

PAROCHIAL CHURCH COUNCIL OF ST. NICHOLAS, ARUNDEL
Annual Report for 2020

Administrative Information

St. Nicholas is situated in London Road, Arundel. It is part of the Diocese of Chichester within the Church of England. All correspondence should be addressed to the Parish Office, London Road, Arundel, West Sussex, BN18 9AT.

During the year and since the year end to the date of signing this report, the following served as members of the Parochial Church Council (PCC):

Incumbent & Chairman:	The Revd. Canon David Twinley
Curate:	The Revd. Dominik Chmielewski
Wardens:	Mr. Graham Toole-Mackson Mrs. Sue Hine (to October 2020) Mrs. Helen Summers (from October 2020)
Diocesan Synod Representative:	Mr. John Booth
Deanery Synod Representatives:	Mrs. Wendy Eve Mrs. Margaret Gibson (from October 2020) Mrs. Heather Howlett (to October 2020) Mr. Graham Toole-Mackson (to October 2020) Mrs. Frances Wallace (to October 2020)
PCC Secretary:	Mrs. Clare Toole-Mackson
Elected Members:	Mrs. Elise Abbott (from May 2021) Mrs. Lesley Agutter (from May 2021) Mrs. Cate Burgess (from May 2021) Mr. Nathan Davies-Pugh (to May 2021) Mr. Jeremy Fraser (from October 2020) Mrs. Rose Gaskell (from October 2020) Mr. Ian Graham Mr. Roy Haworth Mr. Ken Merron Mr. John Morrison (from October 2020) Mrs. Kimberley Mumby (co-opted October 2020) Mrs. Cathy Perry (to May 2021) Ms. Isabelle Pietersz Mr. Michael Plummer (to October 2020) Mr. Charles Smiles (to October 2020) Mrs. Helen Summers (to October 2020) Mrs. Sarah-Jane Thornton (from May 2021) Mr. Terry Tunmore (to May 2021)

Structure, Governance and Management

St. Nicholas PCC is a charity registered with the Charity Commission, Registered Charity Number 1134404. The method of appointment of PCC members is set out in the Church Representation Rules 2017. PCC members are responsible for supporting the Vicar in the mission and ministry of the church, the parish finances, and maintaining the church building.

The full PCC has only met twice during the year, on the second occasion via Zoom, because of the pandemic. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees, which include Fabric, Finance, Pastoral and Mission, Heritage, and Social Events, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

The PCC is committed to the safeguarding, care and nurture of all the members of the parish and takes due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults.

ST. NICHOLAS, ARUNDEL with Tortington

TRUSTEES ANNUAL REPORT 2020

The parish was deeply saddened by the death on 3rd August of Canon Brian Cook, aged 84, a well-loved retired priest who helped in the parish. A happy occasion took place on 4th October when the Revd. Dominik Chmielewski was ordained priest.

Aims and Purposes

St. Nicholas' Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Reverend Canon David Twinley, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the Church of St. Nicholas, London Road, Arundel, and the churchyard of St. Mary Magdalene, Tortington.

Objectives and Activities

When planning our activities for the year we have considered the Commission's guidance on public benefit and in particular the supplementary guidance on charities for the advancement of religion.

In particular we try to enable people to live out their Christian faith as part of our parish community through:

- Worship and prayer
- Learning about the Gospel and Christian faith, and developing their knowledge, devotion and trust in Jesus Christ
- Provision of pastoral care for people living in the parish, particularly important in the year of the pandemic
- Missionary and outreach work, including
 - . Offering people a warm welcome to the church
 - . Supporting Arundel Church of England (Aided) Primary School
 - . Supporting local charities including Turning Tides (a homeless charity), Family Support Work(FSW), Arun Home Start and Littlehampton Food Bank
- Supporting FEAST (For Educational and Social Transformation) a charity working to help the poor and needy in Southern India

We encourage ecumenical relations by maintaining a close relationship with our Christian partners in Arundel and with our link parish in Stegaurach, Germany.

To facilitate all this work it is important that we maintain the fabric of the Church of St. Nicholas and the churchyard at St. Mary Magdalene, Tortington.

Worship and Prayer

In normal times the church is open daily for prayer. There are a variety of services during the week including Morning and Evening Prayer, a daily Eucharist from Tuesday to Friday and services at 8am and 10am on a Sunday, with Choral Evensong held on the first Sunday of each month.

