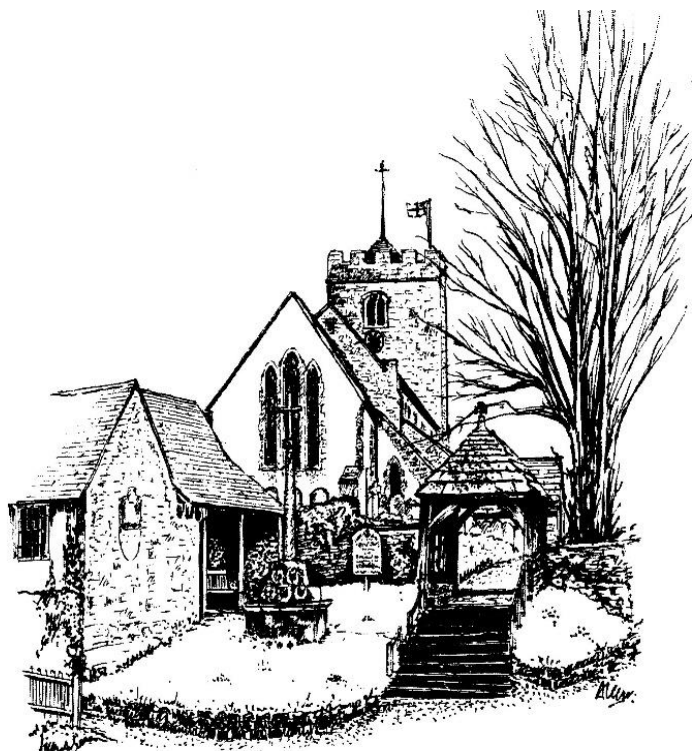


TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
The Parochial Church Council of
ST MARY'S CHURCH, PULBOROUGH
Registered Charity No. 1132137
For the year ended 31 December 2020



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St Mary's Church, Church Place, Pulborough, West Sussex, RH20 1AF
Incumbent: The Rector, The Reverend Canon Paul Seaman, The Rectory, Hillcrest Park,
Pulborough, West Sussex, RH20 2AW
Independent Examiner: Sue Etheridge ACMA, Corsley, Melton Drive,
Storrington, West Sussex RH20 4BL
Bankers: The National Westminster Bank, 5 East Street, Chichester, West Sussex. PO19 1HH

Parochial Church Council of St Mary's, Pulborough
Registered Charity No. 1132137

Trustees Annual Report for 2020

Structure, governance and management

The Parochial Church Council (PCC) is a charity, but it is excepted from registering with the Charity Commission within the meaning of Section 30 of the Charities Act 2011.

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

Ex Officio Members

Incumbent	The Reverend Canon Paul Seaman	Chair
Wardens	Mrs Alyson Heath	Vice-Chair
	Mrs Ann Kaiser	
Reader	Mr Tony Holloway	

Elected Members

Mr Matt Cargill	
Mr Peter Gregory	
Mrs Antoinette Hayes	
Mr Austen Hindman	Safeguarding Officer
Ms Elizabeth Hunt	
Mr Brian Hunter	Treasurer
Mrs Ann Kaiser	
Ms Susan Scholefield	PCC Secretary
Mr Arthur Varndell	
Mrs Jacquie Walbridge	

Deanery Synod

Mr Rob Aylott
Mrs Alyson Heath
Ms Susan Scholefield

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex officio members (the incumbent/priest in charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synod and 12 members of the church who have previously been elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

Aim and Purposes

The primary objective of St Mary's PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the Incumbent, The Reverend Canon Paul Seaman, in promoting in the ecclesiastical parish the whole mission of the church pastoral, evangelistic, social and ecumenical.

The Rector writes:

Canon Paul Seaman

Annual Report for calendar year 2020

Achievements and Performance

Church Attendance

At the last Annual Parochial Church Meeting there were 143 people recorded on the Church Electoral Roll, of whom 110 were residents and 33 non-residents of the parish.

