

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

Website: www.fishbournechurch.org.uk

Structure, Governance and Management

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

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

Ex officio members

Rector:	The Revd Canon Moira Wickens
Churchwardens:	Mr Gordon Ellis (Until 4 October 2020) Mrs Marie Mayor
Deputy Churchwardens	Mr Simon Juggins (from 4 October 2020) Mr Simon Juggins (until 4 October 2020) Mrs Jennifer Christie (from 4 October 2020) 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 29th and August 22nd.

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 23rd 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



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Reverend Canon Moira Wickens,
16th May 2021

Notes to the 2020 Annual Financial Report

1. Analysis of total paid in:

	Unrestricted		<i>Restricted</i> <u>Fund/s</u>	Total All Funds 2020	Total All Funds 2019
	General Fund	Designated 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
Donations and legacies	53,039	-	-	53,039	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	-
Charitable activities	10,378	-	-	10,378	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
Other trading activities	11,021	-	-	11,021	27,914
Bank & CBF deposit interest	-	-	-	-	-
CBF investment fund dividend	-	-	-	-	-
Investments	-	-	-	-	-
Apuldrum contribution	550	-	-	550	669
Job Retention Scheme	3,307	-	-	3,307	-
Miscellaneous	120	-	-	120	529
Other receipts	3,977	-	-	3,977	1,199
Total received on all funds	78,416	-	-	78,416	95,817

Notes

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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		<i>Restricted</i> <u>Fund/s</u>	<i>Endowed</i> <u>Fund/s</u>	Total	<i>Total</i>
	General	Designated			All Funds	All Funds
	<u>Fund</u>	<u>Funds</u>			<u>2020</u>	<u>2019</u>
	£	£	£	£	£	£
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					-	-	
Total					5,740	7,055	

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

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>	
	£	£	£	£	£	
Assets:						
Bank current account	21,514	-	-	21,514	3,077	
CBF Deposit Fund	26,836		46	26,882	22,775	
Total bank and deposit accounts	48,351	-	-	48,397	25,852	
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	
Debtors	3,208	-	-	2,435	1,955	
Investment assets at market value	-	-	-	-	-	
Church Hall & Fittings	420,000	-	-	420,000	420,000	
Investment assets at cost	420,000	-	-	420,000	420,000	
Total assets	471,559	-	-	470,832	447,807	
Liabilities:						
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	
				-	-	
Total liabilities	2,862	-	-	2,862	1,830	

Notes:

ANNUAL FINANCIAL REPORT 2020

Receipts and Payments Summary

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