However, 2020 was the year of the pandemic when on no less than three occasions the country went into lockdown. Public worship was suspended by the Government on 17th March 2020 though at St. Nicholas Morning and Evening Prayer and private masses continued to be said by the clergy. From 22nd March (Lent 4) until 5th July, when the church was able to re-open for public worship, the Sunday 10am Eucharist services were live-streamed and on the first Sunday of closure there were 455 viewings.

The pandemic continued to have an enormous effect on the number of people attending church when it became possible to do so again in July. On Trinity 4 twenty-nine people attended the main 10am Sunday service and on Trinity 5 thirty people, which was the maximum number permitted under Government regulations. This was largely the pattern until restrictions were lifted, however, for the first Mass that the Curate, Dominik Chmielewski took on the 11th October after

his Ordination, 66 people attended, which is an example of the congregation's support for the Church even during a difficult year.

There were 144 parishioners on the Electoral Roll of whom over 40 do not reside in the parish. Following the 2019 revision, as usual a significant number of regular members of the congregation failed to complete the form. Whereas the average weekly attendance at all services in October 2019 was 233, the number in October 2020 was 111. In October 2019 the total attendance for the month was 934. In October 2020 it was 446. Midnight Mass in 2019 saw 124 people attend but just 43 attended in 2020. Christmas morning service in 2019 saw 132 people present but in 2020 there were 45.

On 5th November England entered into a second lockdown and public worship was again suspended, though the main service of the week continued to be live-streamed. On 2nd December the church was allowed to re-open again for public worship and all those attending were required to be socially distanced and to wear masks. The numbers continued to be smaller than in normal circumstances. Older members of the congregation, being the more vulnerable, were dissuaded from attending, though a number of the more valiant continued to attend. The third lockdown was imposed on 5th January 2021 but St. Nicholas remained open for public worship under similar conditions as before. Morning and Evening prayer continued to be said by the clergy and the 10am Sunday service live-streamed to the delight and solace of many people. These formed a major part of St. Nicholas' outreach during a difficult year.

During the year there were five funerals in the church (one a Covid-19 related death), two baptisms and one wedding, all of course attended by a limited number of people. Following the death of Canon Brian Cook in August there were four Requiem Masses said for him before his funeral, which took place the following day, so that as many people as possible could pay their last respects.

When the Church reopened in July, allowing limited numbers, each Sunday at 10am seven members in turn from the 30-strong Choir, were able to sing unaccompanied whilst socially distanced at the West end of the church. Otherwise the usual duties of the teams of sacristans, intercessors, lesson-readers, acolytes, cross-bearers, healing team, sidesmen and daily stewards had to be put on hold. It follows that the learning and education aspect of the life of St. Nicholas had to be cut back substantially and the Sunday Group for school-age children was only able to meet on a very few occasions when the regulations were relaxed for a short time.

Pastoral Care

In normal times most of the pastoral care is undertaken by the clergy. This includes visiting in times of sickness and bereavement, regular visiting at Arundel Hospital and St. Richard's Hospital, Chichester and taking communion to the residents of the Priory Care Home in Arundel. In addition members of the laity take home communion to the housebound and residents of Warwick Court. The three Authorised Lay Ministers, Debbie Lee, Helen Summers and Tim Worley, who normally undertake pastoral visits, were largely unable to do so in 2020. However during the pandemic lockdowns pastoral care continued to be carried out by the clergy and Lay Ministers and other volunteers, who have maintained telephone contact with isolated folk and others who needed support in whatever way was necessary, such as shopping, delivering prescriptions, collecting medication, visiting the Post Office, providing hot meals, collecting food for the food banks, IT help, phone buddy support, dog walking, fixing televisions, delivering specimen samples to the surgery and tracking down and collecting necessary medical supplies..

St. Nicholas' Church was fortunate to secure two Sussex Community Foundation grants. These grants enabled the church to support the vulnerable of Arundel. Working with Arundel Town Council the Church launched two programmes, the Arundel Community Support Hub and Arundel Community Aid. The Parish Administrator, Mrs. Fiona Maxwell, working from the Parish Office, was established as the central and full-time reference point for people seeking support and also for those volunteering aid. Every house in the town had at least two information leaflets delivered and an extra one about food banks.

