2020 due to CV-19 restrictions. John Dent who has carried out this service for very many years has decided it is time for him to step down. Our thanks are due to John for this crucial work.

A group met weekly for Bible study and prayer during Lent using video conferencing.

### **The web**

The Church's website has become an even more important asset as the most effective means of carrying out the Church's mission in this year of "lockdown", communicating information about the parish activities. While services were unable to take place in the Church a full service has been published on the website each week, and a mid-week newsletter has also been sent out. When the Church reopened in August a booking system was introduced and worshippers were asked to reserve places using the system established on the website. Thanks are due to Alan Frost for all his work on enhancing the role of the website.

During "lockdown", Moira has also published occasional services on the local website "Fishbourne Vibes" which have been welcomed and enjoyed by people in the community, many of whom do not attend Church.

### **Magazine**

The Church has published a monthly Parish magazine jointly with its neighbouring Church at Apuldram which had a monthly circulation of approximately 250 copies. Because of the restrictions imposed by the national lockdown it has not been possible to continue with its publication and all information has instead been published on the Church website. The PCC will in the future reconsider the future of the magazine.

### **Involvement of Children**

Children are welcomed at and encouraged to take part in all services although the Church does not have a specific Sunday School. However, the Church had established and developed a "Messy Church". The concept of the Messy Church is intended as an opportunity for people of all ages and especially families, to meet and worship together in an informal environment. This enables people who might have limited experience of attending a Church service to have fun and learn about Christianity and experience a Christian Community. Unfortunately, it has not been possible to continue with these services during the lockdown and only three sessions were able to take place in 2020, but it is hoped to resume when the restrictions are lifted.

Once again this year, children leaving Fishbourne C of E Primary School were given Bibles. No presentation service could take place, but Moira sent an online blessing to them. The cost of the Bibles was met through special donations by members of the congregation.

### **Safeguarding**

The PCC includes safeguarding as a regular standing item on the PCC agenda and has approved appropriate policies which reflect the guidance published by the Diocese. Marie Mayor is the designated Safeguarding officer.

## **The Church in the community**

At the start of the lockdown in March 2020 a number of groups in the village, including the Church, school and parish council, and encouraged by a parishioner, Jak Dyer, came together to establish a team of volunteers (the "Fishbourne Volunteer Squad") to identify and support any vulnerable people in the village or people who were unable to travel to shops for food supplies, prescriptions, medical appointments etc because they were vulnerable and self-isolating. The Incumbent, a Churchwarden, a Deputy Churchwarden, and the Treasurer were all on the Committee and the Church helped set up appropriate financial procedures to enable people to pay for their shopping in confidence. This scheme operated very effectively during the lockdown and provided support to many people who would otherwise have encountered great difficulties.

In addition, the Incumbent was allocated a "hardship fund" enabling her to help out families and any individuals in a dire financial state.

The Rector is a governor at Fishbourne Church of England Primary School, and two additional foundation school governors are also nominated by the PCC. The Rector continues to have a good relationship with the school and would normally attend and lead the weekly acts of worship. In common with the Church the school has operated under significant restrictions with most children being required to work remotely from home. As a consequence, the normal activities with the Church have not been able to take place during the year but it is intended that these will resume during 2021.

## **The Social and Fundraising Group**

The Social and Fundraising Group was unable to arrange its usual range of events in 2020. This had a significant impact on money raised both for the Church and other charities.

In February a very successful quiz evening with a ploughman's supper and a "donations only" bar was held.

In March a Lenten Lunch in aid of Chestnut Tree House, the children's hospice, was arranged.

The Fifth Fishbourne Literary Festival ("Fishbourne Loves Books") was planned for March. It had been intended to increase the scale of the event to take place over two days in 2020. Tickets for the event were sold out in advance but this proved to be an early casualty of the national lockdown. It was initially hoped that the event could be deferred until September 2020, but this also proved impossible and the event was cancelled and ticket holders refunded their money.

