

# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Thomas à Becket's Church, Pagham

St Thomas à Becket Church, Pagham, PO21 4NU

Registered Charity no. 1134842

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**For the year ended 31st December 2020**

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Website: [www.paghamchurch.org](http://www.paghamchurch.org)

Incumbent: In Vacancy

Independent  
examiner: Mr David Poole  
Poole Accounting Services Ltd, 98 London Road, Bognor Regis  
PO21 1DD

Bankers: Barclays Bank  
High Street, Bognor Regis, PO21 1RL

# St Thomas à Becket's, Pagham

## Trustees Annual Report for 2020

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the Curate-in Charge in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical.
- To know Jesus better and make Him better known;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay;
- Providing financial support to those in need and, to other organisations with similar objectives.

### What we planned to do to achieve our charitable objectives

When planning our activities for the year, our Curate-in-Charge and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults.

For this year we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church
- Enabling as many people as possible to become part of our parish community
- Teaching, baptising and nurturing new and existing believers
- Maintaining an overview of worship throughout the parish
- Considering how services can involve the many groups that live within the parish
- Putting faith into practice, through prayer and scripture, music and sacrament
- Offering worship and prayer, learning about the Gospel, in small group situations
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- Provision of pastoral care for people living in the parish
- Providing assistance to the poor and needy of the parish
- Giving grants to missionary organisations
- Reaching out to the unchurched through provision of the village fete and offering food and fun at Harvest
- Maintaining the fabric of the church building as a historic centre and focus of life in the village.

### What we achieved and how we affected beneficiaries' lives

At the beginning of 2020 the parish was in a vacancy (and remains so). We were reliant on retired clergy and members of the laity to provide services. The church was closed from the end of March until late July, complying with the instructions for all places of worship to remain closed during the first lockdown. With no minister in place it was not possible to provide streamed services. From July we were once again able to offer some services, but were once again reliant on our retired clergy. In early September the Reverend Lucy Sullivan joined us on

secondment as Curate-in-Charge, with responsibility for this parish and for a neighbouring parish. With a minister in place it became much easier to respond to the changing situation and offer services and support to the community and church family as needed. (Lucy is Licensed as Assistant Curate of Bosham- Diocese of Chichester, but is on a full-time secondment to the parish.)

### **Attendance at worship**

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

There are 230 people on the electoral roll, 90 of whom are not resident in the parish.

During the months before the Lockdown, which started in late March, we had an average regular weekly attendance of 118 adults and 18 children.

As a result of the restrictions imposed by the pandemic the church was closed for almost half of the year, and then when restrictions were relaxed was only able to open with limited numbers allowed to attend. Once the church was opened for worship, steps were taken to maximise the numbers able to attend, whilst adhering strictly to social distancing guidelines. A booking system was instigated to ensure that numbers were monitored and to make it possible for as many as possible to attend safely as well as keeping a list for track and trace as necessary..

With access to worship in church severely restricted we have looked to provide alternatives. Initially this was achieved by signposting people to streamed services available either locally or nationally, but from October we have been offering our own services on-line.

Prior to the pandemic we were offering a range of services during the week and over the course of the year, that the community find both beneficial and spiritually fulfilling. This took the form of two morning services every Sunday, one following the Book of Common Prayer and the later Parish Eucharist using the Common Worship Liturgy. There was also Evening Prayer offered on a Sunday. During the week two other quieter Communion services were offered. The Tuesday evening service, using Common Worship, was becoming increasingly popular with young families, who were encouraged to take an active part. The mid-week morning service followed the Book of Common Prayer.

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*'Just wanted to say how much I appreciate all the efforts taken to provide us with streamed services - it's not the same as being in church, but it is good to know we are worshipping alongside others. Thank you.'*

*B.B*

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All public worship was stopped with the first lockdown, but was re-introduced in late July when restrictions were relaxed. Our two regular Sunday morning services and the mid-week morning service were re-instigated, with restrictions on numbers.

