

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY, WEST CHILTINGTON

England & Wales · Charity number 1138034

Details

Other names WEST CHILTINGTON PCC

Status Registered

Legal form Previously excepted

Registered 2010-09-15

Register [View on the Charity Commission register](#)

Contact

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East Street
West Chiltington
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RH20 2JY

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Website www.stmaryswestchilt.co.uk

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: St Mary's Church is the only Church of any Denomination in the village of West Chiltington in West Sussex. Services are held regularly every Sunday at 8 and 10 a.m. and currently on 1st, 3rd and 5th Sundays at 6 p.m. Extra services at Christmas and other special occasions. We welcome everyone who attends. 'Family Service' held on the first Sunday at 10 a.m. Lunches during Lent in aid of charities.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£137,323	£104,560	-	-
2023-12-31	£106,100	£115,282	-	-
2022-12-31	£107,956	£124,293	-	-
2021-12-31	£92,434	£115,548	-	-
2020-12-31	£140,932	£104,525	-	-

Trustees

Name	Role	Appointed
Rev Stephen Merriman	Chair	2020-01-18
Andy Brewerton		2026-03-22
Ann Elizabeth Chapman		2020-09-20
Claire Freeth		2025-04-06
Clive Cole		2024-03-17
Debra Parker		2026-03-22
Jim Jarvie		2024-03-17
Jim Latter		2026-03-22
Peter Evans		2024-03-17
Philip Race		2023-04-26
Vanessa Llambias		2018-04-30

Accounts

Trustees Annual Report and Financial Report

of the Parochial Church Council of the Ecclesiastical Parish of West Chiltington

St Mary's Church, West Chiltington

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2024

CONTENTS

	Page
Trustees annual report	2-11
Statement of financial receipts and payments	3
Statement of assets and liabilities	4
Notes of the accounts	5
Report of the independent examiner	10
Attachments of outreach and ministry	

Website: www.stmaryswestchilt.co.uk

Incumbent: Father Stephen Merriman SSC, The Rectory, East Street, West Chiltington, RH20 2JY

Independent examiner: Mr Adrian C Radford, 7 Curbey Close, West Chiltington, RH20 2HU

Bankers: The NatWest Bank, 5 East Street, Chichester, PO19 1HH

Trustees Annual Report for 2024

Our aims and purposes as a charity

The PCC has the responsibility of co-operating, with the Rector 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, evangelistic, pastoral, ecumenical and social;
- To know Jesus and to follow Jesus;
- 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 support for those in need and, to other organisations with similar objectives.
- To promote a generosity in giving: of time in Prayer and Financial.
- Supporting, encouraging and attending regularly services, making Jesus known and present in word and sacrament.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on 'charities for the advancement of religion'. For 2024 we discussed and planned the following objectives and activities to fulfil our aims:

Enabling all in our church

- Work with our Rector to extend the Christian influence in the village;
- Opening our Church every day for prayer as well as reflection and well-being;
- Teaching and nurturing new and existing believers within the parish;
- Attending regular services which are made available;
- Make available those occasional offices, wedding, baptism, confirmation and funerals;
- Continue in our attempt to reach out to our community school and youth organisations;
- Invite and encourage those who live within the Village to attend services;
- Putting faith into practice Sacramentally and other outreach services.
- Taking communion to those at Home, Nursing Home, celebrating the Eucharist within the community;
- 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 and those in need of specific support.

- Helping the vulnerable of the parish;
- Encourage charitable giving through our services and other activities within the parish;
- Our Outreach, is to encourage all who live in the Village whether they are active members of the Church or not, to access the Church and Hall facilities, which includes the Friendship lunch and Refresh Café, which is part of our regular monthly outreach.
- 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

Overview of the Year

There have been multiple opportunities to encounter God through worship and through study. Worship of God within the Church building as well as within the community; Study via Lent course, Bible Study Day, Pilgrimage and Spiritual reflection. All acts of worship have been advertised via church website, church noticeboards, church magazine, pew sheets and Sunday notices.

- Sunday services 8am 1662 Book of Common Prayer and 10am Common Worship Eucharist. It has been encouraging to see year on year growth in attendance of the 8am Sunday morning worship.
- Holy Days of obligation according to the Church of England, have been religiously observed;
- Wednesday Eucharists continues;
- Weekly time of silent prayer and spiritual reflection continues;
- Two monthly eucharists within the community have continued and has prompted growth in our outreach within the community;
- Monthly Friendship Lunch has continued to meet along with the yearly Christmas Friendship Lunch;
- Refresh Café, the times varied throughout the year to try and encourage attendance to services, although this did not encourage attendance to the Christian acts of worship;
- Outside the Church building we had a visual representation of the Easter Garden scene throughout Eastertide;
- Christian Unity we joined other Christian communities in pray for Christian unity.
- We welcomed a young person who undertook her bronze Duke of Edinburgh award for voluntary services.
- During Lent:
Study: A Lent Course on the New Testament at the Rectory;

Prayer: A Lent Walk - walking around village praying for all who live and work in our Village,
Stations of the Cross - weekly pray and reflection upon our Christ journey to his crucifixion
and ponder our salvation through the cross;

Outreach: weekly Lent Lunches in the Church Hall,

- Holy Week and Easter services.

Palm Sunday procession from the community School to the Church.

Maundy Thursday celebrating the last supper of Jesus with his disciples.

Good Friday in the morning we held our first Easter Egg hunt in Church, this was a joyful experience for the Children of the village to look around the Church and count the hidden easter eggs. They also discovered the meaning of Good Friday. Each child who came received an Easter Egg from the Meaningful Chocolate company.

Good Friday afternoon Stations of the cross and Good Friday liturgy was celebrated.

On Holy Saturday Night the First Mass of Easter – The Easter bonfire was lit, psalms and readings read, Holy water blessed in the font and renewal of baptismal promises, after the service an Easter Party was held.

- Study Day on the New Testament at The Palace Chichester; it was well supported by the Deanery Churches.
- On 6th June 2024, 80th anniversary of D-Day at 6:30pm The Church bells were rung for “Ringing Out for Peace” Thank you to Mrs Beth Merriman and Mr Adrian Palmer for assisting with ringing of the Church bells;
- Patronal Festival we celebrate the Church of St Mary in our Village, its mission and presence in West Chiltington;
- Harvest Festival - food donations from the Church and local school was collected for Family Support Work and a Harvest festival lunch held the donations went to Royal Agricultural Benevolent Institution.
- Pet Service with blessing of pets. Collection taken in support of IOW Donkey Sanctuary.
- Armistice Day Service and Remembrance Sunday Service;
- Pilgrimage to Walsingham; was well supported by the Deanery Churches;
- A three-day event to start the Christian Year of Faith, a Nativity Exhibition was organised, with local schools and the Bishop of Horsham in attendance. Sadly, this event did not take place due to support. This was a missed opportunity for outreach, Christian teaching and financial benefit for the Church.
- Our second year for supporting Link to Hope Shoebox appeal, this was a great success and one that will be undertaken next year;

- Advent and Christmas
Carols in the Village, throughout Advent at Kensington Close, The Roundabout Hotel and Nine Lessons and Carols in Church. With the addition to our places of gathering for carols we were able for the first time to be in the Queens Head Pub;
Crib with Christingle Service;
Midnight Mass and Christmas Day services.
- We welcomed the local community school to the Church, all year groups visited the school for a day of learning and discovering what it means to be a Christian. Also to learn about being a Christian and the place the way in which we celebrate the services.
- We welcomed a number of groups throughout the year to name just two – The retired clergy and spouses from the Chichester deanery, it was good to welcome and host such a large group. We welcomed a history group teaching about the art work of the Church building, as well as looking at the architect of the building.
- Fundraising: Six Members of the Church Community took part in the Snowdrop Appeal walking around the Arundel Estate. Rector took part in a month of fundraising for Cancer Research due to a number of the Church community affected by Cancer.

