

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 31st 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

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 (until 31 st July)
Churchwardens:	Mrs Marie Mayor Mr Simon Juggins (until 30 th June)
Casual Churchwarden	Mrs Jennifer Christie (from 30 th June)
Deputy Churchwardens	Mr Simon Juggins (from 30 th June) Mrs Jennifer Christie (from 16 th May until 30 th June) Mr Ken Strudwick
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 Jenny Blamire	
Mrs Tessa Cox	
Mr Alan Frost (Until 16 th May)	
Mrs Caroline Sheppard	
Mrs Amanda Stapleton	
Mr Tim Gleeson (from 8 th 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 4th October 2020 and re-elected at the APCM held on 16th 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 1st January until 4th April. During this time Online Services were placed on the web by Moira each Sunday. Reflections for these services were written by:

John Sheppard – 1st Sunday of the month

Moira – 2nd Sunday (14th February – a reflection by Bishop Will)

Jenny Blamire – 3rd Sunday

Moira – 4th Sunday

On the 5th 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 2nd and 4th Sundays in the month. This has continued throughout the rest of the year.

Moira also broadcast an online service on Ash Wednesday, 17th 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, 4th April with an 8am at Apuldrum and 9.30am at Fishbourne.

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

On 6th 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 1st August 2021 through to the 1st May 2022. The services would remain as only 2 in the month – 9.30 a.m. Eucharist on the 1st and 3rd 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 26th 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.

8th 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 8th 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 13th December and following this Jessica was appointed as Priest-in-Charge to Fishbourne and Apuldram.

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

Notes to the Annual Financial Report 2021

Analysis of total received

	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)	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	-
Donations and legacies	75,568	-	-	75,568	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
Charitable activities	8,633	-	-	8,633	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
Other trading activities	11,670	-	-	11,670	11,021
Bank & CBF deposit interest	-	-	-	-	-
CBF investment fund dividend	-	-	-	-	-
Investments	-	-	-	-	-
Apuldrum contribution	352	-	-	352	550
Job Retention Scheme	2,978	-	-	2,978	3,307
Miscellaneous	2,545	-	-	2,545	120
Other receipts	5,876	-	-	5,876	3,977
Total received on all funds	101,746	-	-	101,746	78,416

Notes to the Annual Financial Report 2021 cont'd

Analysis of total paid:

	Unrestricted		Restricted	Endowed	Total All Funds	Total All Funds
	General	Designated				
	Fund	Funds	Fund/s	Fund/s	2021	2020
	£	£	£	£	£	£
Card m/c fees	19				19	
Other appeals expenses	-	-	-	-	-	-
Cost of raising funds	19	-	-	-	19	-
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	-				-	-
Charitable costs	54,861				54,861	40,789
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
Trading costs	23,991				23,991	14,883
Transferred to deposit	21,324				21,324	
Other payments	5,236				5,236	306
Total paid on all funds	105,432				105,432	55,978

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	-	-
Total	5,756	5,740

Notes to the Annual Financial Report cont'd

Statement of funds

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

Statement of Assets and Liabilities 2021

	<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>2021</i>	<i>2020</i>	
	£	£	£	£	£	
Assets:						
Bank current account	17,828			17,828	21,514	
CBF Deposit Fund	38,176		10,049	48,225	26,882	
Total bank and deposit accounts	56,005	-	-	66,054	48,397	
Apuldrum Share	30			30	497	
Church Hall Rentals	200			200	1,145	
Job Retention Scheme Claim	-			-	439	
CV-19 Grant from CDC	-			-	335	
Gift Aid recoverable	878			878	793	
Debtors	1,108	-	-	1,108	3,208	
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	471,605	
Liabilities:						
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	
					-	
Total liabilities	1,964	-	-	2,862	2,862	

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.