Very early on in the pandemic the Parochial Church Council decided not to furlough the Parish Administrator, even though church income had dropped by at least 50% and outgoings could not be reduced. From the first lockdown onwards there was a daily deficit of about £100 and the grants enabled the position of the Parish Administrator to be secured. Through her good offices, at the end of the first grant period in June 2020 there were 168 pairs of volunteers & persons requiring support. By the end of the second period in September the numbers had risen by a further 25, with 193 pairs in operation. The numbers continued to increase into 2021. The schemes have undoubtedly provided security and helped with isolation, and there has been ongoing feedback that these conversations and contacts have reduced depression, low spirits and feelings of isolation. The 'St Nicholas Community Volunteers' were included in the citation for Arundel Town Council's annual Community Award. Rather than the recipient being an individual as previously, the Award was given to the whole Arundel community in recognition of all that had been achieved in response to an exceptional year.

People have responded to these initiatives with great enthusiasm. One person telephoned to say, "The help has really picked me up", and another said, "I now feel less isolated". As a result of these and other comments and the willingness of people to continue volunteering, it is planned to continue these areas of support in the future, after the crisis is over. As a result of volunteers continuing their support, good friendships have been formed and it is planned to build on this care and support whenever and wherever need is identified.

Safeguarding

In order to raise awareness of the commitment of St. Nicholas' Church to 'Promote a safer church', and fulfilling a duty of care to protect the vulnerable in the church community the following is in place:-

All members of the PCC, Sunday Group leaders, and any other church members who have direct contact with children or vulnerable adults have DBS certificates. All have been reminded of the obligation to complete the Diocesan Safeguarding Training and a check-in system is in place to ensure that all those with DBS certificates are up to date with relevant training.

The church was subject to a safeguarding inspection by the Diocese on 5th March 2020 and the systems, plans and practice were deemed to be strong and effective. A Certificate of Completion of Level I Safeguarding was issued by the Diocese. Further steps to create a more positive culture of awareness and active response to the collective responsibility for safeguarding within St. Nicholas were discussed with the Safeguarding Advisor and a plan was agreed. This will include more information sharing within the PCC as well as a tighter schedule of training.

The pandemic and subsequent lockdowns have meant that these plans have had to be put on hold. It is however crucial to note the level of commitment by the church and its congregation actively to support the more vulnerable individuals and families within the parish. This has been phenomenal throughout 2020 and will continue at a high level. Such willingness to care for and meet the needs of others is a fundamental element of safeguarding and the work of the volunteer team led by the Parish Administrator has been acknowledged and praised by the town.

The parish is grateful to Helen Summers and Wayne Morgan, the Safeguarding Officers, for all their hard work and commitment to this cause.

Mission and Outreach

From the start of the first lockdown in March Canon David kept in touch with parishioners via a weekly newsletter. He recorded reflections for Lent and Advent, to accompany the daily Gospel reading, also specific talks and reflections for Holy Week and Easter. Lent and Advent Bible Study also took place via Zoom. He recorded in addition a series of talks on Martin Luther. All these were available to everyone on the church's website.

St. Nicholas is proud of its reputation in giving a warm welcome to visitors, not only on Sundays and at other services but on weekdays, through the system of daily stewards on duty. In a normal year more than 25,000 visitors come to the church from all over the world. Obviously all this has not been possible in 2020, nor has the usual Christian hospitality, the social events, the Mother and Toddler Group, the Hanover Band concerts, the usual Summer Fete and events arranged by the Friends of St. Nicholas.

Supporting Arundel Church of England School

Over recent years there has been an increasing interaction between the church and the school. During the various lockdowns the school has remained open throughout the year for home-learning and in-person attendance by the children of key workers. It should be noted that without the fine leadership given by the Head Teacher, Mr. Andrew Simpson and the senior staff, this would not have been possible.

Despite the challenges ministry at the school continued throughout, with clergy giving support to staff and pupils either remotely or as much as possible in person. Clergy also continue to lead worship at the school. Where possible this was done in person with small groups of staff and children, the service then being streamed to the rest of the school. At other times the clergy made videos, either for worship or simply messages of encouragement. There is little doubt that it has been a challenging time but throughout this all the parish clergy have worked hard to support the excellent work of the school.

Supporting Charities

Over the years St. Nicholas has supported Chestnut Tree Hospice, Turning Tides (for homeless people) and Family Support Work, together with the Littlehampton Food Bank. During 2020 it was difficult to provide the usual level of financial and other support for these charities.