Attendance at worship

The Church family welcomes visitors from in and outside the ecclesiastical parish. All attend by personal choice and it is our great pleasure to welcome those from all walks of life. The attendance is voluntary to worship Our Lord Jesus Christ, we strongly hold the view this has a major public and personal benefit.

The pattern of worship in church is as follows Sunday: 8am 1662 Book of Common Prayer Eucharist and 10am Common Worship Eucharist. Our midweek services occur on Wednesday: 9:30am Exposition of the Blessed Sacrament a time of quiet prayer and reflection followed by The Book of Common prayer Eucharist at 10am.

2025 The Diocese of Chichester will celebrate a year of faith, this will give us an opportunity to reflect upon our faith in God especially in worship, with the attempt to change the view of worship as a form of entertainment including a critical view of how the service is conducted, to an encounter with the divine, and a place where we come together to be redeemed.

We shall have more opportunities to encounter God, these are wonderful times to be still in the busy life we lead. Many people who come to these midweek acts of worship, have expressed their delight to just be still and calm before God and in the quietness of the Church building, to receive God's healing and to remember their loved ones in prayer.

The Church remains open daily for private prayer and those visiting are freely able to light a candle as an act of prayer. The average count during October was 52, and the number of members on the electoral role stands at 119.

Holy Week 2024 saw the lowest attendance for a Holy Week for many years, this continues the sadness felt with the end of Thursday worship, the non-attendance for the bible study day, pilgrimage and the little support for the nativity exhibition.

The church festival services, were well attended especially the Armistice Day and Christmastide services, with more visitors than regular worshippers, this demonstrates the place and the need for God in non-practicing Christians lives.

Teaching, baptising and nurturing new and existing believers

As part of our nurturing new believers and teaching we have a well-established monthly service at Kensington Close a housing association, where the Eucharist, prayer and biblical teaching occur monthly. This has grown in number over the year meeting the spiritual needs of those who attend, especially for those within the village who are unable to attend St Mary's Church. This has been a great source of outreach by the Church into the community. To also encourage teaching of the bible The Rector organised a Study Day on the New Testament to be held at The Palace, Chichester and this was open to the whole Deanery, this was also held alongside the Lent Course based on the Chichester Diocese Lent Course on the New Testament. There is one home group, which now meets regularly. The Rector organised and led a Deanery Pilgrimage to Walsingham, this gave those who attended the opportunity to encounter God and other Christians from across the country, in a prayerful and meaningful way. This was a joyful time; it was decided to hold another Deanery Pilgrimage to Walsingham in 2025.

We celebrated 1 baptism, 4 Weddings, 10 Church funerals, 11 interments of Ashes.

We are pleased the church is open daily, in the winter months the Church remains open as part of a Warm Space, Warm Welcome, for all to enjoy God's house and encounter God in the stillness and quietness and for those interested in History to marvel at the 12th and 13th century wall paintings.

Provision of Church facilities

There is no significant change to church hall use, however one of the art groups ceased to meet from Jan 2024. The Rainbows and Brownies continue to meet regularly, as well as The Ladies That Boogie, The West Chiltington Silver Band and West Chiltington Cavaliers. In addition, it is used for monthly meetings for the Mothers Union, Friendship Lunches and Refresh Coffee Mornings.

The Refresh Café held the first Thursday of the month, in the morning. This is a free café, serving homemade cakes, tea and coffee, this is for all villagers to gather, to talk, and it has been especially beneficial for those who live alone. Thank you to Mrs Pam Wells for all efforts involved.

The Friendship lunch occurs on the third Thursday of the month, at 12:30pm it is a lunch time meal, with is charged at a very reasonable price, and monies raised goes to various charities, with seasonal meals being served and the highlight is most definitely the Christmas lunch, with the music group.

Please see attached appendix Reports written by Pam Wells on these two events.

Provision of pastoral care for people living in the parish

The Pastoral care given in the Parish is given by many behind the scenes, it is offered to all who request, respecting those in need and want. Holy Communion was taken to 20 people throughout the year, on a monthly basis. Home communion is also made available upon request for all those unable to attend public worship, or to those dying.

Family Support Work has once again been well supported throughout the year, a large wicker basket is left within the Church porch for donations and the Harvest Festival donations went to Family Support Work as well as a toy appeal in November.

Please see attached appendix Reports written by Sally Boyland

Communications

We publish a monthly Church village magazine; this has been available for many years and it is widely read by villagers of the Church and wider community. It is much appreciated for the village to share their news and events as well as the Church family sharing and advertising forthcoming events and services in the Church and Village.

Our new and improved Church website is a vital way to communicate all activities of the Church. This is updated regularly with church services, events and information to access the life of the Church here in West Chiltington. It has proven to be a valuable asset to the life of the Church.

Other charitable giving from the Church

- Christian Aid week
- Family Support Work
- The Children's Society
- Link to Hope – Shoebox appeal
- Embrace the Middle East
- Isle of Wight Donkey Sanctuary
- Royal Agricultural Benevolent Institution.

Maintaining the fabric of the church building as a historic centre and focus of life in the village

Replacement of stolen lead from the vestry link roof has progressed. A helpful discussion with the loss adjuster confirmed that the extent of insurance cover on the roof itself was limited to £7000 with a further £7000 of cover for consequential damage due to water penetration and damage to internal decorations. The loss adjuster also required the internal ceilings to be removed together with interstitial roof insulation so that the roof beams may be treated to prevent future rotting due to rainwater exposure. Light fittings were also to be replaced and electrics checked. A full planning application was prepared detailing a change of roofing material as required by the conservation officer and planning approval eventually obtained. In early October the temporary roofing was replaced with a steel cladding which is less likely to be stolen than the original lead. The cost was £24,212.88 and the building is once again weathertight.

Repair to the internal ceilings and woodwork remains outstanding and the builders have been chased as this work was first promised in the autumn and then again in early January. In parallel, a dialogue with loss adjusters was maintained to question the £7000 limit on the insurance cover. It has now been agreed there is no limit on the policy for the type of claim we have submitted and finally confirmation was received that our full claim of £29,799.33, covering the cost of both the external roof repair and the internal works, less a £250 excess would be recommended to the insurance company for payment.

The fixed term contracts for supply of electricity and gas to the Church Hall and electricity to the Church were renewed from the end of June. A large increase in the electricity daily charge was largely offset by a reduction in the unit rate. The net effect on annual costs, given the same usage, will be an increase in electricity costs of approximately £230 for electricity to the Church and Church Hall and a reduction of approximately £230 in the price of gas to the Church Hall. The British Gas contract for the supply of gas to the Church itself, which represents 80% of St Marys energy costs, was renegotiated in mid-October. EDF was considered as a competitive supplier alongside British Gas. EDF not only offered a slightly lower unit rate but a dramatically lower daily charge. It was felt prudent to change supplier to EDF and lock in this offer with a contract for 3 years.