During this very difficult year, services were held in church throughout October. On average, 58 people attended each week (57 adults aged 16 and over and 1 child under 16). In the course of the year 21 funeral services were held in church and at crematoria or cemeteries.

The PCC was able to meet four times, with one of these meetings by Zoom. The Standing Committee met seven times, with four of these meetings by Zoom. It helped keep the PCC informed of when the church was open and of on-line opportunities for worship and how mission, pastoral care and other work in the community progressed, with help and support delivered safely to those who most needed it, particularly when self-isolating or otherwise housebound. We are most grateful to everyone who helped in so many different ways, as described by the churchwardens in the following pages.

Churchwardens Report

2020 has proved to be a very challenging year for us all and the responsibilities for the churchwardens took on new dimension in many ways.

A priority in the early part of the year was to make sure we followed all the Government's guidance on providing sanitizing stations, ensuring the church was regularly cleaned and all social distances notices were in place. We were so very grateful for the support we had from members of the congregation to help keep the church open for private prayer when guidelines permitted.

During the times when public worship was allowed, again following Government guidelines, we kept attendance registers for Sunday services and for funerals.

Working parties continued on the first Saturday each month. Having respect for the lockdown arrangements, work generally concentrated on the churchyard and keeping everything neat and tidy while keeping our distance from everyone else.

Neil Ellis, who has kept the grass cut for the last few years, has decided to retire and at the end of the year we engaged Burman's Ground and Garden Services to do this work for us in 2021. We are grateful to the Parish Council for a grant we have received towards the cost of this work.

Work by Vergers Cottage was substantially completed except for a length of fencing at the southern end of the area.

Application of oil to the external doors to the church, repainting the flagpole and work to comply with the Water Supply Regulations (work identified by Southern Water) were all carried out during the year.

Quotations for re-decorating the North Aisle chapel ceiling were obtained early in the year but work could not be started before authority was obtained from the Diocesan Advisory Committee. This was eventually received on 14 December. In the meantime the Architect has provided a specification for repair and redecoration in the Chancel area for use when funds allow.

Repairs were carried out to restore the organ and this has allowed use during services, including those recorded for broadcasting during the pandemic. The cost of this work was covered by our insurance.

A CCTV system has been installed and was immediately used when the church was broken into on Good Friday. A total of £5 was taken but a bill of over £4,000 was incurred in repairs to the window broken to obtain entry. This bill was met by our insurers.

Damage from an apparent attempt to steal a small amount of lead flashing from the roof of the Vestry was repaired. This cost was partly covered by insurance.

Work required following a Risk Management Survey by our insurers was carried out. This comprised re-application of SmartWater to metal objects and clearing vegetation off the North Aisle roof. The latter was carried out by a contractor using roped access who also cleaned out the high level guttering to the Nave while on site.

Servicing arrangements for the alarm system, portable electric apparatus, clock, boiler and fire extinguishers were all carried out as normal. The sole exception was the bells which, since they had not been used for more than a brief spell since the last service, were deemed not to warrant the expenditure for a full service. The ringers made a full inspection of the belfry prior to the attenuated ringing while the lockdown arrangements were relaxed and church services resumed in the summer.

The floodlighting and North ramp path lighting failed just before Christmas. It is probable that water penetration occurred during an exceptionally wet period of weather but restoration could not be undertaken until the new year.

At the start of Advent we were grateful to Harwoods Garages for the donation of a Christmas Tree for the Lychgate. During the final week of Advent we had a special Nativity scene with grateful thanks to Andy Leese and Andy Heath for their expertise in erecting a stable scene and to Michelle Taylor-Bowers and Vicki Smith for creating the figures. Again, with the help of members of the congregation who kept the church open, this proved a very special time.

Throughout the year we have managed to produce the Pulborough Community News each month, again thanks to people who have stepped up to deliver for those people 'shielding'.

Each week we have produced a service leaflet either on-line or in church when Government guidelines allowed. Thanks for the on-line services go to the expertise of Andy Leese and to Tony Hancock with members of St Mary's choir whose input produces a very meaningful Sunday service. Here's to a more positive 2021 when our church family can meet again!

