

# The Parish of Arundel with Tortington

Seeking and Sharing the Beauty of God,  
the truth of his word, and the goodness of his love



## Annual Report

For the year ended 31<sup>st</sup> December 2023

## Contents

	Page
Agenda	1
2023 Annual Parochial Church Meeting Minutes	2
Annual Report	3-12
Independent Examination Report	13
Statement of Financial Activities	14
Balance Sheet	15
Notes for the Financial Statements	16-24

# **AGENDA**

Annual Meeting 19<sup>th</sup> May 2024 at 11.30 am

## A. Meeting of Parishioners

1. Election of Churchwardens

## B. Annual Parochial Church Meeting

1. Welcome and apologies for absence
2. Approval of the Minutes of 28th May, 2023
3. Matters arising
4. Election of 6 members of the PCC
5. Election of 1 lay members of Deanery Synod
6. Annual Report for 2023
  1. Electoral Roll
  2. Safeguarding
  3. Finance Statement
  4. Fabric
7. Appointment of Independent Examiner
8. Any other business of which the Chairman has had prior notice.
9. Chairman's closing remarks.

# **Minutes of the Annual Parochial Church Meeting of the Parish of Arundel with Tortington**

Sunday 28th May 2023

## **A Meeting of Parishioners**

Election of Churchwardens: Helen Summers and Ian Graham were re-elected for a further year. They were both thanked for their work over the last year and their support and encouragement especially to Fr. David.

## **B Annual Parochial Church Meeting**

1. Welcome and Apologies for absence: The Chairman welcomed everyone to the meeting, there were 35 present. Apologies were received from John & Marilyn Morrison, Alastair & Fiona Maxwell.
2. Approval of the minutes of 28th May 2022: The minutes from APCM 2022 were approved.
3. Matters arising: The Heritage Exhibition had been a wonderful success and a great moment in the life of the church. The organisers were thanked.
4. Proposal from the Chairman: 'This meeting agrees to vary the Church Representation Rules by removing the necessity to step down from the PCC for 12 months following the completion of a three year term as an elected member of the PCC'. This was approved and will take effect from the 2024 Annual Meeting.
5. Election of 6 members of the PCC: Debra Lee, Jan Wyborn, Peter Cowley, Maria Wilcock, Alastair Maxwell, Janey Gardiner were all elected as new members.
6. Election of 4 lay members of Deanery Synod: Roy Haworth, Ken Merron, Isabelle Pietersz and Margaret Gibson were all elected.
7. Annual Report for 2022: This had been circulated.
  - i. Electoral Roll: There were 154 members on the Electoral Roll.
  - ii. Safeguarding: Thanks were given to Helen Summers, the Safeguarding Officer. She stressed the importance of the safeguarding training.
  - iii. Finance Statement: The deficit was being taken seriously. Some money from the reserves had been used which meant the reserves had been reduced.
  - iv. Fabric: The Fabric committee was thanked and they were working on the grant application to the Lottery for work on the south aisle and roof.
8. Reappointment of Kreston Reeves as Financial Auditors this was approved.
9. Any other business the necessity of having an auditor was explained.
10. Chairman's closing remarks: Fr David encouraged everyone to hold faith to the Truth and to use the gifts of the Holy Spirit in our community. He thanked everyone for their faithfulness and support. The churchwardens on behalf of the congregation thanked Fr David for his ministry over the last year.

The meeting ended with prayer and blessing.

## **Annual Report for the Year Ended 31<sup>st</sup> December 2023**

### **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.

The following served as members of the Parochial Church Council (PCC) during the year:

- Incumbent & Chairman: The Revd. Canon David Twinley
- Churchwardens: Ian Graham, Helen Summers
- Diocesan Synod Representative: John Booth
- Deanery Synod Representatives: Margaret Gibson, Roy Haworth, Isabelle Pietersz, Kenneth Merron
- Elected Members: Elise Abbott, Lesley Agutter, Cate Burgess, Rose Gaskell, Kimberley Mumby, Sarah-Jane Thornton, Janey Gardiner, Debbie Lee, Maria Wilcock, Jan Wyborn, Peter Cowley, Alastair Maxwell
- Co-opted Members: John Morrison

PCC Secretary: Margaret Gibson

Parish Safeguarding Officer: Helen Summers

### **Structure, Governance and Management St. Nicholas'**

The 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 met four times during the year. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees, which include Standing Committee, Fabric, Finance and Heritage, 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. Since the pandemic, only the Fabric and Finance committees met regularly in 2023. Other working groups are organised for specific projects 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.