After several years of painstaking work, Rob Parker's repair to the Churchyard wall bordering Church Street has been completed. However there remains a 10-meter section which bulges and is in a very poor condition making it unsafe to tackle in the same way. This section will require the involvement of professional stone masons and heavy equipment together with provision of new matching stone which is difficult to obtain. The PCC has been advised this section of wall remains in need of attention to avoid complete collapse at some unpredictable point in time.

Statutory biannual electrical testing at the Church and Church Hall has been carried out and Certificates have been issued. The small amount of remedial work recommended will be put in hand in due course. Periodic testing of the lightning conductor has also been carried out and a pass certificate issued. Protection remains very good. Alongside these items annual PAT testing of all electrical devices and boiler maintenance have been completed.

Following vandalism over recent years, an opportunity occurred to protect the Church Hall with CCTV at no cost to the Church. The system also covers much of the car park.

Whites, bellhangers, have advised on bell maintenance as identified in quinquennial inspection reports. Recently a number of problems have arisen including failure of two of the bell ropes due to the pulley system. A quotation for essential works has been obtained

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds were £96,941 and are detailed in the Financial Report. This is an overall reduction of £6,310 compared with 2023. Regular giving went up £1,591, however there was a reduction of £2,412 in the total unrestricted ad-hoc donations. Outgoing from general unrestricted funds were £98,729 up from £89,256 in 2023. There was an increase of £7,511 in restricted ad-hoc donations.

No legacies were received in 2024.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £52,500 paid to the diocese for our share of all churches' Parish Ministry Costs. This PMC covers the housing, stipend and pension costs of the clergy, and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. It is also important to note that approximately 80% of the PMC relates directly to the clergy costs of this parish, the remainder being the shared costs of the Christian family throughout the whole Church of England, including helping churches less able to manage than ourselves.

Staff costs

The PCC pays for a secretary to assist the Rector in the church office located in the church office, a cleaner for the church hall and office, and an organist. Further details are provided in the notes to the accounts.

Trustee payments and expenses

We pay Council, Water, and Environmental rates for the Rectory and electricity to heat the parish office. Mrs Brenda Bull, who is also a trustee, received £3,960 for duties as parish Secretary. There were no other payments to persons related to or connected to the current trustees.

Repairs to the fabric of the church building

No major work was carried out during the year to either the Church or Church Hall during 2024.

Why we hold some money in reserve

It has been PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations. As we face significant repair costs to the buildings which are our responsibility, part of the reserve will be held in a Designated Building Fund. The closing balance of this year is in line with this policy.

It is PCC policy to invest surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay larger bills.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on 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. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for appropriate expenditure is identified.

Footnote

Our report above sets out a valuable support to the parish during a year of significant changes in individual freedoms and we would wish to thank our Rector, Church Wardens, and PCC Officers for the way they have steered us through this year with many changes to the regulations. Also, a thank you to our members for their steady support in spite of the ever-changing situation and into the forthcoming year.

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

Incumbent:	The Revd. Stephen Merriman	Chairman
Wardens:	Mr Patrick Higham	Vice Chairman
	Mr Como Goldsmith	
Lay Reader:	Mr Jim Latter	

<i>Elected Members</i>	Mrs Pam Wells	Safeguarding Officer
	Mrs Brenda Bull	PCC Treasurer
	Mrs Diane Bennett	
	Mrs Alison Littleboy	
	Mr Clive Cole	

Deanery Synod:	Mrs Ann Chapman
	Mrs Vanessa Llambias
	Mr Phil Race

PCC Secretary:	Mrs Maria Radford
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Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and currently 5 but can be up to 8 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.

During the year the PCC reviewed both their Safeguarding policy and their policy under the General Data Protection Regulations, both of which are available in the church porch.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd. Stephen Merriman, Chairman

signed The Revd Stephen R Merriman

Dated


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6 April 2025

Trustees Annual Report and Financial Report

of the Parochial Church Council of the Ecclesiastical Parish of West Chiltington

St Mary's Church, West Chiltington

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2024

CONTENTS

	Page
Trustees annual report	
Statement of financial receipts and payments	3
Statement of assets and liabilities	4
Notes of the accounts	5-8
Report of the independent examiner	10-11

Website: www.stmaryswestchilt.co.uk

Incumbent: Father Stephen Merriman, The Rectory, East Street, West Chiltington, RH20 2JY

**Independent
examiner:** Mr Adrian C Radford, 7 Curbey Close, West Chiltington, RH20 2HU

Bankers: The NatWest Bank, 5 East Street, Chichester, PO19 1HH

Annual Financial Report

of the Parochial Church Council of the

St Mary's Church, West Chilton

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chilton, RH20 2JW

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For the year ended 31 December 2024

CONTENTS

	Page
Statement of financial receipts and payments	3
Statement of assets and liabilities	4
Notes of the accounts	5-9
Report of the independent examiner	10-11

Trustees Annual Report for 2024

Statement of Financial Receipts and Payments

Statement of Financial Receipts and Payments

	General Fund	Unrestricted Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2024	Total All Funds 2023	Notes
	£		£	£	£	£	£	
Income and endowments from:								
Donations and legacies	68294			8511		76805	66817	
Charitable activities	8708					8708	9123	
Other trading activities	13101		5276			18377	27159	
Investments	1557		5	2076		3638	2626	
Other receipts	0			29795		29795	375	
Total received	91660	0	5281	40382	0	137323	106100	
Expenditure on:								
Cost of raising funds	0					0	864	
Charitable costs	83162		3281	5832		92275	104385	
Trading costs	4890		2256			7146	7225	
Other payments	5139					5139	2807	
Total paid	93191	0	5537	5832	0	104560	115281	
Reconciliation of funds:								
Net income or (net expenditure)	-1531	0	-256	34550	0	32763	-9181	
	-1531	0	-256	34550	0	32763	-9181	
Transfer between funds								
Net movement in funds	-1531	0	-256	34550	0	32763	-9181	
Bank accounts at 1 January 2024	41124	0	2643	62275		106042	115223	
Bank accounts at 31 December 2024	39593	0	2387	96825	0	138805	106042	

Statement of Assets and Liabilities

Statement of Assets and Liabilities

	Unrestricted		Restricted funds	Endowed Funds	Total All Funds 2024	Total All Funds 2023	Notes
	General Fund	Designated Funds					
Assets	£		£	£	£	£	
Bank current account	39593	2299	63739		105631	74535	
CBF Deposit Fund		88	33086		33174	31507	
PCC-owned bank balance	39593	2387	96825	0	138805	106042	
Chancel Fund Deposit Account					0	0	
Total bank and deposit accounts	39593	2387	96825	0	138805	106042	
Insurance claim repayment due					0	24268	
CCLA bank interest					0	422	
Gift Aid recoverable					0		
Debtors	0	0	0	0	0	24690	
407 CBF shares Francis Charity (at cost)				324	324	324	
970 CBF Investment Fund shares (at cost)			4400		4400	4400	
Diocesan Fixed Interest Fund	800				800	800	
Investment assets at cost	800		4400	324	5524	5524	
Kensington Memorial Hall at cost		4612			4612	4612	
Total assets	40393	6999	101225	324	148941	140868	
Liabilities:							
Electricity used since last bill (est.)	1611		99		1710	0	
Advertising received in adv	7880				7880	10220	
Total Liabilities	9491	0	99	0	9590	10220	