Alyson Heath and Ann Kaiser

PCC Financial Review for 2020

In 2020 we made a £6,000 loss on unrestricted income which was mainly because our income from regular giving was £7,000 down from 2019 caused by the fall in income from Cash and blue weekly envelopes.

A few of our Standing Order and regular envelope givers have transferred to the Parish Giving Scheme and increased their giving, and we thank them for that. However, those who have continued to pay by Standing Order have not increased their giving at all.

Despite this we agreed to increase our current 85% payment for our Diocesan Parish Share to 90% which means we need to pay an additional £3,200 in 2021.

This was agreed before the January 2021 lockdown and sadly we have not started 2021 as well as we had hoped.

Last year we were fortunate to receive £8,000 in Donations and Legacies. In 2020 we have only received the Bell Ringers donation of £2,500 from their 2019 100 Club, for which we are very grateful.

In 2020 we were once again able to cover the expenditure on Churchyard maintenance by using the income from the Endowment set up from the Frost Legacy.

In summary, we need to continue and strengthen our efforts to increase our regular giving and we need to look for other initiatives to increase our regular income.

Only then will we be able to get back to paying 100% of our Diocesan Parish Share.

Reserves Policy

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately three months of unrestricted payments as a contingency against unforeseen situations.

The PCC has Endowment investments of £125,000 of which in the region of £60,000 can be used for approved Church Projects if required.

It is PCC policy to invest temporarily surplus funds with the CBF Church of England deposit fund.

Brian Hunter
Treasurer

Approved by the PCC and signed on their behalf by

The Rector, The Reverend Canon Paul Seaman:

P R SEAMAN

Date: 18 April 2021

Parochial Church Council of St Mary Pulborough - Registered Charity No. 1132137									
STATEMENT OF FINANCIAL ACTIVITIES									
For the YEAR ENDED 31st DECEMBER 2020									
				Unrestricted	Restricted	Endowment	TOTAL FUNDS	TOTAL FUNDS	
			Notes	Funds	Funds	Funds	2020	2019	
				£	£	£	£	£	
Incoming resources									
Donations & Legacies				69,869.15	1,780.01	0.00	71,649.16	97,907.67	
Other Trading Activities				4,118.66	0.00	0.00	4,118.66	8,487.92	
Investment Income				3,693.06	8,618.04	0.00	12,311.10	13,341.72	
Charitable Activities				7,757.50	0.00	0.00	7,757.50	6,984.60	
Other Receipts				4,915.20	0.00	0.00	4,915.20	0.00	
From Friends of St. Mary				4,500.00	750.10	0.00	5,250.10	719.90	
Total income				2	94,853.57	11,148.15	0.00	106,001.72	127,441.81
Resources expended									
Raising Funds					64.32	0.00	0.00	64.32	147.25
Other trading activities					0.00	0.00	0.00	0.00	0.00
Charitable activities					96,328.54	37,451.49	0.00	133,780.03	103,989.06
Total resources expended				3	96,392.86	37,451.49	0.00	133,844.35	104,136.31
Net incoming/ (outgoing) resources before transfers					(1,539.29)	(26,303.34)	0.00	(27,842.63)	23,305.50
Gross transfers between funds					(8,272.96)	(9,220.35)		(17,493.31)	13,000.00
Net incoming/ (outgoing) resources before other recognised gains/losses					(9,812.25)	(35,523.69)	0.00	(45,335.94)	36,305.50
Gains/(losses) on revaluation of fixed assets and investments					311.73	0.00	(928.85)	(617.12)	14,238.77
Gains/(losses) on disposal of investment assets								0.00	0.00
Net movement in funds					(9,500.52)	(35,523.69)	(928.85)	(45,953.06)	50,544.27
Total funds brought forward at 1st January 2020									
As originally stated					44,029.10	26,441.44	296,146.16	366,616.70	316,072.43
Total funds carried forward at 31st December 2020					34,528.58	(9,082.25)	295,217.31	320,663.64	366,616.70