A major outreach comprising both financial and practical support is undertaken by the FEAST project (For Educational and Social Transformation) for a community in Tamil Nadu in Southern India. Whilst the sum raised in 2020 was substantially down on previous years, some £51,000 was transferred in the course of the year. Included in the transfers was a total of £12,700 Gift Aid, £6,700 of which related to 2019's activities after that very successful fundraising year. Christmas 2020 saw the appeal for sponsors to send Christmas money to their children/elderly persons plus the Christmas present appeal to buy chickens, goats, sewing machines, wheelchairs and clothing and these two initiatives raised £3,600.

Ecumenical Relations

St. Nicholas has always maintained good relations with Arundel's Roman Catholic community and the Baptist Church but connections were limited in the extreme in 2020. The ecumenical partnership with the Roman Catholic parish of Stegaurach in Southern Germany continues as strongly as ever but sadly the planned visit to Arundel in 2020 had to be postponed. In 2021 it was postponed again until 2022.

Maintaining the Fabric of the Church

The work of the Fabric Committee is headed by John Morrison, to whom the parish owes an enormous debt of gratitude for his devotion to this work and to the care of the building. A lot of work is carried out by volunteers but this could not happen during 2020. However the part-time church caretaker, Fred Long, with cleaning teams led by the Vicar and the Parish Administrator, ensured that the church was kept clean and safe. During the year we lost a stalwart of the Fabric Committee, Bob Robertson, who sadly died of Covid-19.

The pandemic had a major influence on all fabric activity. The PCC was fortunate to have the project to restore the North side of the church under way, supported by the Heritage Lottery Fund. The three wall paintings were protected and many issues of detaching plaster were addressed. The replacement of the lead roof went ahead as planned but the ancient roof timbers were in a poor condition and the majority had to be secured with specially made stainless steel splints. By protecting the walls as well as the roof it meant that fresh lime-wash, mixed with pigments to match the original 14th century colour, could be applied to most of the North side internal walls. With excellent contractors and consultants much has been learned for when the South side of the church is repaired, once sufficient funds have been obtained.

Involvement with the Bats in Churches project brought financial and ecological

support. As normal the three species of bats left the church in October and returned in March. There seems to be no difference in their numbers or chosen roosts and bat research will continue in 2021. Meanwhile work has continued to clear the surface water drains outside the building following a long existing failure in the system.

A major additional challenge at the end of 2019 and into 2020 was storm damage to the stonework at the West end. To identify all the issues scaffolding was erected inside and outside the West window. Essential emergency repairs were carried out but it is clear that the window urgently needs major conservation work to the stone and glass.

The PCC needs to raise funds to replace the leaking South aisle roof and complete extensive work on the West window. Over the last decade £1M has been spent on the church fabric but it is estimated that a further £300,000 is needed to complete all the essential repairs. It is hoped that this can start in September 2022 but at the present time the project is severely underfunded.

The Parish Garden to the South of the church adjoining the London Road should have been in use for 2020 but this was not possible. It is hoped however that it will be open for Summer 2021. Access however remains an issue. On the North side of the church, following a collapse of part of the surrounding boundary wall caused by a holm oak falling, the wall was repaired by the Norfolk Estate. This also generated a major tidying-up programme of the churchyard, with the assistance of the Caretaker, and by Molly Thornton, as part of her Duke of Edinburgh Community Service. Finally Arundel District Council has given substantial support to the clearing activities and the churchyard currently looks extremely well cared-for. The two lime trees to the South of the church have been pollarded.

Heritage Committee

This Committee has since 2017 been researching the history of the church. The work and leadership of John Barkshire has been essential to the success of the Committee's work. In 2020 the Committee, supported by David Gillard and Fran Stovold from Arundel Museum, had plans in place for a marquee-housed exhibition on the Parish Garden to celebrate the entire history of the church. The work of the Committee identified much history that was either unknown or not fully explored, such as masons' marks, pilgrimage routes, the impact of the Civil War and a full survey of all the gravestones. There was much more material discovered which will result in electronic storage of images and other information which will see the light of day at the planned exhibition.

Covid restrictions have meant that the exhibition has had to be put back until Corpus Christi in June 2022.

St. Mary Magdalene, Tortington

No events took place at Tortington during 2020 and for part of the year the church was locked. For most of the year it has been open and visited by individuals looking for peace, quiet reflection and prayer. John Desmond, in a measured careful and determined manner, with one or two helpers, cleaned and waxed all the woodwork and floor tiles in the church. The impact is positive and considerable.

The churchyard has been kept carefully tended by Di Somerville and several volunteers. The grass has been cut at varying lengths to enable wild flowers to flourish. The PCC, with the Friends of St. Nicholas and a specific donor, have enabled the overgrown hedge bordering the farm to be cut back and the removal of a sycamore that was threatening the East end of the building. This work has opened up panoramic views of the church from all aspects.