Notes to the Financial Report

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:
Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

3. Analysis of total received

	General Fund	Unrestricted Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2024	Total All Funds 2023	Notes
	£		£	£	£	£	£	
Planned giving (excl tax refunds)	39842					39842	37565	
Planned giving (no tax refunds)	4408					4408	5408	
Loose cash collections	8214					8214	7900	
Donations (excl tax refunds)	150			7850		8000	2410	
Donations (no tax refunds)	454			661		1115	606	
Church Concerts						0	0	
Gift Aid recovered	13726					13726	11228	
Legacies						0	0	
Grants	1500					1500	1700	
Donations and legacies	68294	0	0	8511	0	76805	66817	
Fees for weddings and funerals	8708					8708	9123	
Charitable activities	8708	0	0	0	0	8708	9123	
Special Events	224					224	4944	
Church & hall hiring fees			5276			5276	5449	
Traidcraft Stall Sales						0	0	
Other trading receipts	579					579	676	
Funds raised for others	951					951	1553	
Magazine advertisement fees	8565					8565	11529	
Magazine sales	2782					2782	3007	
Other trading activities	13101	0	5276	0	0	18377	27158	
Bank & CBF deposit interest	1557		5	1212		2774	1753	
CBF investment fund dividend				864		864	873	
Investments	1557	0	5	2076	0	3638	2626	
Other receipts				29795		29795	375	
Total received on all funds	91660	0	5281	40382	0	137322	106099	

4. No legacies were received in 2024.

Notes to the Financial Report

5. Analysis of total paid:

	General Fund	Unrestricted Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2024	Total All Funds 2023	Notes
	£		£	£	£	£	£	
Other appeals expenses						0	864	
Cost of raising funds	0	0	0	0	0	0	864	
Charitable grants and donations	951					951	1553	
Parish contribution to Diocese	52500					52500	40000	
Salaries and honoraria Inc. NI	4565					4565	7665	
Clergy and other people's expenses	4509					4509	5336	
Rectory redecoration						0	0	
Mission & evangelism costs						0	0	
Service running costs	3394					3394	2478	
Insurance	1986		807			2793	2870	
Church Water, Gas & Electricity	4299		1449			5748	8899	
Office running costs	2050					2050	2242	
Churchyard maintenance	6483					6483	5489	
Accounting and Examiner's fees						0	0	
Legal & professional fees						0	0	
Church maintenance and redecoration	2426			5832		8258	25984	
Sound system						0	1507	
Charitable costs	83163	0	2256	5832	0	91251	104022	
Special event costs, etc.						0	0	
Hall salary and honoraria			2640			2640	2520	
Hall maintenance and redecoration			641			641	412	
Magazine printing	4890					4890	5017	
Tradecraft supplies						0	0	
Other trading costs						0	0	
Trading costs	4890	0	3281	0	0	8171	7949	
Other payments	5139					5139	2446	
Total paid on all funds	93192	0	5537	5832	0	104561	115281	

6. Charitable grants and donations were made to Family Support Work, Royal Agricultural Benevolent Institution, Isle of Wight Donkey Sanctuary, The Children's Society and Embrace The Middle East.
7. The Parish share to the Chichester Diocese is for the payment to Clergy and other central costs.

Notes to the Financial Report

8. The church hall is on a freehold property also used as a church car park which is owned by the PCC adjoining the church and cost £4,612 to build.
9. The Restricted fund represents accumulated donations and appeals for the maintenance of the church building.
10. Gift Aid is recovered on donations received up to year end, the last claim was submitted mid-December 2024, covering donations to that date.
11. Payment to PCC employees:

	2024	2023
	£	
Wages, salaries and honoraria	7205	10185
Employer National Insurance		
	7205	10185

12. Payments to PCC members:

Mrs Brenda Bull received £3,960 for secretarial support to the Rector.

13. Transactions with persons related to PCC members:

There were none.

14. Transactions with related charities:

There are no related charities.

15. Statement of funds:

Endowment funds are required by the donors to be invested and the income spent on specific objectives.

The Francis Charity is an endowment invested in CBF Investment Fund shares, with the income to be spent on churchyard maintenance.

Restricted funds are not invested permanently but are to be spent within reasonable timescales.

The longstanding Restoration Fund is invested in CBF Investment Fund shares with the income to be spent on the fabric of the Church.

The other restricted funds comprise the Church Restoration Fund.

The Richard Legacy fund is to be spent on the organ and Audio-visual improvements in the church.

The Church IT Fund is to be used towards the installation of audio / visual equipment in the church.

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides.

The General Fund received the normal church income to cover the day-to-day activities of the church.

The Hall Fund is used to cover the running of the hall as a designated fund to clearly identify the finances of this important outreach activity.

The Building Fund is money set aside to cover anticipated expenditure in respect of the church hall, which may need to be met from the General Fund and previously including the cost of making safe and then demolishing the old youth building. As there are no planned works for the Church Hall for 2024 the balance has been left at £0.

The summary of all funds appears on the next page.

Notes to the Financial Report

16 Summary of funds

Fund income and expenditure and final balances are as follows:

	Balances b/f 1 Jan 2024	Income	Expenditure, Transfers, Other Gains and Losses	Balances c/f 31 Dec 2024
	£	£	£	£
Francis Charity at cost	324			324
Total of all endowed funds	324	0	0	324
Restoration Fund Investment at cost	4400			4400
Church Restoration fund	57652	40382	-4326	93708
Richards Legacy	3623		-1507	2116
Church IT Fund	1000			1000
Total of all restricted funds	66675	40382	-5833	101224
Fixed interest investment at cost	800			800
General fund	41124	91660	-93192	39592
Designated Building Fund	0	0	0	0
Designated Church Hall fund	2643	5281	-5537	2387
Total of all unrestricted funds	44567	96941	-98729	42779
Total Funds	111566	137323	-104562	144327

17 Market value of investments @ 31st December 2024

The market value of shares shown in the Statement of Assets and Liabilities at cost is as follows:

	Number held	Original cost £	Value 2024 £	Value 2023 £
CBF Francis Charity	407	324	9411	9200
CBF Restoration	970	4400	22429	21927
Diocesan Fixed Interest Fund	713	800	1063	1032
		5524	32903	32159

Independent Examiner's Report to the PCC of St Mary's Church, West Chiltington for the Year Ended 31st December 2024

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary West Chiltington on the annual report for the year ended 31st December 2024 set out on pages 11 to 16.

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 seeks 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.

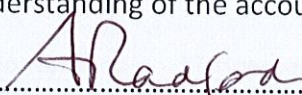
Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

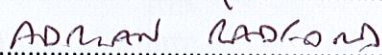
- a. accounting records were not kept in accordance with section 130 of the Charities Act; or
- b. the accounts do not accord with the accounting records

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.

Examiner's signature

.....

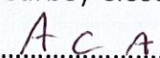
Examiner's name CAPITALS

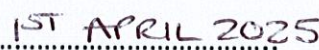
.....