# **Trustees' Annual Report**

## **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
- 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 project 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.

## **Worship and Prayer**

The church is open daily for prayer. There are a variety of services during the week, including a Eucharist on Tuesday, Wednesday and Friday, and services at 8am and 10am on a Sunday, with Choral Evensong on the first Sunday of each month.

There were 143 parishioners on the Electoral Roll in 2023. The average number in the congregation at the Sunday 10 am Eucharist was 82; 16 at the 8am service and 25 at the monthly Sunday Evensong.

During the year there were ten funerals in St. Nicholas', one cremation from the church and three interments of ashes in the churchyard. There were six weddings and 24 baptisms.

## **Pastoral Care**

Most of the pastoral care is undertaken by the clergy. This includes home visits during times of sickness and bereavement, regularly visiting St Richard's Hospital and the Priory Care Home and taking communion to any who ask to receive holy communion at home.

The Healing and Prayer Group has continued to meet online throughout the year. Every week they pray for those on the prayer list and for those who have requested it.

The three Authorised Lay Ministers continue to support individuals in the community.

## **Sunday Group**

Our Sunday Group for primary school-age children (aged between 4 – 11 years) has had another good year. The sessions have been regularly attended by an average of 8 children a week with 10 -15 children some weeks. The group is held every Sunday during the 10am service during term time other than the first week of each month which are Family services when the children are encouraged to read and serve as acolytes in the Sanctuary.

The children attending are from a number of local schools but predominantly ACE. We have a great team of Leaders and helpers who help provide a child-friendly look at the day's Gospel reading using relevant activity or craft to help understand the message. There are also occasional guest speakers from the Clergy or congregation that give variety to these sessions.

## **Safeguarding**

We state as a parish, "St. Nicholas' Parochial Church Council is committed to the safeguarding, care and nurture of all our members. We recognise that safeguarding is everyone's responsibility. We are committed to implementing all safeguarding policies and practical guidance issued by the House of Bishops in April 2021."

'Safeguarding is at the centre of our faith, in our practice, in our worship, in our praying and in our believing. In other words, safeguarding needs to become integral to the very DNA of the church rather than an appendage, with good safeguarding behaviours flowing naturally and intuitively'. As a result the following are in place:-

- New members of the PCC and new Sunday Group leaders as well as any other members of the church who have direct contact with children or vulnerable adults now have DBS certificates.
- All have been reminded of the obligation to complete the Diocesan Safeguarding Training and a high proportion have. A checking system is in place to ensure that all those with DBS certificates are up-to-date with relevant training.
- The level of commitment by the church and its congregation to support actively the more vulnerable individuals and families within the parish has continued since the end of lockdown. The willingness to care for and meet the needs of others is a fundamental element of safeguarding and volunteers have continued to visit, drive or shop for those who are more vulnerable.

We now have 17 members of the congregation with up to date First Aid training. Eleven undertook a day's training on 9 September 2023 and there are six who require a certificate for their workplace and are willing to be called upon at church. The First Aid box has been updated and the names of the First Aiders are posted in the church porch.

## **Mission and Outreach**

Canon David keeps in touch with parishioners via a regular newsletter as well as through the detailed pew sheets on Sundays. 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. Before the pandemic more than 25,000 visitors come to the church from all over the world. The numbers have risen again since then, though not quite to previous levels.

Monthly community lunches were introduced in 2022, in response to the numbers of more vulnerable and lonely people we supported through the pandemic. Although we wished to continue to offer practical support and friendship to these people, we were delighted to welcome new friends in 2023. It is particularly pleasing to welcome guests from all sections of the community. It is popular and much appreciated. Numbers attending increased to a regular 40 – 45 guests through 2023.