From November we were able to offer a weekly streamed service for those who were unable to attend church for worship. We also instigated Morning and Evening Prayer on Zoom.

### **Teaching, baptising and nurturing new and existing believers**

With the church so severely affected by the pandemic restrictions throughout most of 2020 the importance of maintaining contact with church members in order to ensure they are still able to fully participate in church life, albeit from a distance. Weekly email communication has been carried out with the vast majority of the church family (all those for whom we hold specific consent to contact via this method) providing information and to give guidance on where to find services and spiritual support. During the months of the first lockdown one of our retired clergy provided a weekly sermon which was emailed to all and loaded to the website. Of course not

everyone has access to email, so wherever possible the information has been disseminated via post. All the information has been made readily available on our website, with every effort made to keep this up-to date.

We have continued to encourage and support members of the church family to become more involved with the various aspects of worship, such as reading the lessons and writing and leading the intercessions. We have been able to make use of this with the streamed services, with individuals recording their contributions at home, which

can then be edited into the recording. We continue to seek to extend the opportunities for the exercise of ministry and the use of all our gifts within the life of the community.

As in previous years members of the church family have taken the opportunity to participate in the Ecumenical Lent Groups organised by Churches Together in Bognor Regis. However with the lockdown it became impossible to meet together for these groups, although many continued to follow the course independently.

Through baptism we celebrate God's gift of life and faith; in marriage public vows are exchanged with God's

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*"After such a difficult year and under such difficult circumstances, I am so grateful that the Memorial Services was able to take place. It made such a difference to me.  
Thank you*

*Mrs E*

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blessing; and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world, and to commend the loved one to God's keeping. Before lockdown we celebrated 4 baptisms. Since the first lockdown in March we have been unable to celebrate baptism, and all marriages due to take place have been postponed. 9 funerals were held in church and there were 6 burial of ashes in the churchyard. Our church continues to be appreciated by our parishioners and many from further afield, as a space where life events are celebrated with joy and thanksgiving. In addition to funerals held in church for members of our parish, our clergy have officiated at services at the crematorium. The bereaved

are visited by the clergy prior to funerals offering assistance and support, and follow-up contacts are made as necessary to offer further support and assistance.

In spite of difficulties we were able to hold the Annual memorial Service with personal invitations sent to all in the parish who have been bereaved in the previous year and with whom the church has had an involvement through funerals. It is an opportunity to come together to remember their loved ones and to celebrate their lives. This service is greatly appreciated but this year had greater significance for many because of the effects of the pandemic.

#### ***Provision of the church building for people to enjoy***

It is important to us that the church is open and available to all whenever possible and our usual practice is to have

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*So grateful to all who have made it possible for the church to open again. It's so good to be able to come into this beautiful building again to enjoy the peace and tranquillity.*

*RS*

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the church open between 9.00am and 5.30pm daily, giving the opportunity for private prayer and meditation or to allow visitors the opportunity to enjoy the peace and beauty of the building. It was with regret that the necessary pandemic restrictions meant that the church was closed for many months during the first

lockdown. However, once restrictions began to be relaxed in July 2020 the PCC took action to make it possible to open the church whenever possible, whilst adhering to all safety guidelines to ensure the safety of all at all times. The PCC regularly monitored the situation to ensure that church opening was managed within safe guidelines, having, for instance, hand sanitisers, a one-way system and signs reminding everyone to stay 2 metres apart.

## ***The Church Centre***

The Church Centre is usually available for hire by all members of the community for activities, events and parties. Our local Playgroup uses the building every weekday morning and two afternoons. Uniformed organisations and other community groups usually use the hall on a regular basis. However the pandemic restrictions have meant that the Church Centre has been closed for much of the year, with a loss of revenue. The Playgroup has been able to resume activities, but many other groups have not been able to make use of the facilities.