The Annual School and Church Fete, held in June, was also cancelled as were the usual August Cream Teas in St Peter's Place. However, in August a successful Cream Tea was organised in the garden of John and Caroline Sheppard, which was very well supported and raised £673.45 for Church funds.

Following the successful fundraising concert given by the Consort of 12 in 2019, their cellist Lynden Cranham asked if she could use the lovely acoustics of our Church to record performances of JS Bach's 6 Suites for Cello. Moira agreed to this, and she recorded the first 3 over 3 days. Her husband made a generous donation as a thank you. The further suites will be recorded in 2021.

The following funds were raised in 2020:

- The February Quiz - £1,021. £1,000 of this was earmarked for Moira's use in supporting those in need during the pandemic
- Lenten Lunch - £222.50 passed on to Chestnut Tree House
- Metal Recycling - £444.58 (Thanks to Allan Blamire for his work on this)
- General donations to the Group - £475.63
- Cream Tea at the Sheppards - £673.45
- Drive-In Carol Service - £165 (Thanks to John Sheppard and the carpark attendants)
- Christmas Cards - £185.50
- Church Pens - £28
- Cello Recordings - £250

Thanks to all the volunteers who made these amazing results possible.

### **Charitable donations**

The reduction in fund raising activities greatly reduced the Church's ability to support external charities in 2020.

However it was still possible for support to be given to:

The Church Missionary Society  
The Children's Society  
Chestnut Tree House  
Stonepillow  
Chichester Food bank.

A total of £1,418.20 was donated during the year to the various charities supported by the Church. In addition a loan of £1,000 was given to the Fishbourne Volunteer Squad to get it established.

### **The Hall**

Unfortunately, it was necessary to close the Church Hall, St Peter's Place during the lockdown, although this will re-open as soon as the on-going restrictions end.

### **Church fabric and maintenance**

Appropriate regular routine maintenance checks were conducted during the year

### **Financial Review**

2020 was a very difficult year financially for our Church. While regular monthly donations continued, the severe drop in "open plate" collections and total loss of profit from the hiring out of the Church Hall (which ran at a loss of around £3,000 in 2020) meant normal income dropped by just under £24,000. As a result our Church had to drastically reduce its "Diocesan Share" – the amount it pays to the Diocese to cover its costs, including the costs of clergy.

Apart from that, there has been a further decline in amount of regular planned giving during the year as parishioners have sadly passed away. The one positive aspect was that two departed parishioners left bequests to the Church, a practice to be welcomed and encouraged.

PCC income totalled £76,128.02 and PCC expenditure totalled £61,977.78, with the biggest element again being the Parish Share of £22,632.00, paid to the Diocese to cover ministry costs. This amount contributes to the cost of clergy and their housing and pensions and the costs of training new ordinands across the Diocese. Originally it had been planned to contribute a share of £57,792, representing 93.60% of the amount requested by the diocese. In time, the PCC still hopes to pledge 100% of the amount requested.

It should be noted that the income includes £2,154 in annual subscriptions for the Parish magazine which ceased publication during lockdown.

The PCC agreed that any final surplus of income over expenditure, less liabilities, would be paid to the diocese.

### **Banking and Reserves Policies**

In 2020, the PCC continued to bank with Santander Business Banking for the main undesignated funds.

The PCC has a policy of maintaining a balance on the general undesignated funds equating to approximately two months' worth of payments as a contingency against unforeseen situations.

It remains PCC policy to invest unrestricted and Church fabric fund balances with the CBF Church of England Deposit fund.