St Nicholas continues to offer a wide range of activities and events to engage the local community acting as a hub for social occasions as well as offering safe space and opportunities for reflection and prayer:

- The Hanover Band held a concert during the Arundel Festival
- Fr David gave five talks 'The Promises of God – Fulfilment of the Scriptures in Christ in May and June
- The church supported Family Support Work with a hospitality cafe for their sponsored Walk and a Lent Lunch with all proceeds going to the charity
- Fr Andrew Wadsworth has published reflections on the website on the Gospel reading each week
- A Lent Course ran for five weeks led by Tim Worley, Cecily Mark-Bell and Helen Summers
- A pop-up cafe was run by volunteers at several events, led by Alison Wilkinson and Margaret Gibson, including Easter Monday, Corpus Christi, the Arundel Festival week and Advent. Visitors were also treated to musical accompaniment, a gift stall and a raffle and talks on the church's history at some of the sessions. Thanks are due to Alison Wilkinson for organising the successful raffles over the year
- The church has been lent to or hired by different groups as a venue, including Sussex Sculptors, the Chantry Choir, concerts run by local community members, Nicholas Nickleby Dickens fundraising evening in support of St Leonards, South Stoke
- Local schools hold Carol Services, Remembrance and Leaving ceremonies at the church as well as visit regularly for input from Fr David and Fr Andrew on key elements of their RE curriculum
- Summer and Advent parties were held at the Vicarage
- A fundraising Harvest Supper and Quiz was held in the church led by Alison and Paul Wilkinson



- A very successful Summer Fete was held in June run by a team of volunteers very ably led by Isabelle Pietersz. A record amount of £9,598 was raised for the church
- Three performances were held of The Christmas Story, told through a living tableau with music, verse, light and action by members of the church community. Created and led by Mary Butler, who was ably supported by Marilyn and John Morrison, Poppy Butler, Mark Butler, Maria Wilcock, Sarah Plumley and the choir, the words of Yvette Cook and Colin Stepney, and the construction skills of Ken Merron, Fred Wallace, Pete Cowley and John Morrison
- The inaugural Old Way Walk was held in September and led by Paul Wilkinson. This walk links the churches of North Stoke, South Stoke and St Nicholas and follows an ancient pilgrims' route. Refreshments were provided for the participants at St Nicholas
- Guided tours of the church and talks about the church have been run by John Barkshire and John Morrison, both at fundraising events and for local interest groups during the year
- There were two Church Clean Up mornings, operating both inside and outside the church, led by Jeannie Saunders and Sarah-Jane Griffiths
- In November the Lord-lieutenant of West Sussex, Lady Emma Barnard, presented Father David with the BEM in a short but very special ceremony
- Two benches were installed in the Parish Garden in honour of Mary, Lady Herries of Terrecles and Anne, Lady Herries of Terrecles. The church provided hospitality for the occasion
- Nine members of the congregation were confirmed by Bishop Martin at St Mary's, Aldingbourne in May 2023 with many friends from the congregation in attendance

## **Ecumenical Relations**

St Nicholas has always maintained good relations with Arundel's Roman Catholic community.

The Ecumenical partnership with the Roman Catholic parish of Stegaurach in Southern Germany continues as strongly as ever with a planned visit to Arundel in 2024.

## **Supporting Charities**

St Nicholas has supported Turning Tides (for homeless people in Worthing and Littlehampton) and Diocesan Family Support Work together with the Littlehampton Food Bank.

A major outreach project comprising both financial and practical support is undertaken by the FEAST project (For Educational and Social Transformation) for the fishing communities in Tamil Nadu, Southern India.

2023 saw life return to pre-COVID conditions with schools fully open and fishing restrictions lifted.

New challenges faced the project, most noticeably the considerable increase in elderly persons who looked to FEAST for support.

£51,882 was raised through sponsorship and donations. The Christmas Gift Appeal was a success again and focused primarily on providing goats for members of a Dalit village. 205 children were supported in their education, together with 59 elderly and 4 Nursing students. The project continues to make a difference to some of the poorest of the poor.