Address

7 Curbey Close, West Chiltington RH20 2HU

Relevant professional
qualification or body

.....

Dated 

Section B

Disclosure

Only complete if the examiner needs to highlight material problems *for example*:

- accounting records have not been kept in accordance with s132 of the Charities Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

Give here brief details of any items that the examiner wishes to disclose

Trustees Annual Report and Financial Report

of the Parochial Church Council of the Ecclesiastical Parish of West Chiltington

St Mary's Church, West Chiltington

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2024

CONTENTS

	Page
Trustees annual report	
Statement of financial receipts and payments	3
Statement of assets and liabilities	4
Notes of the accounts	5-8
Report of the independent examiner	10-11

Website: www.stmaryswestchilt.co.uk

Incumbent: Father Stephen Merriman, The Rectory, East Street, West Chiltington, RH20 2JY

**Independent
examiner:** Mr Adrian C Radford, 7 Curbey Close, West Chiltington, RH20 2HU

Bankers: The NatWest Bank, 5 East Street, Chichester, PO19 1HH

Annual Financial Report

of the Parochial Church Council of the

St Mary's Church, West Chilton

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chilton, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2024

CONTENTS

	Page
Statement of financial receipts and payments	3
Statement of assets and liabilities	4
Notes of the accounts	5-9
Report of the independent examiner	10-11

Trustees Annual Report for 2024

Statement of Financial Receipts and Payments

Statement of Financial Receipts and Payments

	General Fund	Unrestricted Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2024	Total All Funds 2023	Notes
	£		£	£	£	£	£	
Income and endowments from:								
Donations and legacies	68294			8511		76805	66817	
Charitable activities	8708					8708	9123	
Other trading activities	13101		5276			18377	27159	
Investments	1557		5	2076		3638	2626	
Other receipts	0			29795		29795	375	
Total received	91660	0	5281	40382	0	137323	106100	
Expenditure on:								
Cost of raising funds	0					0	864	
Charitable costs	83162		3281	5832		92275	104385	
Trading costs	4890		2256			7146	7225	
Other payments	5139					5139	2807	
Total paid	93191	0	5537	5832	0	104560	115281	
Reconciliation of funds:								
Net income or (net expenditure)	-1531	0	-256	34550	0	32763	-9181	
	-1531	0	-256	34550	0	32763	-9181	
Transfer between funds								
Net movement in funds	-1531	0	-256	34550	0	32763	-9181	
Bank accounts at 1 January 2024	41124	0	2643	62275		106042	115223	
Bank accounts at 31 December 2024	39593	0	2387	96825	0	138805	106042	

Statement of Assets and Liabilities

Statement of Assets and Liabilities

	Unrestricted		Restricted funds	Endowed Funds	Total All Funds 2024	Total All Funds 2023	Notes
	General Fund	Designated Funds					
Assets	£		£	£	£	£	
Bank current account	39593	2299	63739		105631	74535	
CBF Deposit Fund		88	33086		33174	31507	
PCC-owned bank balance	39593	2387	96825	0	138805	106042	
Chancel Fund Deposit Account					0	0	
Total bank and deposit accounts	39593	2387	96825	0	138805	106042	
Insurance claim repayment due					0	24268	
CCLA bank interest					0	422	
Gift Aid recoverable					0		
Debtors	0	0	0	0	0	24690	
407 CBF shares Francis Charity (at cost)				324	324	324	
970 CBF Investment Fund shares (at cost)			4400		4400	4400	
Diocesan Fixed Interest Fund	800				800	800	
Investment assets at cost	800		4400	324	5524	5524	
Kensington Memorial Hall at cost		4612			4612	4612	
Total assets	40393	6999	101225	324	148941	140868	
Liabilities:							
Electricity used since last bill (est.)	1611		99		1710	0	
Advertising received in adv	7880				7880	10220	
Total Liabilities	9491	0	99	0	9590	10220	

Notes to the Financial Report

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:
Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

3. Analysis of total received

	General Fund	Unrestricted Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2024	Total All Funds 2023	Notes
	£		£	£	£	£	£	
Planned giving (excl tax refunds)	39842					39842	37565	
Planned giving (no tax refunds)	4408					4408	5408	
Loose cash collections	8214					8214	7900	
Donations (excl tax refunds)	150			7850		8000	2410	
Donations (no tax refunds)	454			661		1115	606	
Church Concerts						0	0	
Gift Aid recovered	13726					13726	11228	
Legacies						0	0	
Grants	1500					1500	1700	
Donations and legacies	68294	0	0	8511	0	76805	66817	
Fees for weddings and funerals	8708					8708	9123	
Charitable activities	8708	0	0	0	0	8708	9123	
Special Events	224					224	4944	
Church & hall hiring fees			5276			5276	5449	
Traidcraft Stall Sales						0	0	
Other trading receipts	579					579	676	
Funds raised for others	951					951	1553	
Magazine advertisement fees	8565					8565	11529	
Magazine sales	2782					2782	3007	
Other trading activities	13101	0	5276	0	0	18377	27158	
Bank & CBF deposit interest	1557		5	1212		2774	1753	
CBF investment fund dividend				864		864	873	
Investments	1557	0	5	2076	0	3638	2626	
Other receipts				29795		29795	375	
Total received on all funds	91660	0	5281	40382	0	137322	106099	

4. No legacies were received in 2024.

Notes to the Financial Report

5. Analysis of total paid:

	General Fund	Unrestricted Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2024	Total All Funds 2023	Notes
	£		£	£	£	£	£	
Other appeals expenses						0	864	
Cost of raising funds	0	0	0	0	0	0	864	
Charitable grants and donations	951					951	1553	
Parish contribution to Diocese	52500					52500	40000	
Salaries and honoraria Inc. NI	4565					4565	7665	
Clergy and other people's expenses	4509					4509	5336	
Rectory redecoration						0	0	
Mission & evangelism costs						0	0	
Service running costs	3394					3394	2478	
Insurance	1986		807			2793	2870	
Church Water, Gas & Electricity	4299		1449			5748	8899	
Office running costs	2050					2050	2242	
Churchyard maintenance	6483					6483	5489	
Accounting and Examiner's fees						0	0	
Legal & professional fees						0	0	
Church maintenance and redecoration	2426			5832		8258	25984	
Sound system						0	1507	
Charitable costs	83163	0	2256	5832	0	91251	104022	
Special event costs, etc.						0	0	
Hall salary and honoraria			2640			2640	2520	
Hall maintenance and redecoration			641			641	412	
Magazine printing	4890					4890	5017	
Tradecraft supplies						0	0	
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8. The church hall is on a freehold property also used as a church car park which is owned by the PCC adjoining the church and cost £4,612 to build.
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	2024	2023
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Wages, salaries and honoraria	7205	10185
Employer National Insurance		
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Mrs Brenda Bull received £3,960 for secretarial support to the Rector.

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There were none.

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There are no related charities.

15. Statement of funds:

Endowment funds are required by the donors to be invested and the income spent on specific objectives.

The Francis Charity is an endowment invested in CBF Investment Fund shares, with the income to be spent on churchyard maintenance.

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The summary of all funds appears on the next page.