Signed on behalf of the PCC



.....  
Reverend Canon Moira Wickens,  
16<sup>th</sup> May 2021

# Notes to the 2020 Annual Financial Report

## 1. Analysis of total paid in:

|                                    | Unrestricted    |                     | <i>Restricted</i><br><u>Fund/s</u> | Total<br>All Funds<br>2020 | Total<br>All Funds<br>2019 |
|------------------------------------|-----------------|---------------------|------------------------------------|----------------------------|----------------------------|
|                                    | General<br>Fund | Designated<br>Funds |                                    |                            |                            |
|                                    | £               | £                   | £                                  | £                          | £                          |
| Planned giving (excl. tax refunds) | 25,012          | -                   | -                                  | 25,012                     | 25,588                     |
| Planned giving (no tax refunds)    | 780             | -                   | -                                  | 780                        | 780                        |
| Loose cash collections             | 4,167           | -                   | -                                  | 4,167                      | 8,463                      |
| Other Donations                    | 6,927           | -                   | -                                  | 6,927                      | 6,936                      |
| Gift Aid recovered                 | 9,153           | -                   | -                                  | 9,153                      | 9,475                      |
| Legacies                           | 7,000           | -                   | -                                  | 7,000                      | 500                        |
| Grants                             | -               | -                   | -                                  | -                          | 9                          |
| <b>Donations and legacies</b>      | <b>53,039</b>   | -                   | -                                  | <b>53,039</b>              | 51,750                     |
| Fees for weddings & funerals       | 5,943           | -                   | -                                  | 5,943                      | 4,353                      |
| Summer fete                        | -               | -                   | -                                  | -                          | 2,500                      |
| Miscellaneous Fund Raising         | 1,682           | -                   | -                                  | 1,682                      | 3,057                      |
| Literary Festival                  | 465             | -                   | -                                  | 465                        | 5,045                      |
| Fishbourne Volunteer Squad         | 2,288           | -                   | -                                  | 2,288                      | -                          |
| <b>Charitable activities</b>       | <b>10,378</b>   | -                   | -                                  | <b>10,378</b>              | 14,954                     |
| Sales of the parish magazine       | 2,178           | -                   | -                                  | 2,178                      | 2,580                      |
| Church centre hiring fees          | 8,839           | -                   | -                                  | 8,839                      | 23,562                     |
| Magazine advertisement fees        | -               | -                   | -                                  | -                          | 1,440                      |
| Leaflet sales                      | 4               | -                   | -                                  | 4                          | 332                        |
| <b>Other trading activities</b>    | <b>11,021</b>   | -                   | -                                  | <b>11,021</b>              | 27,914                     |
| Bank & CBF deposit interest        | -               | -                   | -                                  | -                          | -                          |
| CBF investment fund dividend       | -               | -                   | -                                  | -                          | -                          |
| <b>Investments</b>                 | -               | -                   | -                                  | -                          | -                          |
| Apuldrum contribution              | 550             | -                   | -                                  | 550                        | 669                        |
| Job Retention Scheme               | 3,307           | -                   | -                                  | 3,307                      | -                          |
| Miscellaneous                      | 120             | -                   | -                                  | 120                        | 529                        |
| <b>Other receipts</b>              | <b>3,977</b>    | -                   | -                                  | <b>3,977</b>               | 1,199                      |
| <b>Total received on all funds</b> | <b>78,416</b>   | -                   | -                                  | <b>78,416</b>              | 95,817                     |

Notes

1

Note 1: The Job Retention Scheme or "Furlough" pay was introduced to assist people whose pay was suspended as their pace of work was closed due to CV-19 restrictions. The money claimed was then paid out to the staff concerned