## **Friends of St Nicholas**

Friends' activities in 2023 included a Mike Carey Jazz evening on 3rd June attracting 160 attendees. The Friends' Choral Evensong on 18th June was intended to be followed by a reception in the Collector Earl's Garden but heavy rain meant the reception with the jazz quartet playing was held in the Church with the option to tour the Garden.

Then on September 13th Rupert Toovey gave us "Treasures from your home" – a delightful afternoon with Rupert generously giving his time and expertise in discussing and valuing a large range of items brought in by ticket holders.

The Swallow Club continued to attract strong attendance numbers with this year's speakers being David Dinnsmore, Peter Constable-Maxwell, Alastair Deighton and John Godfrey.

Our income sources were as follows:

100 Club income £6610

Membership subscriptions £1230

Donations £31418

Fundraising events £4526

As at December 31st 2023 the Friends have £269,883 for the Church to call on when required. Of that total, restricted funds are: West Window fund - £15,000 and The South Aisle fund £50,000.

## **Maintaining the Fabric of the Church**

St Nicholas' Church is listed as a Grade 1 building by Historic England. However, this national assessment also contains a long standing "At Risk" classification with the condition of the roof, West Window and surface water drainage system being key areas to address.

The visible wall paintings, although now stabilised, remained a cause for concern, as did the condition of many of the other fine stained-glass windows, and the much-loved organ. Access arrangements, kitchen facilities and toilet provision all required updating and the intention was to address many of these items via an "up to £250,000" Heritage Fund grant application in 2023. However, the rules for such an application were completely revised and planned application work had to be postponed. The Vicar, Churchwardens, Treasurer, and Restoration Coordinator, John Morrison, continued to give time and energy to securing grant support for this major restoration work.

It is important to record that fundraising by the Friends of St Nicholas, and individual anonymous donors, throughout 2023, provided an extremely strong basis for the grant application, once it can be submitted. A further 2023 anonymous donation means that work restarted on providing permanent access to the Parish Garden area.

Programmes of building maintenance are firmly established at St Nicholas' Church. Monday mornings are the core cleaning and fixing times and the team of Holy Dusters, led by Jean Whittaker, continued to have an obvious and positive impact within the building, while Ken Merron, Fred Long, and Pete Cowley completed a wide range of tasks on the roof, in the drive, inside the building and down in the old boiler house. Jeannie Saunders, Debbie Lee, Griff Thornton, and Karimah Butcher regularly "added value" inside and outside of the church, while Charles Smiles, in addition to his worship focused Verger roles, provided a lead in addressing a variety of health and safety routines. Charles was at the centre of

detailed checking and repair of the entire electrical system.

The church was fortunate in having all these individuals, and the teams that they lead, providing regular and effective care of the church estate.

Sadly, a stalwart of a wide variety of church care activities, Nigel Saunders, passed away in 2022. Jeannie Saunders donated new church drive lights in his memory, and the plugging in of the bollards and additional lights for a large holly tree, throughout Advent, was another reminder of tasks happily addressed by Nigel over a great many years.

## **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 (e.g. 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.

This year we have seen a much improved income from services and from the Giving terminal and the chest donations. We have also started to recover VAT on maintenance work through a government scheme. The balance of General income and expenditure this year have improved but still showing a deficit of £4,505 (2022 - deficit £14,383). This was helped by a significant amount from the church fete and also a much better rate of interest on our deposit accounts. Further work will be needed to try and restore the unrestricted reserves consumed with these deficits in 2022 and 2023.

Total funds at the balance sheet date were £122,398 (2022 - £119,729). Of these £97,058 (2022 - £89,884) are held as restricted funds and £25,340 (2022 - £29,845) 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. The reduction in restricted funds was mainly due to increased maintenance work.

A further £26,677 (2022 - £24,386) of restricted reserves are held as fixed asset investments which is good to see the increase in value that has nearly recovered the losses of 2022.

It is the Trustees' policy to hold reserves equivalent to 6 months' expenditure.

A significant amount of expenditure has occurred on minor improvement works on the fabric of the church as we seek to prevent water ingress and on some electrics that required refurbishment.