Very few subscriptions came to the Friends during 2020 and there was no income from events. Under the leadership of John Desmond, Tortington bees were drawn into a pollination campaign which eventually led to the sale of Tortington honey. As a result £1,500 was donated to the Friends.

Finance Committee

The Finance Committee is charged by the PCC to ensure that the financial affairs of the church are handled prudently and in accordance with Charity Law. The Committee, which includes the Treasurer, generally meets four times annually but this has not been possible in the year under review. The Committee sets and monitors a budget for recurrent costs (eg church running expenses, maintenance, Diocesan Parish Share) and income from the Parish Giving Scheme, collections, Gift Aid and appeals. Working with other church committees the aim is to ensure the financial stability of St. Nicholas with Tortington. In the exceptional year under review St. Nicholas' finances have had a remarkable year and despite all the challenges the year ended with a small surplus on unrestricted funds of £2,172 (2019: deficit of £2,857).

Total funds at the balance sheet date were £137,320 (2019 - £160,106). Of these £93,428 (2019 - £118,386) are held as restricted funds and £43,892 (2019 - £41,720) are held as unrestricted funds. The charity does not have any funds held as tangible fixed assets and therefore free reserves are equivalent to unrestricted funds. A further £24,300 (2019 - £22,630) of reserves is held as fixed asset investments. It is the Trustees' policy to hold reserves equivalent to 6 months expenditure.

Although the trading income has decreased substantially due to limited fund-raising activities, including the very popular annual Summer Fete, and fewer weddings, this has been offset by a number of grants and substantial individual donations. The church has been fortunate that the recent investment in the fabric of the building has reduced the immediate need for day-to-day maintenance, decreasing our outgoings. The PCC continues to raise restricted funds to restore the church, securing the building for future generations,

It is pleasing that in 2020 the Planned Giving Scheme continued, albeit slowly, to grow. The donations received increased to £57,190 an increase on those received in 2019. The very important Gift Aid received in the year increased to £12,890, making the total income from this scheme £70,080. The number of donor accounts increased by eight to a total of sixty-four. Taking into account that several donor accounts are known to include husband and wife and several others may do so, it is estimated that 81 parishioners currently make use of this scheme. All parishioners are encouraged to make their regular, hopefully increasing, giving through this scheme, particularly as it assists in recovering Gift Aid.

Volunteers

St. Nicholas has always been extremely fortunate in the number of people willing to carry out a multitude of voluntary tasks. It is always invidious to name individuals because of the danger of omitting someone worthy of mention, but special thanks should be given to the Revd. Andrew Wadsworth for his assistance at services and at the school, to Deacon John Smith and also to Mrs. Fiona Maxwell, the Parish Administrator, whose efficiency and charm are appreciated by everyone. The Foundation Governors at the school are led by Mrs. Sue Hine as Chairman since December 2019. Thanks are also due to Mr. Jeremy Fraser, the Treasurer and to Mrs. Sarah Plumley our gifted organist and choral trainer. Finally, grateful thanks go to the flower arrangers, sacristans, cleaners and everyone who contributes to the smooth running of the church.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing a Trustees' report and the Financial Statement in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to Charities in England and Wales requires the Trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements the Trustees are required to:-

- select suitable accounting policies and then apply them consistently

- observe the methods and principles of the Charities SORP (FRS 102)
- make judgments and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts & Reports) Regulations 2008 and Trust Deed. They are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the PCC on 29th October 2021 and signed on its behalf by

The Revd. Canon David Twinley
Incumbent

Independent Examiner's Report to the Trustees of Parochial Church Council of St. Nicholas, Arundel

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's 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 2011 Act.

Independent Examiner's Statement

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the 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.