Notes to the Financial Report

16 Summary of funds

Fund income and expenditure and final balances are as follows:

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Church Restoration fund	57652	40382	-4326	93708
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Church IT Fund	1000			1000
Total of all restricted funds	66675	40382	-5833	101224
Fixed interest investment at cost	800			800
General fund	41124	91660	-93192	39592
Designated Building Fund	0	0	0	0
Designated Church Hall fund	2643	5281	-5537	2387
Total of all unrestricted funds	44567	96941	-98729	42779
Total Funds	111566	137323	-104562	144327

17 Market value of investments @ 31st December 2024

The market value of shares shown in the Statement of Assets and Liabilities at cost is as follows:

	Number held	Original cost £	Value 2024 £	Value 2023 £
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Diocesan Fixed Interest Fund	713	800	1063	1032
		5524	32903	32159

Independent Examiner's Report to the PCC of St Mary's Church, West Chiltonington for the Year Ended 31st December 2024

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary West Chiltonington on the annual report for the year ended 31st December 2024 set out on pages 11 to 16.

Respective responsibilities of trustees and examiner

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It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
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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 seeks 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.

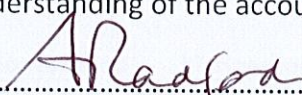
Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

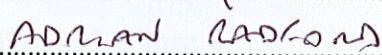
- a. accounting records were not kept in accordance with section 130 of the Charities Act; or
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I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examiner's signature

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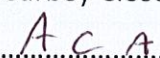
Examiner's name CAPITALS

.....

Address

7 Curbey Close, West Chiltonington RH20 2HU

Relevant professional
qualification or body

.....

Dated 1ST APRIL 2025

Section B

Disclosure

Only complete if the examiner needs to highlight material problems *for example*:

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- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

Give here brief details of any items that the examiner wishes to disclose

Accounts

Trustees Annual Report and Financial Report

of the Parochial Church Council of the Ecclesiastical Parish of West Chiltington

St Mary's Church, West Chiltington

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2023

CONTENTS

	Page
Trustees annual report	2
Statement of financial receipts and payments	12
Statement of assets and liabilities	13
Notes of the accounts	14
Report of the independent examiner	18
Attachments of outreach and ministry	21

Website: www.stmaryswestchilt.co.uk

Incumbent: Father Stephen Merriman SSC, The Rectory, East Street, West Chiltington, RH20 2JY

Independent examiner: Mr Adrian C Radford, 7 Curbey Close, West Chiltington, RH20 2HU

Bankers: The NatWest Bank, 5 East Street, Chichester, PO19 1HH

Trustees Annual Report for 2023

Our aims and purposes as a charity

The PCC has the responsibility of co-operating, with the Rector 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 support for those in need and, to other organisations with similar objectives.
- To promote a generosity in giving: of Time, in Prayer, and Financial.
- Supporting, encouraging and attending regularly services, making Jesus know and present in word and sacrament.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on 'charities for the advancement of religion'. For 2023 we discussed and planned the following objectives and activities to fulfil our aims:

Enabling all in our church

- Work with our Rector to extend the Christian influence in the village;
- Opening our Church every day for prayer, reflection and well-being;
- Teaching and nurturing new and existing believers within the parish;
- Attending regular services which are made available;
- Make available those occasional offices, wedding, baptism, confirmation and funerals;
- Continue to reach out to our community school and youth organisations;
- Invite and encourage those who live within the Village to attend services;
- Putting faith into practice Sacramentally and other outreach services.
- Taking communion to those at Home, Nursing Home, celebrating the Eucharist within the community;
- 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 and those in need of specific support.

- Helping the vulnerable of the parish;
- Encourage charitable giving through our services and other activities within the parish;
- Outreach to the encouraging all who live in the Village whether they are active members of the Church community of not to access the Church and Hall facilities, which includes the Friendship lunch and Refresh! Café, which is part of our regular monthly outreach.
- 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

Overview of the Year

This year is the first year since the Covid-19 pandemic began the Church was able to implement and maintain a full act of Worship and events that encouraged the Villagers to enjoy acts of worship and community events led by the Church family of St Marys these have included:

- Sunday services 8am 1662 Book of Common Prayer and 10am Common Worship Eucharist.
- Keeping Holy Days of obligation according to the Church of England.
- Weekly Eucharists;
- Weekly time of silent prayer and spiritual reflection;
- Monthly services for Healing – laying on of hands and anointing;
- Monthly Requiem;
- Two monthly eucharist within the community;
- Monthly Friendship Lunch – A Christmas party with Carols supported by Shipwrecked and Musicians.
- The Refresh! Café;
- Outside Church we have had a visual representation of the Resurrection of Jesus - Eastertide and Nativity - Christmastide;
- Coming together with other Christian communities in pray for Christian unity.
- Lent:
 - Study: A Lent Course at the Rectory;
 - Prayer: A Lent Walk - walking around village praying for all who live and work in our Village,
 - Station of the Cross - weekly pray and reflection upon our Salvation;
 - Outreach: weekly Lent Lunches in the Church Hall,
- Palm Sunday procession from the community School to the Church.
- Holy Week and Easter services. On Holy Saturday Night after the service an Easter Party;
- The Kings Coronation celebration, A service of Thanksgiving and lunch party.
- Study Day on the Old Testament at The Palace Chichester;
- Patronal Festival celebrated with the Archdeacon of Chichester;
- Harvest Flower Festival - Beauty of creation, with folk music evening led by Shipwrecked local Folk Music group and harvest festival lunch;
- Pet Service with blessing of pets. Collection taken in support of The Cats Trust;
- We personally invite those who are recently bereaved in the past 12 months of the calendar year to a service of remembrance. This falls on the feast day of All Souls. This is a good opportunity to offer on going pastoral support and contacts with those of the village.

- Armistice Day Service and Remembrance Sunday Service;
- Pilgrimage to Walsingham;
- Our first year for supporting Link to Hope Shoebox appeal, this was a great success and one that will be undertaken next year;
- Carols in the Village, throughout Advent at Kensington Close, The Roundabout Hotel and Nine Lessons and Carols in Church;
- Christmas Party - Mulled wine and Mince pies at the Rectory;
- Crib and Christingle Service;
- Midnight Mass and Christmas Day services.
- Fundraising: 5 Members of the Church Community took part in the Snowdrop Appeal walking around the Arundel Estate.

Attendance at worship

The Church family welcomes visitors from in and outside the ecclesiastical parish. All attend by personal choice and it is our great pleasure to welcome those from all walks of life. The attendance is voluntary to worship the Lord Jesus Christ, we strongly hold the view this has a major public and personal benefit. The pattern of worship in church is as follows Sunday: 8am 1662 Book of Common Prayer Eucharist and 10am Common Worship Eucharist. Our midweek services occur on Wednesday and Thursday: On Wednesday 9:30am we have exposition of the blessed sacrament a time of quiet prayer and reflection followed by The Book of Common Prayer Eucharist at 10am. On Thursday's 9:30am Rosary or during Lent Stations of the Cross, this has also become a source of ecumenical relationship as we are joined regularly by a member of the Roman Catholic Church. This is followed by 10am Common Worship Eucharist, on the first Thursday of each month at 10am we hold a Healing Service – Laying on of Hands and Anointing. On the Last Thursday of each month, we hold a Monthly Requiem. These are wonderful times to be still in the busy life we lead and many who come have expressed their delight to just be still and calm before God and in the quiet of the Church building, to find God's healing and to remember their loved in in prayer. Sunday mornings can be hectic and noisy.