## ***Provision of pastoral care for people living in the parish***

There is a small Pastoral Care Team which is usually responsible for visits to the recently bereaved, the lonely, the housebound and those in hospital, and also for the provision of home communion for those no longer able to attend church services. Numbers fluctuate as needs change. From March 2020 it was not possible to make visits, due to the pandemic, but regular contact by telephone conversations was maintained wherever possible. During the pandemic we became aware of the growth in informal pastoral care with large number of the church family establishing and maintain contact with individuals both from the church family and from the wider community trying to ensure that no-one became isolated.

We also have a Domestic Abuse Awareness Team, to provide a contact point and information for those in need, and to raise awareness of this particular problem.

Information for both teams is usually disseminated to the whole parish in our monthly newsletter, which is distributed, at no cost, to every household in the parish (approx. 39000), ensuring that all are aware of the services available, and how they can make contact. However from March 2020 it has not been possible to deliver the newsletter, but all information is available on our website and sent via email where possible.

Two of our church members have dedicated themselves to the work of 'Arun Angels', an organisation made up from church members from all denominations, which operates in our town late at night. In a normal year they would regularly sacrifice their time and energies to caring, listening and helping people who remain on the streets late at night. However since March 2020 it has not been possible to operate.

For many years we have been actively involved with the running of the local Luncheon Club in the village, providing a service for the elderly, lonely or housebound in the parish. Transport is provided where necessary. A hot meal is provided (at a small charge) with tea or coffee, in a warm and friendly atmosphere. The club is open to all, and is financially supported by local charities and councils. The club operated until mid-March, but due to the pandemic had to suspend operations.

## ***Provision of tangible support to the poor and needy***

As a church we have actively supported our local Food Bank for many years, with a collection point located within the church, and an up-to-date list of the items that are most needed. Members of the church family and the wider community regularly make donations, which are then taken to the Food Bank for distribution to those in need. Collection of items became difficult whilst the church was locked, but many overcame the difficulty by donating directly or by contacting our dedicated helper who arranged to collect and deliver on their behalf. All items donated for the Harvest Celebration were donated to the Food Bank, and a major appeal was operated during the weeks leading up to Christmas.

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*"We know that we can always depend on you for donations of food and other much needed items, and are grateful that you have organised a regular drop off of your donations"*

*Manager*

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The church has for many years been an active supporter of 'Link to Hope', a charity that works with those in need in eastern European countries. Boxes of Christmas goods are collected in church for distribution. In spite of difficulties caused by the pandemic we were able to continue to support this appeal. Our 'Knit and Natter' Group was also able to continue to support this appeal by supplying large numbers of knitted blankets and knitted goods.

### **Other charitable giving**

Helping those in need is an expression of our faith. Charitable giving remains an important part of the life at St Thomas à Becket's. The PCC has a policy of donating approximately 5% of its unrestricted income, where possible, to charitable causes both at home and abroad, with charities nominated annually. However in 2020 the PCC decided, with much reluctance, that it was not possible to meet this commitment in full. As a result of the pandemic the church was closed for much of the year or operating with reduced numbers able to attend, resulting in a severe loss of income that necessitated the PCC using some of their reserves to ensure the day to day running of the church. The church family has continued to support Christian Aid and The Children's Society.

### **Repairs to the fabric of the church building**

The Quinquennial Inspection Report of September 2015 identifies the need for major works to the church roof, with re-tiling of the nave and side aisle roofs recommended. Without the repairs there was a severe risk of damage to the church building and all it contains, leading to the inability for the church to provide its prime function for the worship of God. There would also be the risk of losing the heritage it contains, which is enjoyed by the wider community. The estimated cost of the work was £350,000

The PCC undertook detailed financial planning to ascertain how the estimated costs could be met and launched a Roof Appeal – 'Raise the Roof', with regular reviews of the financial position. They designated all unrestricted legacy income to the appeal, and also agreed to divert all unrestricted donations to the fund. An ambitious fundraising campaign was undertaken, together with applications to grant making organisations.