The PCC continues to raise restricted funds to restore the church, securing the building for future generations and is also embarked on a project to create a Parish Garden on land made available from the Norfolk Estate adjacent to the Churchyard.

In 2023 contributions via the Parish Giving Scheme have remained stable and many contributors consent to an annual inflation increase which is very valuable to keep pace with increasing costs. A very important aspect of the PGS is the Gift Aid received on a substantial number of contributions. All parishioners are encouraged to make their regular, hopefully inflation linked, giving through this scheme, particularly as it assists in recovering Gift Aid and minimising administration.

## **St Mary Magdalene Church, Tortington**

During 2023 services, led by Canon David, were held at Tortington. The Friends of Tortington Church provided a variety of events raising funds to cover the maintenance costs of the church and increasing funds available for renovation of the bell turret. Care of the churchyard, a responsibility of the PCC of St Nicholas, was ably led by Di Somerville but several work parties helped to ensure that the churchyard remained a place of beauty and peace.

### **People**

St. Nicholas' has always been extremely fortunate in the number of people willing to carry out a multitude of voluntary tasks. Very special thanks should be given to the Revd. Andrew Wadsworth for his ministry and regular faithful assistance at both church and school services. Much appreciation, too, to Fiona Maxwell, the Parish Administrator for such loyalty and patience. Thanks are also due to Roy Haworth, the Treasurer and the current Finance Team of Diane Somerville and Steven Trigg.

Much appreciation is due to Sarah Plumley, our gifted organist and choral trainer, and to the choir for their great support and loyalty as well as their wonderful singing.

The team of sidesmen and stewards are ably led by Verger, Charles Smiles and are a reliable and consistent support at every service throughout the year.

Many thanks and appreciation to Ali Maxwell and his team of kitchen and waiting staff. They have catered for many occasions held at or for the church with exceptional skill (in a very small space) and very good food.

We thank John Ward for some high quality repairs and renovations in metal and wood work in the church. Not only has he saved the church from high costs, but he has enhanced the beauty and prolonged the life of several precious features in the church with his craftsmanship.

Thank you, too, to Griff (Sarah Jane Thornton) for the care and attention she gives to churchyard garden as well as all the physical labour she puts in. It always looks beautiful.

We said farewell to Deacon John Smith and his wife Lorraine, in April 2023. They have returned to Australia. We wish them both well and appreciate the loyalty, friendship and generosity in all they did at St Nicholas.

Very sadly Clare Toole Mackson passed away in July 2023. We miss her and all that she did for St Nicholas, not least as PCC Secretary. Her professionalism, courtesy and loyalty were greatly appreciated, as much as her gentle and faithful good humoured presence was in so many different areas of church life.

We were sad to hear that Fr Bob Aiton passed away in September 2023. As a retired priest, he worshipped at St Nicholas and occasionally assisted at services. He was a kind, thoughtful and humble man, who will be much missed.

Finally, grateful thanks and appreciation go to the following teams of people: bell ringers, flower arrangers, servers, readers, Intercessors and cleaners and all others who contribute to the smooth running of the church, its mission and its community events. Please accept sincere apologies for any volunteers inadvertently omitted from this report.

## **Arundel Church of England School**

The school has much appreciated the continued support of Fr David and Fr Andrew in their contribution to Worship in school and the engagement of members of the congregation as Foundation Governors. Fr David has been crucial in the development of the RE curriculum and in the training of staff to deliver it. The Church continues to support the school to ensure it is an inclusive organisation by funding day and residential trips for families without the means to pay.

The school continues to chair the Deanery Group, and has done now for the past 3 years. The Headteacher represents the Church of England on the SACRE committee.

There have been notable successes in a range of different sporting activities, supported by before and after school classes and by the commitment of staff and volunteers to coaching individuals and running teams.

There are strong links between the PCC and the school, through governorship and shared activities. For example, Years 4, 5 and 6 classes have each helped to run a Sunday service by taking on or shadowing key roles.

The school continues to be very highly thought of within the local community for all that it offers pupils and their families – in terms of its Christian ethos, the wide range of visitors to the school, exciting whole school and class based projects, support for charity (global, national and local) and its dynamic and innovative curriculum.