The Church remains open daily for private prayer and those visiting are freely able to light a candle as an act of prayer. The average count during October was 73 and increased compared to 2022 as we had a baptism service, and the number of members on the electoral role decreased by 3 to 119. All of the special services associated with the church festivals were well attended especially the Armistice Day and Christmastide services, with more visitors than regular worshippers. It is worth noting - Advent 4 was also Christmas eve, those who fall in the under 17 age group attended the 10am Advent 4 Parish Eucharist, 4pm Crib Service, 11pm Midnight Mass and 10am Christmas Day Eucharist. This should be acknowledged and great appreciation to these faithful members of the Church who are not represented on the PCC, this should be a source of engagement to the rest of the Church community.

One notable event in the Church calendar of 2023 other than acts of Christian worship was the Flower Festival, titled 'Beauty of Creation'. This was a three-day event Friday 29th September – Sunday 1st October. It can not be underestimated of the benefit to the village and the outreach that was offered across this event. From those who visited the Church locally or further afield, welcomed and stayed for Lunch. The beauty of God's creation was managed by Mrs Brenda Bull

and a team of flower ladies the generosity of time and talent was appreciated by all who attended. We were also blessed by the generosity of local businesses who made donations from advertising to raffle prizes. The three-day event had music from a local folk group Shipwrecked, a Pet Service and Harvest festival. The time given by so many from the Church community in big or small ways was gratefully received and much appreciated by everyone. This was a great achievement and our sincere Thank you to all who played a part in this before and during.

Teaching, baptising and nurturing new and existing believers

As part of our nurturing new believers and teaching we have a well-established monthly service at Kensington Close a housing association, where the Eucharist, prayer and biblical teaching occur monthly. This has grown in number over the year meeting the spiritual needs of those who attend, especially for those within the village who are unable to attend St Mary's Church, this has been a great source of outreach by the Church into the community. To also encourage teaching of the bible the Rector organised a Study Day on the Old Testament to be held at The Palace, Chichester and this was open to the whole Deanery, this was also held alongside the Lent Course based on the Chichester Diocese Lent Course on the Old Testament. There is one home group, which now meets regularly. The Rector organised and led a Parish Pilgrimage to Walsingham which was also open to the Storrington Deanery, this enabled those who attended to encounter God and other Christians from across the country. This was a joyful time and it was quickly decided to hold another Deanery Pilgrimage to Walsingham in 2024.

We celebrated 2 baptisms, 4 Weddings, 13 Church funerals, 1 Crematorium Funeral and 10 interments of Ashes.

We are pleased the church is open daily, and in the winter months the Church remains open as part of a Warm Space, Warm Welcome, for all to enjoy God's house and encounter God in the stillness and quietness and for those interested in History to marvel at the 12th and 13th century wall paintings.

Provision of Church facilities

The Church Hall use remained more or less the same during 2023, with the Rainbows & Brownies, two Art Groups, Ladies that Boogie, The West Chiltington Silver Band and West Chiltington Cavaliers continuing their regular meetings.

The Refresh Café held the first Thursday of the month, in the morning. This is a free café, serving homemade cakes, tea and coffee, this is for all villagers to gather and talk, and it has been especially beneficial for those who live alone. The time for Refresh café was moved from 10:30am to 11am. This was to encourage those who attend the Café to come to the service of healing which occurs at 10am that morning. To receive refreshment in both senses, spiritual and physical.

The Friendship lunch occurs on the third Thursday of the month, at 12:30pm it is a lunch time meal, which is charged at a very reasonable price, and monies raised goes to various charities, with

seasonal meals being served and the highlight is most definitely the Christmas lunch, with the music group.

Please see attached appendix Reports written by Pam Wells on these two events.

Provision of pastoral care for people living in the parish

The Pastoral Team offers pastoral support within the parish and they support the Rector in the pastoral care and support within the village. Home communion is also made available to those unable to attend public worship. Those receiving Communion at home has more than doubled throughout the year with now 14 communicants regularly receiving Holy Communion at home monthly.

The Family Support Work has once again been well supported throughout the year, a large wicker basket is left within the Church porch for donations and the Harvest Festival donations went to the Family Support Work as well as a toy appeal.

Please see attached appendix Reports written by Sally Boyland

Communications

We publish a monthly Church village magazine; this has been available for many years and it is widely read by villagers of the Church and wider community. It is much appreciated for the village to share their news and events as well as the Church family sharing and advertising forth coming events and services in the Church and Village.

Our new and improved Church website is a vital way to communicate all activities of the Church. This is updated regularly with church services, events and information to access the life of the Church here in West Chiltington. It has proven to be a valuable asset to the life of the Church.

Other charitable giving

- Christian Aid week
- Family Support Work
- The Children's Society
- Link to Hope
- Embrace the Middle East
- Cats Protection
- Royal Agricultural Benevolent Institution

Maintaining the fabric of the church building as a historic centre and focus of life in the village

Replacement of stolen lead from the vestry link roof has progressed. A helpful discussion with the loss adjuster confirmed that the extent of insurance cover on the roof itself was limited to £7000

with a further £7000 of cover for consequential damage due to water penetration and damage to internal decorations. The loss adjuster also required the internal ceilings to be removed together with interstitial roof insulation so that the roof beams may be treated to prevent future rotting due to rainwater exposure. Light fittings were also to be replaced and electrics checked. A full planning application was prepared detailing a change of roofing material as required by the conservation officer and planning approval eventually obtained. In early October the temporary roofing was replaced with a steel cladding which is less likely to be stolen than the original lead. The cost was £24,212.88 and the building is once again weathertight. Repair to the internal ceilings and woodwork remains outstanding and the builders have been chased as this work was first promised in the autumn and then again in early January. In parallel, a dialogue with loss adjusters was maintained to question the £7000 limit on the insurance cover. It has now been agreed there is no limit on the policy for the type of claim we have submitted and finally confirmation was received that our full claim of £29,799.33, covering the cost of both the external roof repair and the internal works, less a £250 excess would be recommended to the insurance company for payment.

The fixed term contracts for supply of electricity and gas to the Church Hall and electricity to the Church were renewed from the end of June. A large increase in the electricity daily charge was largely offset by a reduction in the unit rate. The net effect on annual costs, given the same usage, will be an increase in electricity costs of approximately £230 for electricity to the Church and Church Hall and a reduction of approximately £230 in the price of gas to the Church Hall. The British Gas contract for the supply of gas to the Church itself, which represents 80% of St Marys energy costs, was renegotiated in mid-October. EDF was considered as a competitive supplier alongside British Gas. EDF not only offered a slightly lower unit rate but a dramatically lower daily charge. It was felt prudent to change supplier to EDF and lock in this offer with a contract for 3years.

After several years of painstaking work, Rob Parker's repair to the Churchyard wall bordering Church Street has been completed. However there remains a 10-meter section which bulges and is in a very poor condition making it unsafe to tackle in the same way. This section will require the involvement of professional stone masons and heavy equipment together with provision of new matching stone which is difficult to obtain. The PCC has been advised this section of wall remains in need of attention to avoid complete collapse at some unpredictable point in time.