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*I always make a point of visiting here, whenever I return to the area. It's so good to know that the necessary funds were raised to carry out the repairs to the Church Roof, and that those repairs have been carried out so beautifully. It is good to know that this wonderful building is here to be used and enjoyed by future generations. Such a lovely building with so many memories..... It's such a lovely building....' KD*

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Work commenced on the roof in September 2019, and was finally completed in April 2020, in the middle of the first lockdown when the church was closed

Obtaining sufficient funds to carry out the project took a considerable amount of time, but was achieved thanks to the hard work and generosity of our church family, together with the generosity, involvement and support of the wider community.

## **Financial Review**

### **Incoming and outgoing resources**

The total receipts on general unrestricted funds received were £67,100 and are detailed in the Financial Report. This is considerably reduced from previous years, due to the pandemic, with the loss of plate collections which would have been taken at services, and all income from fundraising.

The planned giving through the Parish Giving Scheme, envelopes and banker's orders decreased slightly, largely due to the loss of one or two generous supporters, but it was good to see the use of Gift Aid through the Parish Giving Scheme. The PCC was very grateful that so many made every effort to maintain their planned giving during a very difficult year. They were also very grateful for the increased number of donations made during the year, which helped to ease the financial situation.

To manage the difficult financial situation every effort was made to reduce expenditure wherever possible, with reduction made in parish share and charitable giving. Other savings were made because the church was closed for parts of the year.

Further grants were received during the year, which enabled us to complete payment on the Roof Project. The £50,000 interest-free Archdeacon's Loan was obtained in 2019 to assist with the Roof Project. It is planned to pay at least half of this back in early 2021, with the remainder paid back as quickly as possible after this.

### ***Sharing the ministry costs of the Diocese of Chichester***

The largest expenditure of the PCC is the sum paid to the diocese for our share of all churches' Parish Ministry Costs.

Our intention at the beginning of the year was to pay £67,342.00. The impact of Covid-19 and subsequent lockdowns necessitated the closure of the church and Church Centre for much of 2020, with a loss of income. When the restrictions were relaxed the church was reopened, but with restricted numbers allowed to gather together, which continued to impact on income. With much reluctance a decision was taken to reduce payments to the Diocese, resulting in a deficit of £14,000 by the end of 2020. However the Diocese have granted a year of grace and generously wiped out all deficits, so that we start the New Year with a clean slate.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

### ***Staff costs***

The PCC pays for a Caretaker at the Church Centre, who ensures the building is made ready for those hiring it and opens and locks up. The PCC also pay £1,000 to our organist.

Further details are provided in the notes to the accounts.

### ***Trustee payments and expenses***

The PCC policy is to support the clergy by paying Council Tax, water and environmental charges for the Vicarage plus other annual costs towards travel, hospitality, telephone, postage and broadband. Until the end of July 2020 no charges were incurred as the parish was in a vacancy with no incumbent, with the responsibility for the vicarage reverting to the Diocese. In September 2020 the Reverend Lucy Sullivan joined this parish. However she has responsibility for this and the neighbouring parish, so costs are shared equally with them. Our share amounts to £529.

There were no payments to persons related to or connected to, the trustees.

## **Why we hold some money in reserve**

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations.

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. This year £13,000 was invested temporarily at 31<sup>st</sup> December.

At the beginning of the year it was PCC policy to designate the net income from the church boxes and wall safe, which can be largely attributed to visitors, to the church roof project, which had been identified in the Quinquennial Inspection. The work on the roof was completed in April 2020, and since this time this income has been designated for general use.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on restricted purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the legacy, depending on the specific objectives of the donor. A legacy of £1,000 received in 2020 falls into



this category. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until the need for expenditure is identified.

## Management of risks and their mitigation

The PCC has an ongoing task of reviewing the major risks which impact on the work of the churches in the Parish. The usual PAT testing, fire extinguisher and lightning conductor checks have been carried out.