# Notes to the 2020 Annual Financial Report (cont'd)

## 2. Analysis of total paid out:

|                                       | Unrestricted |            | Restricted<br>Fund/s | Endowed<br>Fund/s | Total     | Total     |
|---------------------------------------|--------------|------------|----------------------|-------------------|-----------|-----------|
|                                       | General      | Designated |                      |                   | All Funds | All Funds |
|                                       | Fund         | Funds      |                      |                   | 2020      | 2019      |
|                                       | £            | £          | £                    | £                 | £         | £         |
| Other appeals expenses                |              | -          | -                    | -                 | -         | -         |
| Cost of raising funds                 | -            | -          | -                    | -                 | -         | -         |
| Charitable grants and donations       | 2,778        | -          | -                    | -                 | 2,778     | 4,288     |
| Parish share to Chichester Diocese    | 22,632       | -          | -                    | -                 | 22,632    | 56,112    |
| Salaries and honoraria incl NI        | 2,678        | -          | -                    | -                 | 2,678     | 3,270     |
| Clergy and other people's expenses    | 4,405        | -          | -                    | -                 | 4,405     | 5,144     |
| Mission & evangelism costs            | -            | -          | -                    | -                 | -         | -         |
| Sunday school/Children's work         | -            | -          | -                    | -                 | -         | -         |
| Church Insurance                      | 971          | -          | -                    | -                 | 971       | 980       |
| Water, Gas, Electricity, and Oil      | 2,562        | -          | -                    | -                 | 2,562     | 2,739     |
| Office expenses                       | 785          | -          | -                    | -                 | 785       | 1,220     |
| Other regular church running costs    | 963          | -          | -                    | -                 | 963       | 2,246     |
| Fishbourne Volunteer Squad            | 1,016        | -          | -                    | -                 | 1,016     | -         |
| Church maintenance & redecoration     | 2,000        | -          | -                    | -                 | 2,000     | 6,578     |
| New building work                     | -            | -          | -                    | -                 | -         | 2,808     |
| Charitable costs                      | 40,789       | -          | -                    | -                 | 40,789    | 85,384    |
| Event expenses                        | 649          | -          | -                    | -                 | 649       | 916       |
| Church hall administration & cleaning | 3,211        | -          | -                    | -                 | 3,211     | 4,009     |
| Hall maintenance & redecoration       | 4,409        | -          | -                    | -                 | 4,409     | 5,431     |
| Hall Insurance                        | 1,332        | -          | -                    | -                 | 1,332     | 1,278     |
| Hall Water, Gas, Electricity, and Oil | 1,324        | -          | -                    | -                 | 1,324     | 1,452     |
| Magazine printing                     | 690          | -          | -                    | -                 | 690       | 2,503     |
| Diocesan fees                         | 1,696        | -          | -                    | -                 | 1,696     | 1,433     |
| Hall hire deposits repaid             | 1,572        | -          | -                    | -                 | 1,572     | 2,700     |
| Trading costs                         | 14,883       | -          | -                    | -                 | 14,883    | 19,722    |
| Other payments                        | 306          | -          | -                    | -                 | 306       | 718       |
| Total paid on all funds               | 55,978       | -          | -                    | -                 | 55,978    | 105,824   |

## Notes to the 2020 Annual Financial Report (cont'd)

### 3. Staff costs

|                                |  |  |  |  | 2020         | 2019         | Notes |
|--------------------------------|--|--|--|--|--------------|--------------|-------|
|                                |  |  |  |  | £            | £            |       |
| Wages, salaries and honoraria  |  |  |  |  | 5,740        | 7,055        | 2     |
| Employer National Insurance    |  |  |  |  | -            | -            |       |
| Employer pension contributions |  |  |  |  | -            | -            |       |
| <b>Total</b>                   |  |  |  |  | <b>5,740</b> | <b>7,055</b> |       |

Note 2 The figure for 2019 was incorrectly recorded in the AFR for 2019. The figure given then did not include include the staff costs of hall administration and cleaning

# Notes to the 2020 Annual Financial Report (cont'd)

## 4. Statement of funds

|                                        | Balances<br>b/fwd<br>1 Jan 2020 | Income        | Expenditure   | Transfers,<br>other gains<br>and losses | Balances<br>c/fwd<br>31 Dec 2020 |
|----------------------------------------|---------------------------------|---------------|---------------|-----------------------------------------|----------------------------------|
|                                        | £                               | £             | £             | £                                       | £                                |
| CBF - General fund                     | 22,728                          | 6,109         | 2,000         |                                         | <b>26,836</b>                    |
| <b>Total of all unrestricted funds</b> | 22,728                          | 6,109         | 2,000         | -                                       | 26,836                           |
| CBF - Fabric Fund                      | 48                              | 0             | -             |                                         | <b>48</b>                        |
| <b>Total of all restricted funds</b>   | <b>48</b>                       | <b>0</b>      | -             | -                                       | <b>48</b>                        |
| <b>Total funds</b>                     | <b>£22,775</b>                  | <b>£6,109</b> | <b>£2,000</b> | -                                       | <b>£26,884</b>                   |