Parochial Church Council of St Mary Pulborough - Registered Charity No. 1132137					
BALANCE SHEET AT 31st DECEMBER 2020					
	Notes	2020	2019		
		£	£		
Fixed assets					
Tangible fixed assets		0.00	0.00		
Investments		300,206.30	300,823.42		
Total fixed assets	8	300,206.30	300,823.42		
Current Assets					
Debtors		4,442.03	4,898.72		
Short term deposits		2,748.68	2,741.99		
Cash at bank and in hand	14	28,616.63	60,326.71		
		35,807.34	67,967.42		
Current Liabilities					
Creditors: amounts falling due within one year	11	(8,850.00)	4,325.86		
Net current assets		26,957.34	72,293.28		
Total assets less current liabilities		327,163.64	373,116.70		
Creditors: amounts falling due after one year	12	(6,500.00)	(6,500.00)		
NET ASSETS		320,663.64	366,616.70		
Funds					
Endowment funds		295,217.31	296,146.16		
Restricted funds		(9,082.25)	26,441.44		
Unrestricted funds		34,528.58	44,029.10		
		320,663.64	366,616.70		
This Annual Financial Report, for the year ended 31st December 2020, including the notes following, was					
Approved by the Parochial Church Council on 18th April 2021 and signed on its behalf					
Chairman					
The accompanying notes form a part of these financial statements.					

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the YEAR ENDED 31st DECEMBER 2020
2 Incoming resources

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £
a Donations and Legacies					
Planned giving	38,104.16			38,104.16	34,925.20
Collections at all services	5,474.21	1,655.01		7,129.22	17,362.84
Donations from other PCC funds		0.00		0.00	0.00
Sundry donations and appeals	9,859.01	125.00		9,984.01	30,313.38
Income tax recoverable	10,588.51			10,588.51	11,591.38
VAT recoverable	5,343.26			5,343.26	214.87
Grants (Parish Council)	500.00			500.00	500.00
Church Lettings	0.00			0.00	0.00
Rectory Maintenance	0.00			0.00	0.00
Legacies	0.00			0.00	3,000.00
	69,869.15	1,780.01	0.00	71,649.16	97,907.67
b Other Trading Activities					
Concerts	0.00	0.00		0.00	844.00
Parish magazine	3,867.05			3,867.05	6,689.14
Bookstall / Refreshment Sales	251.61			251.61	954.78
	4,118.66	0.00	0.00	4,118.66	8,487.92
c Investment income					
Dividends and interest	3,693.06	8,618.04		12,311.10	13,341.72
	3,693.06	8,618.04	0.00	12,311.10	13,341.72
d Charitable Activities					
Fees from Weddings & Funerals	7,757.50			7,757.50	6,984.60
	7,757.50	0.00	0.00	7,757.50	6,984.60
e Other Receipts					
Insurance Claim	4,915.20	0.00		4,915.20	0.00
Friends	4,500.00	750.10		5,250.10	719.90
	9,415.20	750.10	0.00	10,165.30	719.90
Total received on all funds	94,853.57	11,148.15	0.00	106,001.72	127,441.81

Parochial Church Council of St Mary Pulborough - Registered Charity No. 1132137

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the YEAR ENDED 31st DECEMBER 2020