The PCC consider that the principal risks and uncertainties are:

- The health and safety within the church building caused by the pandemic and the need to ensure social distancing and a safe environment.
- The need to fund unexpected costs associated with the church's listed buildings such as repairs to the heating system in 2020.
- An unexpected fall in income, particularly given the dependence of the church on a limited number of major regular donors and one main regular hall hirer.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation.
- Uncertainties relating to this parish and the neighbouring parish, now being served by a Curate-in Charge, and how this will be managed in the coming year.
- Uncertainties around how we can manage a safe return to church and keep contact and engage with all the church family and the wider community.

The PCC seeks to manage these risks and uncertainties by regular reviews. We aim to maintain our properties to a high standard and to carry out the priority items of a quinquennial review (planned for April 2021) in a timely manner.

Over many years there has been a programme which emphasises God's generosity to the congregation and the need for the congregation to respond to that generosity in their own giving through time, talents and money. The PCC also proactively seeks grants to support its activities. The PCC acknowledges its role to work with, and support the minister in charge to ensure that the church continues to fulfil its mission in the parish.

## Future Uncertainties

The incidence of COVID-19 and the subsequent lockdown necessitated closure of our church and the Church Centre for much of the first seven months of our financial year. This resulted in a decrease in income, loss of hiring fees and some cash giving. Fortunately most parishioners saw the necessity for maintaining their regular planned giving. We were also fortunate that so many responded to the difficult financial situation by offering donations, which helped to some extent, to offset the loss of income from other sources. However the pandemic is on-going and uncertainties remain, which will necessitate regular monitoring of our financial position. It is important to ensure that as the day-to-day costs rise; the growth in income is sustained through renewed giving pledges, to strengthen our underlying financial position. This will enable further improvements to be made to the fabric of our Church, in addition to building up reserves to meet future uncertainties.

The Parish remains in vacancy, but as noted above, the Reverend Lucy Sullivan joined us as Curate-in-Charge in September. She was also appointed as Curate-in-Charge to our neighbouring parish, which is also in vacancy. The situation is due to be reviewed in September 2021.



## Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

### *Ex Officio members*

Curate-in-Charge	The Revd Lucy Sullivan	Chairperson (from Sept. 2020)
Reader:	Mr Roland Ell	
Wardens:	Mr Stephen Cox-Rusbridge	
	Mr Michael Wake	Vice Chairperson

### *Elected Members*

Mr Alex Brockhurst	
Mrs Jan Brockhurst	
Mrs Christine Buckenham	(From October 2020)
Miss Allyssia Congdon	
Mrs Kate Congdon	(Until October 2020)
Mrs Jenny Ellis	
Mrs Maureen Hatzfeld	PCC Secretary
Mr Graham Jones	
Mrs Trudi Kearsley	PCC Treasurer
Mr John Kitchener	
Mrs Sue O'Neill	
Mrs Margaret Sherwood	
Mr David Smith	(From October 2020)
Mr Simon Tooley	
Mrs Louise Toone	

### *Deanery Synod*

Mrs Gill Cooper	(Until April 2020)
Mr Roland Ell	Diocesan Synod member
Mrs Maureen Hatzfeld	
Mrs Trudi Kearsley	
Mrs Linda Tempest	

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge/curate-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 15 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by Reverend Lucy Sullivan PCC Chairperson



Date..... **17.03.2021** .....

# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Thomas à Becket's Church, Pagham

St Thomas a Becket's Church, Church Lane, Pagham, PO21 4NU

Registered Charity no. 1134842

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**For the year ended 31st December 2020**

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# Independent Examiner's Report to the PCC020 of St Thomas à Becket's Church, Pagham for the Year Ended 31<sup>st</sup> December 2

## St Thomas a Becket's Church, Pagham registered charity number 1134842 Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<u>General Fund</u>	<u>Designated Funds</u>	<u>Fund/s</u>	<u>Fund/s</u>	<u>All Funds 2020</u>	<u>All Funds 2019</u>	
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
Donations and legacies	64,311	-	76,711	-	141,022	132,061	
Charitable activities	2,107	-	-	-	2,107	5,647	
Other trading activities	508	-	5,801	-	6,509	18,150	
Investments	81	-	126	-	209	1,249	
Other receipts	-	-	-	-	-	-	
<b>Total received</b>	<b>67,007</b>	<b>-</b>	<b>82,638</b>	<b>-</b>	<b>149,645</b>	<b>157,107</b>	<b>3</b>
<b>Expenditure on:</b>							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	72,200	-	175,142	-	247,342	222,185	
Trading costs	154	-	4,840	-	4,994	11,934	
Other payments	(437)	-	-	-	(437)	86	
Extra-ordinary item	-	-	-	-	-	6,548	
<b>Total paid</b>	<b>71,917</b>	<b>-</b>	<b>179,982</b>	<b>-</b>	<b>251,899</b>	<b>240,753</b>	<b>6</b>
<i>Reconciliation of funds:</i>							
<b>Net income or (net expenditure)</b>	<b>(4,910)</b>	<b>-</b>	<b>(97,344)</b>	<b>-</b>	<b>(102,254)</b>	<b>(83,646)</b>	
<b>Net movement in funds</b>	<b>(4,910)</b>	<b>-</b>	<b>(97,344)</b>	<b>-</b>	<b>(102,254)</b>	<b>(83,646)</b>	
Bank accounts at 1 January	74,927	85,826	18,692	-	179,445	206,314	
<b>Bank accounts at 31 December</b>	<b>51,462</b>	<b>13,997</b>	<b>11,734</b>	<b>-</b>	<b>77,193</b>	<b>122,668</b>	<b>A&amp;L</b>

# Independent Examiner's Report to the PCC020 of St Thomas à Becket's Church, Pagham for the Year Ended 31<sup>st</sup> December 2

## St Thomas à Becket's Church, Pagham registered charity number X1134842

### Statement of Assets and Liabilities

Our financial position at the year-end was

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2020	All Funds 2019	
	£	£	£	£	£	£	
Barclays Current Account	2,586				2,586	2,074	
Barclays Church Centre			6,818		6,818	5,050	
Barclays A/S 1 Deposit	48,860				48,860	72,837	
Barclays A/S 2 Friends			3,925		3,925	2,504	
Barclays Frozen	16				16	16	
CCLA 1		4,729			4,729	4,709	
CCLA 2		9,268			9,268	81,117	
CCLA Church Centre			752		752	749	
Reginald Hammerton Legacy	-	-		-	-	10,000	
Total bank and deposit accounts	51,462	13,997	11,495	-	76,954	179,056	
Sunday School			120		120	129	
Coffee Fund		-	115	-	115	254	
Flower Fund	-	-	4	-	4	6	
Other Monetary Assets	-	-	239	-	239	389	
	51,462	13,997	11,734	-	77,193	179,445	
Archdeacons Loan			-	-	50,000	50,000	11
		50,000	-	-	50,000	50,000	

This Financial Report for the year ended 31st December 2020, including the notes following, was approved by the PCC and signed on its behalf by The Revd. Lucy Sullivan, PCC Chairman:

*Sullivan*

Date 17.03.2021

# Independent Examiner's Report to the PCC020 of St Thomas à Becket's Church, Pagham for the Year Ended 31<sup>st</sup> December 2