## **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
- 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 25<sup>th</sup> April 2025 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 2023.

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.

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 :

**PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	TOTAL FUNDS 2023 £	TOTAL FUNDS 2022 £
<b>Income from:</b>					
<i>Donations and legacies</i>	2a	117,185	65,330	182,515	164,755
<i>Other trading activities</i>	2b	20,397	-	20,397	14,258
<i>Investments</i>	2c	2,160	922	3,082	1,134
<i>Charitable activities</i>	2d	6,117	-	6,117	3,548
		-----	-----	-----	-----
<b>Total income</b>		145,859	66,252	212,111	183,695
		-----	-----	-----	-----
<b>Expenditure on:</b>					
<i>Raising funds</i>	3a	2,359	-	2,359	16,179
<i>Charitable activities</i>	3b	2,605	53,460	56,065	49,283
<i>Ministry &amp; Church costs</i>	3c	145,400	7,909	153,309	136,231
		-----	-----	-----	-----
<b>Total expenditure</b>		150,364	61,369	211,733	201,693
		-----	-----	-----	-----
<b>Net (expenditure)/income before transfers</b>		(4,505)	4,883	378	(17,998)
<b>Gross transfers between funds</b>		-	-	-	-
		-----	-----	-----	-----
<b>Net incoming resources before other recognised gains &amp; losses</b>		(4,505)	4,883	378	(17,998)
Gains / (Losses) on investment assets		-	2,291	2,291	(3,226)
		-----	-----	-----	-----
<b>Net movement in funds</b>		(4,505)	7,174	2,669	(21,224)
		-----	-----	-----	-----
Total funds brought forward at 1 January		29,845	89,884	119,729	140,953
		-----	-----	-----	-----
<b>Total funds carried forward at 31 December</b>		25,340	97,058	122,398	119,729
		=====	=====	=====	=====



**PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL**

**BALANCE SHEET AT 31 DECEMBER 2023**

		<b>2023</b>	<b>2022</b>
<b>Fixed assets</b>	<b>Notes</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	5	0	0
Investments	6	26,677	24,386
		-----	-----
<b>Total fixed assets</b>		<b>26,677</b>	<b>24,386</b>
<b>Current assets</b>			
Debtors	8	15,342	11,698
Short term deposits		60,100	60,100
Cash at bank and in hand		25,887	28,112
		-----	-----
		<b>101,329</b>	<b>99,910</b>
Creditors: amounts falling due within one year	9	5,608	4,567
		-----	-----
<b>Net current assets</b>		<b>95,721</b>	<b>95,343</b>
		-----	-----
<b>NET ASSETS</b>	<b>7</b>	<b>122,398</b>	<b>119,729</b>
		=====	=====
Funds			
Restricted funds	11	97,058	89,884
Unrestricted funds	11	25,340	29,845
		-----	-----
		<b>122,398</b>	<b>119,729</b>
		=====	=====

Approved by the Parochial Church Council on 25/04/2025 and signed on its behalf by:

I Graham - Churchwarden

# **PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023**

### **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 2023

#### 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, ARUNDEL

NOTES TO THE FINANCIAL STATEMENTS (Continued)  
FOR THE YEAR ENDED 31 DECEMBER 2023

2 Income	Unrestricted Funds 2023 £	Restricted Funds 2023 £	TOTAL FUNDS 2023 £	Unrestricted Funds 2022 £	Restricted Funds 2022 £	TOTAL FUNDS 2022 £
<i>a Donations and legacies</i>						
Planned giving	62,786	-	62,786	57,650	-	57,650
Collections at all services	10,040	151	10,191	2,975	-	2,975
Sundry donations and appeals	24,795	62,679	87,474	23,364	55,945	79,309
Income tax recoverable	19,564	2,500	22,064	22,756	2,065	24,821
Legacies	-	-	-	-	-	-
	117,185	65,330	182,515	106,745	58,010	164,755
<i>b Other trading activities</i>						
Fetes and other fund-raising events	20,397		20,397	11,514	2,744	14,258
<i>c Investment income</i>						
Dividends and interest	2,160	922	3,082	819	315	1,134
<i>d Charitable activities</i>						
Fees from weddings etc	6,117	-	6,117	3,548	-	3,548
<b>Total income</b>	145,859	66,252	212,111	122,626	61,069	183,695

PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL

NOTES TO THE FINANCIAL STATEMENTS (Continued)  
FOR THE YEAR ENDED 31 DECEMBER 2023

3 Expenditure

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	TOTAL FUNDS 2023 £	Unrestricted Funds 2022 £	Restricted Funds 2022 £	TOTAL FUNDS 2022 £
<i>a Raising funds</i>						
Fete & appeal costs	1,844	-	1,844	2,601	13,464	16,065
Corpus Christi	69	-	69	-	-	-
Other expenses	446	-	446	114	-	114
	-----	-----	-----	-----	-----	-----
	2,359	0	2,359	2,715	13,464	16,179
	-----	-----	-----	-----	-----	-----
<i>b Church activities</i>						
Missionary and charitable giving						
Overseas						
- FEAST	-	52,600	52,600	-	46,700	46,700
Lent Lunches - Homeless projects	2,493	-	2,493	1,653	-	1,653
Other	112	860	972	191	739	930
	-----	-----	-----	-----	-----	-----
	2,605	53,460	56,065	1,844	47,439	49,283
	-----	-----	-----	-----	-----	-----
<i>c Ministry costs</i>						
- diocesan parish share	73,295	-	73,295	71,580	-	71,580
- other clergy costs	5,719	-	5,719	4,678	-	4,678
Church running expenses	15,091	-	15,091	11,250	-	11,250
Church maintenance	12,955	7,909	20,864	6,337	3,781	10,118
Upkeep of services	36,140	-	36,140	36,405	-	36,405
Depreciation	-	-	-	-	-	-
Governance costs	2,200	-	2,200	2,200	-	2,200
	-----	-----	-----	-----	-----	-----
	145,400	7,909	153,309	132,450	3,781	136,231
	-----	-----	-----	-----	-----	-----
<b>Total resources expended</b>	----- =====	----- =====	----- =====	----- =====	----- =====	----- =====
	150,364	61,369	211,733	137,009	64,684	201,693

# PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL

## NOTES TO THE FINANCIAL STATEMENTS (Continued) FOR THE YEAR ENDED 31 DECEMBER 2023

<b>4 Staff costs</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
a <i>Wages and salaries and social security costs</i>	27,131	25,819
	-----	-----
	27,131	25,819
	-----	-----

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*

Alistair Maxwell a member of the PCC, was paid to provide catering services to a number of Church events and he provided these at cost or less and was paid £4,267 during the year.

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

	<b>Office Equipment</b>	<b>Grand Piano</b>	<b>Inalienable Assets</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 January 2023	5,513	3,000	8,360	16,873
	-----	-----	-----	-----
At 31 December 2023	5,513	3,000	8,360	16,873
	-----	-----	-----	-----
<b>Depreciation</b>				
At 1 January 2023	5,513	3,000	8,360	16,873
Provided in the year	-	-	-	-
	-----	-----	-----	-----
At 31 December 2023	5,513	3,000	8,360	16,873
	-----	-----	-----	-----
<b>Net book amounts</b>				
At 31 December 2023	-	-	-	-
	=====	=====	=====	=====
At 31 December 2023	-	-	-	-
	-----	-----	-----	-----

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

<b>6 Investments</b>	<b>£</b>
Market value at 1 January 2023	24,386
Gains on annual revaluation	2,291
	-----
Market value at 31 December 2023	26,677
	-----
Holdings at 31 December 2023	
671 shares in CBF Church of England Investment fund (2022: 671 shares)	
580 shares in COIF Charity Funds investment fund (2022: 580 shares)	

**PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)  
FOR THE YEAR ENDED 31 DECEMBER 2023**

<b>6 Investments (continued)</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Upkeep of Tortington churchyard	3,752	3,427
F Tomkins Trust	3,436	3,138
Tyler bequest	5,357	4,897
Wiswell bequest	2,622	2,397
Eliza Rolls fund	11,510	10,527
	<hr/>	<hr/>
	26,677	24,386
	<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**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Investments	-	26,677	26,677
Current assets	30,948	70,381	101,329
Current liabilities	(5,608)	-	(5,608)
	<hr/>	<hr/>	<hr/>
	25,340	97,058	122,398
	<hr/>	<hr/>	<hr/>