James Peach FCA

Kreston Reeves LLP
Horsham
Date : 29 October 2021

PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted Funds 2020 £	Restricted Funds 2020 £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £
Income from:					
<i>Donations and legacies</i>	2a	138,410	185,258	323,668	283,141
<i>Other trading activities</i>	2b	1,250	50	1,300	19,173
<i>Investments</i>	2c	822	301	1,123	1,117
<i>Charitable activities</i>	2d	5,363	-	5,363	10,568
		-----	-----	-----	-----
Total income		145,845	185,609	331,454	313,999
		-----	-----	-----	-----
Expenditure on:					
<i>Raising funds</i>	3a	73	-	73	4,000
<i>Charitable activities</i>	3b	143,600	212,237	355,837	327,297
		-----	-----	-----	-----
Total expenditure		143,673	212,237	355,910	331,297
		-----	-----	-----	-----
Net (expenditure)/income before transfers		2,172	(26,628)	(24,456)	(17,298)
Gross transfers between funds		-	-	-	-
		-----	-----	-----	-----
Net incoming resources before other recognised gains & losses		2,172	(26,628)	(24,456)	(17,298)
Gains / (Losses) on investment assets		-	1,670	1,670	3,434
		-----	-----	-----	-----
Net movement in funds		2,172	(24,958)	(22,786)	(13,864)
		-----	-----	-----	-----
Total funds brought forward at 1 January		41,720	118,386	160,106	173,970
		-----	-----	-----	-----
Total funds carried forward at 31 December		43,892	93,428	137,320	160,106
		=====	=====	=====	=====

PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL

BALANCE SHEET AT 31 DECEMBER 2020

		2020	2019
Fixed assets	Notes	£	£
Tangible fixed assets	5	0	0
Investments	6	24,300	22,630
		-----	-----
Total fixed assets		24,300	22,630
Current assets			
Debtors	8	6,564	3,243
Short term deposits		60,100	60,100
Cash at bank and in hand		50,316	78,703
		-----	-----
		116,980	142,046
Creditors: amounts falling due within one year	9	3,960	4,571
		-----	-----
Net current assets		113,020	137,476
		-----	-----
Creditors: amounts falling due in over one year	10	0	0
		-----	-----
NET ASSETS	7	137,320	160,106
		=====	=====
Funds			
Restricted funds	11	93,428	118,386
Unrestricted funds	11	43,892	41,720
		-----	-----
		137,320	160,106
		=====	=====

Approved by the Parochial Church Council on ...29/10/21... and signed on its behalf by:

Canon David Twinley
PCC Chairman

The notes on pages 11 to 18 form part of these financial statements

PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

a Accounting convention

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the relevant version of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Parochial Church Council of St Nicholas, Arundel meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

b Fund accounting

Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

c Income

All incoming resources are accounted for gross.

Donations and legacies

Collections are recognised when received.

Planned giving receivable is recognised when received.

Income tax recoverable on Gift Aid donations is recognised when it is due.

Grants and legacies are recognised when the PCC recognises that an inflow of economic benefit is probable.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All other income

All other income is recognised when it is receivable.

PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2020

c Income (continued)

Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation on 31 December each year.

d Resources used

Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants

Grants and donations are accounted for when paid over, or when an outflow of economic benefit is probable.

Church Activities

The diocesan parish contribution is accounted for when paid.

e Fixed assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by section 10 of the Charities Act 2011.

Moveable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected. For inalienable property acquired prior to 2001 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired since 2001 have been capitalised in the accounts and depreciated over their useful economic lives (see below).

All expenditure on consecrated or beneficed buildings, and individual items costing less than £1,000, are written off in the year they were incurred.

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Office equipment consisting of:

Fixtures and fittings	15% straight line
Computer equipment	25% straight line
Grand piano	10% straight line
Inalienable fixed assets	10% straight line

Investments

Investments are stated at market value at the balance sheet date.

f Current assets

Amounts due to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provisions for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit with CBF Church of England Funds.

PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEI

NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2020

2 Income	Unrestricted Funds 2020 £	Restricted Funds 2020 £	TOTAL FUNDS 2020 £	Unrestricted Funds 2019 £	Restricted Funds 2019 £	TOTAL FUNDS 2019 £
<i>a Donations and legacies</i>						
Planned giving	67,019	-	67,019	56,017	-	56,017
Collections at all services	2,112	-	2,112	10,547	1,252	11,799
Sundry donations and appeals	43,986	185,258	229,244	24,802	158,118	182,920
Income tax recoverable	24,793	-	24,793	27,266	-	27,266
Legacies	500	-	500	5,139	-	5,139
	138,410	185,258	323,668	123,771	159,370	283,141
<i>b Other trading activities</i>						
Fetes and other fund-raising events	1,250	50	1,300	19,173	-	19,173
<i>c Investment income</i>						
Dividends and interest	822	301	1,123	813	304	1,117
<i>d Charitable activities</i>						
Fees from weddings etc	5,363	-	5,363	10,568	-	10,568
Total income	145,845	185,609	331,454	154,325	159,674	313,999

PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL

NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2020

3 Expenditure

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	TOTAL FUNDS 2020 £	Unrestricted Funds 2019 £	Restricted Funds 2019 £	TOTAL FUNDS 2019 £
<i>a Raising funds</i>						
Fete costs	-	-	-	1,640	-	1,640
Catering expenses	-	-	-	1,606	147	1,753
Other expenses	73	-	73	607	-	607
	<u>73</u>	<u>0</u>	<u>73</u>	<u>3,853</u>	<u>147</u>	<u>4,000</u>
<i>b Church activities</i>						
Missionary and charitable giving						
Overseas						
- FEAST	-	51,000	51,000	-	65,000	65,000
Lent Lunches - Homeless projects	-	-	-	-	-	-
Other	1,470	-	1,470	1,117	1,446	2,563
	<u>1,470</u>	<u>-</u>	<u>1,470</u>	<u>1,117</u>	<u>1,446</u>	<u>2,563</u>
Ministry costs						
- diocesan parish share	68,853	-	68,853	70,194	-	70,194
- other clergy costs	12,042	-	12,042	9,224	-	9,224
Church running expenses	13,754	-	13,754	16,008	-	16,008
Church maintenance	1,929	161,237	163,166	10,463	103,844	114,307
Upkeep of services	43,992	-	43,992	44,343	3,678	48,021
Depreciation	-	-	-	-	-	-
Governance costs	1,560	-	1,560	1,980	-	1,980
	<u>143,600</u>	<u>212,237</u>	<u>355,837</u>	<u>153,329</u>	<u>173,968</u>	<u>327,297</u>
Total resources expended	<u>143,673</u>	<u>212,237</u>	<u>355,910</u>	<u>157,182</u>	<u>174,115</u>	<u>331,297</u>

PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL

NOTES TO THE FINANCIAL STATEMENTS (Continued) FOR THE YEAR ENDED 31 DECEMBER 2020

4 Staff costs	2020	2019
	£	£
a <i>Wages and salaries and social security costs</i>	24,161	26,888
	-----	-----
	24,161	26,888
	-----	-----

During the year the PCC continued to employ a Parish Secretary and an Organist.
No staff received remuneration greater than £60,000 in either year.

b *Transactions with PCC members*

Ms Diane Somerville, a member of the PCC, was hired as a gardening contractor for Tortington Churchyard and was paid £102 during the year (2019 - £448).

Other than the above, there were no expenses reimbursed to members and no members received any remuneration or other benefits during the year. There were no other disclosable transactions in respect of PCC members, nor persons closely connected to them, nor other related parties.

5 Tangible fixed assets

	Office Equipment	Grand Piano	Inalienable Assets	Total
Cost	£	£	£	£
At 1 January 2020	5,513	3,000	8,360	16,873
	-----	-----	-----	-----
At 31 December 2020	5,513	3,000	8,360	16,873
	-----	-----	-----	-----
Depreciation				
At 1 January 2020	5,513	3,000	8,360	16,873
Provided in the year	-	-	-	-
	-----	-----	-----	-----
At 31 December 2020	5,513	3,000	8,360	16,873
	-----	-----	-----	-----
Net book amounts				
At 31 December 2020	-	-	-	-
	=====	=====	=====	=====
At 31 December 2019	-	-	-	-
	-----	-----	-----	-----

The inalienable assets capitalised relate to items donated for the Lady Chapel, and have been depreciated over 10 years on a straight-line basis.

6 Investments

	£
Market value at 1 January 2020	22,630
Gains on annual revaluation	1,670

Market value at 31 December 2020	24,300

Holdings at 31 December 2020

671 shares in CBF Church of England Investment fund (2019: 671 shares)

580 shares in COIF Charity Funds investment fund (2019: 580 shares)

PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL

NOTES TO THE FINANCIAL STATEMENTS (Continued) FOR THE YEAR ENDED 31 DECEMBER 2020

6 Investments (continued)	2020	2019
	£	£
Upkeep of Tortington churchyard	3,375	3,143
F Tomkins Trust	3,089	2,877
Tyler bequest	4,817	4,486
Wiswell bequest	2,357	2,195
Eliza Rolls fund	10,662	9,929
	<hr/>	<hr/>
	24,300	22,630
	<hr/>	<hr/>

The historical cost of the above funds is not known.

In 2006 application was successfully made to the Charity Commissioners to use the capital as well as the income from the various trusts. Assets previously classified as Endowment Funds were transferred to Restricted funds as at 1 January 2006.