## 2020 Statement of Assets and Liabilities

|                                          | <i>Unrestricted</i> |                   | <i>Restricted</i> | <i>Total</i>     | <i>Total</i>     | <i>Notes</i> |
|------------------------------------------|---------------------|-------------------|-------------------|------------------|------------------|--------------|
|                                          | <i>General</i>      | <i>Designated</i> |                   | <i>All Funds</i> | <i>All Funds</i> |              |
|                                          | <i>Fund</i>         | <i>Funds</i>      | <i>Fund/s</i>     | <i>2020</i>      | <i>2019</i>      |              |
|                                          | £                   | £                 | £                 | £                | £                |              |
| <b>Assets:</b>                           |                     |                   |                   |                  |                  |              |
| Bank current account                     | 21,514              | -                 | -                 | 21,514           | 3,077            |              |
| CBF Deposit Fund                         | 26,836              |                   | 46                | 26,882           | 22,775           |              |
| <b>Total bank and deposit accounts</b>   | <b>48,351</b>       | <b>-</b>          | <b>-</b>          | <b>48,397</b>    | <b>25,852</b>    |              |
| Apuldrum Share                           | 497                 | -                 | -                 | 497              | 203              |              |
| Church Hall Rentals                      | 1,145               | -                 | -                 | 1,145            | 590              |              |
| Job Retention Scheme Claim for December  | 439                 |                   |                   |                  |                  |              |
| CV-19 Grant from CDC                     | 335                 |                   |                   |                  |                  |              |
| Gift Aid recoverable                     | 793                 | -                 | -                 | 793              | 1,161            |              |
| <b>Debtors</b>                           | <b>3,208</b>        | <b>-</b>          | <b>-</b>          | <b>2,435</b>     | <b>1,955</b>     |              |
|                                          |                     |                   |                   |                  |                  |              |
| <b>Investment assets at market value</b> | <b>-</b>            | <b>-</b>          | <b>-</b>          | <b>-</b>         | <b>-</b>         |              |
|                                          |                     |                   |                   |                  |                  |              |
| Church Hall & Fittings                   | 420,000             | -                 | -                 | 420,000          | 420,000          |              |
| <b>Investment assets at cost</b>         | <b>420,000</b>      | <b>-</b>          | <b>-</b>          | <b>420,000</b>   | <b>420,000</b>   |              |
|                                          |                     |                   |                   |                  |                  |              |
| <b>Total assets</b>                      | <b>471,559</b>      | <b>-</b>          | <b>-</b>          | <b>470,832</b>   | <b>447,807</b>   |              |
|                                          |                     |                   |                   |                  |                  |              |
| <b>Liabilities:</b>                      |                     |                   |                   |                  |                  |              |
| Organists fees                           | 264                 | -                 | -                 | 264              | 180              |              |
| Salaries                                 | 672                 | -                 | -                 | 672              | 260              |              |
| HMRC Tax                                 | 42                  | -                 | -                 | 42               | 40               |              |
| Grounds maintenance                      | -                   | -                 | -                 | -                | 566              |              |
| Hall rental deposits                     | 100                 | -                 | -                 | 100              | 200              |              |
| Clergy expenses                          | 123                 | -                 | -                 | 123              | -                |              |
| Fishbourne Volunteer Squad               | 1,272               | -                 | -                 | 1,272            | -                |              |
| Electricity used in Dec                  | 237                 | -                 |                   | 237              | 256              |              |
| Other expenses                           | -                   | -                 |                   | -                | 103              |              |
| Diocesan Fees                            | 154                 | -                 | -                 | 154              | 225              |              |
|                                          |                     |                   |                   | -                | -                |              |
| <b>Total liabilities</b>                 | <b>2,862</b>        | <b>-</b>          | <b>-</b>          | <b>2,862</b>     | <b>1,830</b>     |              |

Notes:

# ANNUAL FINANCIAL REPORT 2020

## Receipts and Payments Summary

|                                        | <i>Unrestricted</i> |                   | <i>Restricted</i> | <i>Total</i>     | <i>Total</i>     | <i>Notes</i> |
|----------------------------------------|---------------------|-------------------|-------------------|------------------|------------------|--------------|
|                                        | <i>General</i>      | <i>Designated</i> |                   | <i>All Funds</i> | <i>All Funds</i> |              |
|                                        | <i>Fund</i>         | <i>Funds</i>      | <i>Fund/s</i>     | <i>2020</i>      | <i>2019</i>      |              |
|                                        | £                   | £                 | £                 | £                | £                |              |
| <b>Income and endowments from:</b>     |                     |                   |                   |                  |                  |              |
| Donations and legacies                 | 53,039              | -                 | -                 | <b>53,039</b>    | 49,926           |              |
| Charitable activities                  | 10,378              | -                 | -                 | <b>10,378</b>    | 17,080           |              |
| Other trading activities               | 11,021              | -                 | -                 | <b>11,021</b>    | 27,659           |              |
| Investments                            |                     |                   |                   | -                |                  |              |
| Other receipts                         | 3,977               | -                 | -                 | <b>3,977</b>     | 1,153            |              |
| <b>Total received</b>                  | <b>78,416</b>       | -                 | -                 | <b>78,416</b>    | 95,817           |              |
| <b>Expenditure on:</b>                 |                     |                   |                   |                  |                  |              |
| Cost of raising funds                  | -                   | -                 | -                 | -                | -                |              |
| Charitable costs                       | 40,789              | -                 | -                 | <b>40,789</b>    | 85,384           |              |
| Trading costs                          | 14,883              | -                 | -                 | <b>14,883</b>    | 19,722           |              |
| Other payments                         | 306                 | -                 | -                 | <b>306</b>       | 718              |              |
| <b>Total paid</b>                      | <b>55,978</b>       | -                 | -                 | <b>55,978</b>    | 105,824          |              |
| <b>Reconciliation of funds:</b>        |                     |                   |                   |                  |                  |              |
| <b>Net income or (net expenditure)</b> | 22,438              | -                 | -                 | <b>22,438</b>    | (10,007)         |              |
| Deposited in CBF                       | (6,000)             |                   |                   | <b>(6,000)</b>   | -                |              |
| Withdrawn from CBF Deposit             | 2,000               | -                 | -                 | <b>2,000</b>     | 8,000            |              |
| <b>Net movement in funds</b>           | <b>18,438</b>       | -                 | -                 | <b>18,438</b>    | (2,007)          |              |
| Bank accounts at 1 January             | 3,077               |                   | -                 | <b>3,077</b>     | 5,084            |              |
| <b>Bank accounts at 31 December</b>    | <b>21,515</b>       | -                 | -                 | <b>21,515</b>    | 3,077            |              |



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

The Parochial Church Council of the Ecclesiastical Parish of St Peter and St Mary Church Fishbourne ("PCC")

**On accounts for the year  
ended**

31 December 2020

**Charity no  
(if any)**

1131277

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2020.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

9 May 2021

**Name:**

Thomas Edward Roy Earl

**Relevant professional  
qualification(s) or body  
(if any):**

Fellow of the Association of Chartered Certified Accountants under  
Registration Number 1118450

**Address:**

107 Salthill Road, Fishbourne, Chichester, West Sussex, PO19 3PZ.

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

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

The Church's income was adversely impacted by the COVID-19 pandemic during the year ended 31 December 2020. This was due to the unavoidable curtailment of established income generating activities, as a result of the national lockdown, which commenced in March 2020. The PCC has responded to this by agreeing to reduce, by deferral, the amount paid during the year to the Diocese, in respect of its "Diocese Share" – the annual obligation of the PCC to contribute to the running costs of the Diocese. Under the UK Government's current roadmap, and the continued rollout of the vaccination programme, it is anticipated that the Church's usual revenue streams can recover during the second half of 2021, allowing the PCC to increase its Diocese Share to nearer 100% of that requested.