**8 Debtors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Income tax recoverable	8612	7,057
PGS and GA for Dec	6497	
Ebound overpayment	216	4,641
Santander Deposit Interest owed	17	
	<hr/>	<hr/>
	15,342	11,698
	<hr/>	<hr/>

**9 Creditors: amounts falling due within one year**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Accruals for Fees owed to Diocese	851	1,891
Accruals for Employers pension	207	188
Independent Examiner fees estimate	4,400	2,200
Turning tides collection Crib exhibit	150	288
	<hr/>	<hr/>
	5,608	4,567
	<hr/>	<hr/>

**PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)  
FOR THE YEAR ENDED 31 DECEMBER 2023**

**10 Statement of funds**

	Balance b/f 01.01.2023	Income	Expenditure	Transfers, other gains and losses	Balance c/f 31.12.2023
<b>Unrestricted Fund</b>					
General fund	29,845	145,859	(150,364)	-	25,340
<b>Restricted funds</b>					
Belfry Fund	443				443
Eliza Rolls Fund	8,940	316	(860)	983	9,379
FEAST Indian Project	2,494	51,822	(52,600)		1,716
F Tomkins Trust	1,900	94		298	2,292
Tyler bequest	5,788	146		460	6,394
Upkeep of Tortington Churchyard	5,047	545	(339)	325	5,578
West Window fund	289				289
Wiswell bequest	2,832	72		225	3,129
Quiet Room Appeal	14,065				14,065
Restoration Appeal	34,147		(5,998)		28,149
Churches Conservation Trust	500				500
Disabled Access	320				320
Stegaurach funds	9,052				9,052
Vicar's Discretionary Fund	250				250
Collections fund	1,598				1,598
Parish Garden	2,219	13,257	(1,572)		13,904
	<u>89,884</u>	<u>66,252</u>	<u>(61,369)</u>	<u>2,291</u>	<u>97,058</u>
<b>Total funds</b>	<u>119,729</u> =====	<u>212,111</u> =====	<u>(211,733)</u> =====	<u>2,291</u> =====	<u>122,398</u> =====



**PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)  
FOR THE YEAR ENDED 31 DECEMBER 2023**

**10 Statement of funds 2022**

	Balance b/f 01.01.2022	Income	Expenditure	Transfers, other gains and losses	Balance c/f 31.12.2022
<b>Unrestricted Fund</b>					
General fund	44,228	122,627	(137,010)	-	29,845
<b>Restricted funds</b>					
Belfry Fund	784		(341)		443
Eliza Rolls Fund	10,952	315	(739)	(1,588)	8,940
FEAST Indian Project	3,978	45,216	(46,700)		2,494
F Tomkins Trust	2,272			(372)	1,900
Tyler bequest	6,365			(577)	5,788
Upkeep of Tortington Churchyard	6,098	100	(743)	(408)	5,047
West Window fund	289				289
Wiswell bequest	3,113			(281)	2,832
Quiet Room Appeal	14,065				14,065
Restoration Appeal	39,833	10,475	(16,161)		34,147
Churches Conservation Trust	500				500
Disabled Access	320				320
Stegaurach funds	6,308	2,744			9,052
Vicar's Discretionary Fund	250				250
Collections fund	1,598				1,598
Parish Garden		2,219			2,219
	96,725	61,069	(64,684)	(3,226)	89,884
<b>Total funds</b>	140,953	183,696	(201,694)	(3,226)	119,729
	=====	=====	=====	=====	=====

## PAROCHIAL CHURCH COUNCIL OF St NICHOLAS, ARUNDEL

### NOTES TO THE FINANCIAL STATEMENTS (Continued) FOR THE YEAR ENDED 31 DECEMBER 2023

#### 10 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 2023 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
Parish Garden	Money Collected to establish a Community Garden on land adjacent to the church

#### 11 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.