7 Analysis of Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Investments	-	24,300	24,300
Current assets	47,852	69,128	116,980
Current liabilities	(3,960)	0	(3,960)
	<hr/>	<hr/>	<hr/>
	43,892	93,428	137,320
	<hr/>	<hr/>	<hr/>

8 Debtors

	2020	2019
	£	£
Income tax recoverable	6,564	3,143
Prepayments and accrued income	-	100
	<hr/>	<hr/>
	6,564	3,243
	<hr/>	<hr/>

9 Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals for utilities and other costs	-	2,171
Loans - From Archdeacon, for Restoration project	-	-
Other creditors	3,960	2,400
	<hr/>	<hr/>
	3,960	4,571
	<hr/>	<hr/>

Included within other creditors above are Independent Examiner's Fees of £1,960 (2019 - £2,400).

PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL

NOTES TO THE FINANCIAL STATEMENTS (Continued) FOR THE YEAR ENDED 31 DECEMBER 2020

10 Creditors: amounts falling due after more than one year

	2019 £	2018 £
Loans - From Archdeacon, for Restoration project	-	-
	-----	-----
	-	-
	=====	=====

The Archdeacon's loan is repayable by 5 annual instalments from December 2013 to December 2017
The amount of £5,000 payable within 2015, is shown in Creditors: amounts falling due within one year.

11 Statement of funds

	Balance b/f 01.01.2020	Income	Expenditure	Transfers, other gains and losses	Balance c/f 31.12.2020
Unrestricted Fund					
General fund	41,720	145,845	(143,673)	-	43,892
Restricted funds					
Belfry Fund	784				784
Eliza Rolls Fund	9,192	1,034			10,226
FEAST Indian Project	7,981	45,542	(51,000)		2,523
Flower Fund	-				-
Grand Piano	-				-
F Tomkins Trust	1,639	212			1,851
Tyler bequest	5,377	331			5,708
Upkeep of St Nicholas Buildings	-				-
Upkeep of Tortington Churchyard	6,591	332	(1,242)		5,681
West Window fund	289				289
Wiswell bequest	2,630	162			2,792
Quiet Room Appeal	14,065				14,065
Restoration Appeal	60,862	139,666	(159,995)		40,533
Churches Conservation Trust	500				500
Disabled Access	320				320
Carer & Toddler Group	-				-
Stegaurach funds	6,308				6,308
Vicar's Discretionary Fund	250				250
Collections fund	1,598				1,598
	118,386	187,279	(212,237)	-	93,428
Total funds	160,106	333,124	(355,910)	-	137,320
	=====	=====	=====	=====	=====

PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL

NOTES TO THE FINANCIAL STATEMENTS (Continued) FOR THE YEAR ENDED 31 DECEMBER 2020

11 Statement of funds - (continued)

Fund details

Former endowment funds were transferred to restricted funds as at 1 January 2006 - see note 6.

Capital as well as income may now be used for the specific purposes of the respective funds.

The main restricted funds at 31 December 2020 comprise:-

Belfry Fund	For the improvement and upkeep of the Belfry
Eliza Rolls charity	Payments to the elderly and needy of the parish.
FEAST Indian Project	A grassroots charity in southern India helping the poor through educational sponsorship, support for the elderly, housebuilding and help with small enterprises.
F Tomkins trust	Upkeep of the Tomkins window and general fabric of St Nicholas Church.
Tyler bequest	Upkeep of St Nicholas Church.
Tortington churchyard	The PCC is responsible for the upkeep of Tortington churchyard.
West Window fund	Holds money donated for the repair of the West Window.
Wiswell bequest	Upkeep of Tortington church and churchyard.
Quiet Space Appeal	Holds money donated for a quiet space in the Church.
Restoration Appeal	Donations for the ongoing restoration of the church building
Churches Conservation Trust	Donation to be given to conservation trust
Disabled Access	Donation to improve access for those with limited mobility
Stegaurach Link	Money held for use for ecumenical visits to and from our Link Parish in Germany.
Vicar's Discretionary Fund	Discretionary fund for vicar
Collections fund	Money collected from the congregation for other charities

12 Connected charities

The Parochial Church Council has a connected charity, Friends of St Nicholas Church Arundel, formerly St Nicholas Building Trust, the main object of which is the maintenance of the church of St Nicholas, Arundel. The Trust may be contacted via the Trustees, c/o St Nicholas Parish Office, London Road, Arundel, BN18 9AT.