3 Resources expended

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £	Notes
a Raising Funds						
Special Appeals Costs				0.00	0.00	
Cost of weekly envelopes	64.32			64.32	147.25	
	64.32	0.00	0.00	64.32	147.25	
b Other trading activities						
Bookstall	0.00			0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	
c Charitable activities						
<i>Missionary and Charitable giving</i>	40.00	1,660.01	0.00	1,700.01	7,474.98	4
<i>Ministry costs:</i>						
Diocesan parish contribution	57,182.00			57,182.00	52,800.00	
Church Insurance (Ecclesiastical)	3,120.00			3,120.00	3,200.00	
Rectors Living expenses	1,200.00			1,200.00	1,200.00	
Rectors & Churchwardens expenses	43.08			43.08	216.45	
Upkeep of Rectory	4,549.10			4,549.10	4,354.15	
Other clergy costs	0.00			0.00	0.00	
<i>Staff</i>	3,155.00	0.00	0.00	3,155.00	1,250.00	5
<i>Church running expenses</i>						
Utilities etc	5,373.82			5,373.82	5,469.12	
Administration costs	1,274.35			1,274.35	1,844.69	
Parish Secretary's Honorarium	1,250.00			1,250.00	1,000.00	
PAYE				0.00	0.00	
Organist Leaving donations		0.00		0.00	234.50	
Photocopies	530.51			530.51	633.68	
Flower Ladies	400.00			400.00	400.00	
Organ Maintenance		25,026.78		25,026.78	1,813.38	
Church maintenance	11,389.16	0.00		11,389.16	2,183.73	
Light & Sound		2,793.70		2,793.70	941.22	
Church Fabric (Statues & Altar etc)		0.00		0.00	0.00	
<i>Upkeep of services</i>						
Sanctuary & Services	993.28	0.00		993.28	1,642.79	
Organist & Choir costs	0.00			0.00	750.00	
Upkeep of churchyard	0.00	7,971.00		7,971.00	9,719.52	
Church Lettings		0.00		0.00	0.00	
Concert & Special appeals payments to Churchyard		0.00		0.00	0.00	
Concert payments	0.00	0.00		0.00	844.00	
Parish magazine	3,006.24			3,006.24	3,590.85	
Sunday school & Youth group costs	0.00			0.00	0.00	
Weddings & Funeral costs	2,822.00			2,822.00	2,426.00	
Mission Giving	0.00			0.00	0.00	
<i>Governance</i>	0.00	0.00	0.00	0.00	0.00	6
Total Charitable Activities	96,328.54	37,451.49	0.00	133,780.03	103,989.06	
Total resources expended	96,392.86	37,451.49	0.00	133,844.35	104,136.31	

Parochial Church Council of St Mary Pulborough - Registered Charity No. 1132137

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the YEAR ENDED 31st DECEMBER 2020

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £
4 Missionary and charitable giving:					
<i>Overseas:</i>					
Sumatra				0.00	0.00
Water Aid	40.00			40.00	1,105.50
Christian Aid				0.00	804.97
<i>Home:</i>					
St Mary's School Governors				0.00	1,000.00
School Leavers Bibles		587.51		587.51	599.50
FSW		745.00		745.00	1,791.51
ACTS 435				0.00	60.00
Turning Tides		250.00		250.00	0.00
Childrens Society				0.00	134.50
Mission to Seafarers		77.50		77.50	128.00
Splash				0.00	280.50
Poppy Appeal				0.00	317.00
Mary How Trust				0.00	0.00
Chichester Hospital				0.00	209.50
Historic Churches				0.00	529.00
800 Appeal				0.00	515.00
Horsham Matters				0.00	0.00
<i>Total Missionary and charitable giving:</i>	40.00	1,660.01	0.00	1,700.01	7,474.98
5 Staff costs					
a Organist Salary	3,155.00			3,155.00	1,250.00
<i>Social Security costs</i>				0.00	0.00
	3,155.00	0.00	0.00	3,155.00	1,250.00
None					
b Payments to PCC members					
<i>During the year the PCC paid an Honorarium of £1,250 to Mrs A.M. Kaiser for her duties as Parish Secretary.</i>					
6 Governance costs				2020	2019
Independent examination fee				0	0
Cost of annual accounts				0	0
	0	0	0	0	0
7 Analysis of transfers between funds				2020	2019
Friends Account to PCC Account				4,500.00	0.00
General Fund Carry Over				0.00	0.00
				4,500.00	0.00

Parochial Church Council of St Mary Pulborough - Registered Charity No. 1132137					
NOTES TO THE FINANCIAL STATEMENTS (continued)					
For the YEAR ENDED 31st DECEMBER 2020					
8 Fixed Assets					
a Tangible fixed assets					
None					
b Investments					
			2020	2019	
Market value 1 January			300,823.42	286,584.65	
Purchases			0.00	0.00	
Revaluation of CBF trust funds			(928.85)	13,501.74	
Revaluation of CCLA investment account			311.73	737.03	
Market value 31 December			<u>300,206.30</u>	<u>300,823.42</u>	