**t Thomas à Becket's Church, Pagham** *registered charity number 1134842*

## Notes to the Financial Report

### 3 Analysis of total received

	Unrestricted		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	Total All Funds 2020	<i>Total All Funds 2019</i>	Notes
	<u>General Fund</u>	<u>Designated Funds</u>					
	£	£	£	£	£	£	
Planned giving (excl. tax refunds)	39,595	-	-	-	<b>39,595</b>	41,519	
Loose cash collections	3,683	-	-	-	<b>3,683</b>	<b>12,283</b>	
Donations	8,800	-	8,767	-	<b>17,567</b>	<b>11,578</b>	
Special appeals	-	-	-	-	-	<b>165</b>	
Gift Aid recovered	12,100	-	-	-	<b>12,100</b>	12,670	
Newsletter sponsorship	-	-	150	-	<b>150</b>	-	
Legacies	-	-	1,000	-	<b>1,000</b>	-	4
Grants	133	-	66,794	-	<b>66,927</b>	<b>53,895</b>	5, 13
<b>Donations and legacies</b>	<b>64,311</b>	-	<b>76,711</b>	-	<b>141,022</b>	<b>132,110</b>	
Fees for weddings & funerals	2,107	-	-	-	<b>2,107</b>	<b>5,647</b>	
<b>Charitable activities</b>	<b>2,107</b>	-	-	-	<b>2,107</b>	<b>5,647</b>	
General Fundraising activities	508	-	-	-		6,172	
Roof Fundraising activities	-	-	80	-	<b>80</b>	2,266	
Friends Fundraising activities	-	-	791	-	<b>791</b>	1,991	
Men's Group Fundraising	-	-	465	-	<b>465</b>	828	
Coffee Club	-	-	111	-	<b>111</b>	520	
Church centre hiring fees	-	-	4,354	-	<b>4,354</b>	6,373	
<b>Other trading activities</b>	<b>508</b>	-	<b>5,801</b>	-	<b>6,309</b>	<b>18,150</b>	
Bank & CBF deposit interest	81	-	126	-	<b>207</b>	1,200	
CBF investment fund dividend	-	-	-	-	-	-	
<b>Investments</b>	<b>81</b>	-	<b>28</b>	-	<b>207</b>	<b>1,200</b>	
Other receipts	-	-	-	-	-	-	
<b>Total received on all funds</b>	<b>67,007</b>	-	<b>82,638</b>	-	<b>149,645</b>	<b>157,107</b>	

# Independent Examiner's Report to the PCC020 of St Thomas à Becket's Church, Pagham for the Year Ended 31<sup>st</sup> December 2

## St Thomas à Becket's Church, Pagham registered charity number 1134842 Notes to the Financial Report

### 6. Analysis of total paid:

	Unrestricted		Restricted	Endowed	Total	Total	Notes
	General	Designated			All Funds	All Funds	
	Fund	Funds	Fund/s	Fund/s	2020	2019	
	£	£	£	£	£	£	
Charitable grants and donations	-	-	-	-	-	3,780	
Parish share to Chichester Diocese	53,342	-	-	-	53,342	64,072	7
Salaries and honoraria incl NI	1,000	-	-	-	1,000	1,000	
Clergy & other people's expenses	529	-	-	-	529	2,556	
Sunday school/Children's work	8	-	-	-	8	391	8
Insurance	3,885	-	-	-	3,885	3,934	
Water, Gas, Electricity	3,513	-	-	-	3,513	3,535	
Printing & photocopying	1,432	-	-	-	1,432	2,295	
Regular church running costs	2,014	-	-	-	2,014	2,981	
Accounting and Examiner's fees	800	-	-	-	800	1,260	
Church maintenance	4,405	-	-	-	4,405	3,890	
Churchyard upkeep	1,032	-	8,308	-	9,340	3,392	9
Roof Repairs	-	-	166,834	-	166,834	128,338	10
Flower Fund expenditure	240	-	-	-	240	761	
<b>Charitable costs</b>	<b>72,200</b>	<b>-</b>	<b>175,142</b>	<b>-</b>	<b>247,342</b>	<b>222,185</b>	
Fundraising expenses	-	-	-	-	-	841	
Church Centre Utilities	-	-	2,338	-	2,338	2,330	
Church Centre caretaking/cleaning	-	-	1,070	-	1,070	2,520	
Church centre Maintenance/admin	154	-	1,203	-	1,357	5,749	
Friends Expenditure	-	-	31	-	31	-	
Men's Club	-	-	79	-	79	-	
Coffee Club Expenditure	-	-	119	-	119	494	
<b>Trading costs</b>	<b>154</b>	<b>-</b>	<b>4,840</b>	<b>-</b>	<b>4,994</b>	<b>11,934</b>	
<b>Other payments</b>	<b>(437)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(437)</b>	<b>-</b>	
<b>Total paid on all funds</b>	<b>71,917</b>	<b>-</b>	<b>179,982</b>	<b>-</b>	<b>251,899</b>	<b>234,119</b>	