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the YEAR ENDED 31st DECEMBER 2020
9 Analysis of Net assets by fund

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2020	2019
	£	£	£	£	
Investment fixed assets 610181001S	4,988.99		295,217.31	300,206.30	300,823.42
Current assets	31,889.59	3,917.75		35,807.34	80,967.42
Current liabilities	(2,350.00)	(6,500.00)		(8,850.00)	(8,674.14)
Liabilities due after one year		(6,500.00)		(6,500.00)	
	34,528.58	(9,082.25)	295,217.31	320,663.64	366,616.70

10 Debtors

	2020	2019
	£	£
Income tax recoverable	3,250.00	4,250.00
Giving Envelopes 2020	151.63	64.32
Copier rental Q1/2021	584.40	584.40
Cook Books paid for in 2021	232.00	0.00
Walking books paid for in 2021	224.00	0.00
	4,442.03	4,898.72

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Creditors:

	2020	2019
	£	£
2021 Magazine Sales	0.00	182.14
2021 Magazine Advertising	2,350.00	1,630.00
2018 Q4 Fees	0.00	362.00
Diocesan loan	6,500.00	6,500.00
	8,850.00	2,174.14

12 Creditors: amounts falling due after more than one year

Diocesan loan	6,500.00	13,000.00
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Parochial Church Council of St Mary Pulborough - Registered Charity No. 1132137					
NOTES TO THE FINANCIAL STATEMENTS (continued)					
For the YEAR ENDED 31st DECEMBER 2020					
13 Statement of funds					
	Bal b/fwd	Income	Expenditure	Transfers,	Bal c/fwd
	1st Jan 2020			other gains	31 Dec 2020
				and losses	
	£	£	£	£	£
Unrestricted Funds					
General fund	34,678.33	0.00	(4,831.76)	(5,984.27)	23,862.30
F2000 Buildings & Projects	855.31	0.00		(540.99)	314.32
Friends	6,963.46	750.10		(4,500)	3,213.56
800 Appeal	1,532.00	5,606.40			7,138.40
	44,029.10	6,356.50	(4,831.76)	(11,025.26)	34,528.58
Restricted Funds					
Light & Sound	2,252.71	0.00	(2,793.70)	540.99	0.00
In Memorial	29.91	0.00	0.00		29.91
Organ Repair Fund	24,158.82	4,755.80	(25,026.78)		3,887.84
Diocesan Loan	(13,000.00)				(13,000.00)
	13,441.44	4,755.80	(27,820.48)	540.99	(9,082.25)
Endowment Funds					
Chichester DBF	296,146.16			(928.85)	295,217.31
	296,146.16	0.00	0.00	(928.85)	295,217.31
Total funds	353,616.70	11,112.30	(32,652.24)	(11,413.12)	320,663.64
The Endowment Funds consist of monies from the sale of Church property and other individual bequests.					
14 Analysis of cash and cash equivalents					
				Total Funds	<i>Total Funds</i>
				2020	<i>2019</i>
				£	<i>£</i>
Cash in hand				28,616.63	<i>60,326.71</i>
Notice deposits (less than 3 months)				2,748.68	<i>2,741.99</i>
Overdraft facility repayable on demand				0.00	<i>0.00</i>
Total cash and cash equivalents				31,365.31	<i>63,068.70</i>
15 Related parties and transactions					
None					

The Independent Examiner's Report

Independent examiner's report to the PCC of St Mary's Church, Pulborough

I report to the trustees on my examination of the accounts of the Parochial Church Council of St Mary, Pulborough for the year ended 31st December 2020

Responsibilities and basis of the report

As members of the PCC 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 accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination

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

Signed: 

Date: 12th March 2021

Sue Etheridge ACMA
Corsley, Melton Drive, Storrington RH20 4BL