# Independent Examiner's Report to the PCC020 of St Thomas à Becket's Church, Pagham for the Year Ended 31<sup>st</sup> December 2

## St Thomas à Becket's Church, Pagham *registered charity number 1134842* Notes to the Financial Report

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- 1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.
- 2 The following assets are recognised but not valued in the Statement of Assets and Liabilities Moveable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
- 3 Analysis of total received:
- 4 £1000 Legacy received with stipulation that it should be used for the roof repairs.:
- 5 Grants have been received to be used for the roof repairs - £5,000 from National Churches Trust, £20,000 from Sussex Historic Churches Trust and £41,794 from the Listed Places of Worship grant scheme, which allows the reclaim of VAT on some works carried out on the church.
- 6 Analysis of total paid
- 7 The Parish Share to the Chichester Diocese is for the payment of Clergy and other central costs. The full cost of parish ministry was £74,035 in 2020. With restricted income due to the pandemic the PCC took the decision to reduce their payments to the Diocese. This resulted in a deficit of £14,000. The Diocese has instigated a year of grace and have waived all deficits.
- 8 It is PCC policy to set aside £1000 for children's work. However in 2020 due to the pandemic none of this has been used.
- 9 Work was carried out on trees in the churchyard using funds from a fund restricted for works in the churchyard.
10. Roof repairs completed using money set aside for this purpose.
11. Archdeacon's Loan of £50,000 was awarded to be used for the roof project. This is interest free and due to be paid back in full by 2024.
13. Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required.

Income received from the Chancel trusts is not investment income, as the PCC does not own the trust fund nor its investments.

Income from Chichester DBF is a Restricted charitable grant to general Fund to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from General Funds. In 2020 the grant amounted to £133 (2019 £49).

The PCC decided to transfer the Restricted grant to General Fund to replenish that fund for the cost of Chancel Insurance.

The previous disclosed asset value amounting to £6548 has been removed from the value of PCC investments to reflect that the PCC does not legally or beneficially own the Chancel trust fund nor its investments.



# Independent Examiner's Report to the PCC020 of St Thomas à Becket's Church, Pagham for the Year Ended 31<sup>st</sup> December 2

## Independent Examiner's Report to the PCC of St Thomas à Becket's Church, Pagham for the Year Ended 31<sup>st</sup> December 2020

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Thomas à Becket, Pagham, on the annual report for the year ended 31<sup>st</sup> December 2020 set out on pages 10 - 15

### Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

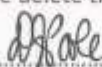
In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

\* Please delete the words in the (brackets) if they do not apply

### Examiner's signature



### Examiner's name CAPITALS

DAVID POOLE

### Date

15<sup>th</sup> September 2021

### Relevant professional qualification(s) or body if any

### Examiner's address

Poole Accounting Services Ltd.,  
98 London Road,  
Bognor Regis, PO21 1DD

# Independent Examiner’s Report

## to the PCC020 of St Thomas à Becket’s Church, Pagham

### for the Year Ended 31<sup>st</sup> December 2

Section B	Disclosure
	Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)
Give here brief details of any items that the examiner wishes to disclose	