Statutory biannual electrical testing at the Church and Church Hall has been carried out and Certificates have been issued. The small amount of remedial work recommended will be put in hand in due course. Periodic testing of the lightning conductor has also been carried out and a pass certificate issued. Protection remains very good. Alongside these items annual PAT testing of all electrical devices and boiler maintenance have been completed.

Following vandalism over recent years, an opportunity occurred to protect the Church Hall with CCTV at no cost to the Church. The system also covers much of the car park.

Whites, bellhangers, have advised on bell maintenance as identified in quinquennial inspection reports. Recently a number of problems have arisen including failure of two of the bell ropes due to the pulley system. A quotation for essential works has been obtained.

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds were £103,251 and are detailed in the Financial Report. This is an overall increase of £1,202 compared with 2022. Regular givings were up £2,574, however there was a reduction of £945 in the total received in ad-hoc donations, and of this £1,000 was restricted. Outgoing from general unrestricted funds were £89,256 down from £112,002 in 2022, which included the cost of demolishing the derelict youth building.

No legacies were received in 2023.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £40,000 paid to the diocese for our share of all churches' Parish Ministry Costs. This PMC covers the housing, stipend and pension costs of the clergy, and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. It is also important to note that approximately 80% of the PMC relates directly to the clergy costs of this parish, the remainder being the shared costs of the Christian family throughout the whole Church of England, including helping churches less able to manage than ourselves.

Staff costs

The PCC pays for a secretary to assist the Rector in the church office located at the Rectory, a cleaner for the church hall and new vestry and an organist. Further details are provided in the notes to the accounts.

Trustee payments and expenses

We pay Council, Water, and Environmental rates for the Rectory and electricity to heat the parish office. Mrs Brenda Bull, who is also a trustee, received £3,780 for duties as parish Secretary. There were no other payments to persons related to or connected to the current trustees.

Repairs to the fabric of the church building

No major work was carried out during the year to either the Church or Church Hall during 2023.

Why we hold some money in reserve

It has been PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately **three months' worth of unrestricted payments as contingency against unforeseen situations**. The impact of Covid has forced careful consideration of future finances and a reserve of about 6 months income will be retained. As we face significant repair costs to the buildings which are our responsibility, part of the reserve will be held in a Designated Building Fund. The closing balance of this year is in line with this policy.

It is PCC policy to invest surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay larger bills.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on 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. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for appropriate expenditure is identified.

Footnote

Our report above sets out a valuable support to the parish during a year of significant changes in individual freedoms and we would wish to thank our Rector, Church Wardens, and PCC Officers for the way they have steered us through this year with many changes to the regulations. Also, a thank you to our members for their steady support in spite of the ever-changing situation and into the forthcoming year. Thank you.

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

Incumbent:	The Revd. Stephen Merriman	Chairman
Wardens:	Mr Patrick Higham	Vice Chairman
	Mr Cosmo Goldsmith	
Lay Reader:	Mr Jim Latter	
<i>Elected Members</i>	Mrs Pam Wells	Safeguarding Officer
	Mrs Brenda Bull	PCC Treasurer
	Mrs Diane Bennett	
	Mrs Alison Littleboy	
	Mr Clive Cole	
Deanery Synod:	Mrs Ann Chapman	
	Mrs Vanessa Llambias	
	Mr Phil Race	
PCC Secretary:	Mrs Brenda Bull	

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and currently 5 but can be up to 8 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.

During the year the PCC reviewed both their Safeguarding policy and their policy under the General Data Protection Regulations, both of which are available in the church porch.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd. Stephen Merriman, Chairman

signed The Revd Stephen R Merriman

Dated

Annual Financial Report

of the Parochial Church Council of the

St Mary's Church, West Chiltonington

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chiltonington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2023

CONTENTS

	Page
Statement of financial receipts and payments	12
Statement of assets and liabilities	13
Notes of the accounts	14
Report of the independent examiner	19

Trustees Annual Report for 2023

Statement of Financial Receipts and Payments

Statement of Financial Receipts and Payments

	Unrestricted			Restricted funds	Endowed Funds	Total All Funds 2023	Total All Funds 2022	Notes
	General Fund	Designated Building Fund	Designated Hall Fund					
	£		£	£	£	£	£	
Income and endowments from:								
Donations and legacies	65817	0		1000		66817	69773	
Charitable activities	9123					9123	4214	
Other trading activities	21710		5449			27159	22534	
Investments	775		2	1849		2626	1406	
Other receipts	375					375	10030	
Total received	97800	0	5451	2849	0	106100	107955	
Expenditure on:								
Cost of raising funds	864					864	0	
Charitable costs	75788	1146	2933	24519		104386	102467	
Trading costs	5017		2208			7225	5539	
Other payments	1264		36	1507		2807	16287	
Total paid	82933	1146	5177	26026	0	115282	124293	
Reconciliation of funds:								
Net income or (net expenditure)	14867	-1146	274	-23177	0	-9182	-16338	
	14867	-1146	274	-23177	0	-9182	-16338	
Transfer between funds	-101	101						
Net movement in funds	14766	-1045	274	-23177	0	-9182	-16338	
Bank accounts at 1 January 2023	26358	1045	2369	85452		115224	131561	
Bank accounts at 31 December 2023	41124	0	2643	62275	0	106042	115223	

Statement of Assets and Liabilities

Statement of Assets and Liabilities

	Unrestricted						
	General Fund	Designated Funds	Restricted funds	Endowed Funds	Total All Funds 2023	Total All Funds 2022	Notes
	£		£	£	£	£	
Assets							
Bank current account	41124	2555	30856		74535	84696	
CBF Deposit Fund		88	31419		31507	30528	
PCC-owned bank balance	41124	2643	62275	0	106042	115224	
Chancel Fund Deposit Account					0	0	
Total bank and deposit accounts	41124	2643	62275	0	106042	115224	
Insurance claim repayment due			24268		24268	0	
CCLA bank interest Oct - Dec		1	421		422		
Gift Aid recoverable					0		
Debtors	0	1	24689	0	24690	0	
407 CBF shares Francis Charity (at cost)				324	324	324	
970 CBF Investment Fund shares (at cost)			4400		4400	4400	
Diocesan Fixed Interest Fund	800				800	800	
Investment assets at cost	800		4400	324	5524	5524	
Kensington Memorial Hall at cost		4612			4612	4612	
Total assets	41924	7256	91364	324	140868	125360	
Liabilities:							
Electricity used since last bill (est.)					0	0	
Advertising received in adv	10220				10220	10750	
Total Liabilities	10220	0	0	0	10220	10750	

Notes to the Financial Report

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: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
3. Analysis of total received

General Fund	Unrestricted Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2023	Total All Funds 2022	Notes
£		£	£	£	£	£	
37565					37565	36441	
5408					5408	4458	
7900					7900	7400	
1410			1000		2410	653	
606					606	3308	
					0	0	
11228					11228	10812	
					0	5000	
1700					1700	1700	
65817	0	0	1000	0	66817	69772	
9123					9123	4214	
9123	0	0	0	0	9123	4214	
4944					4944	1011	
		5449			5449	5122	
					0	0	
676					676	472	
1553					1553	1942	
11529					11529	10750	
3007					3007	3317	
21709	0	5449	0	0	27159	22614	
775		2	976		1753	531	
0			873		873	874	
775	0	2	1849	0	2626	1405	
375					375	9950	
97800	0	5451	2849	0	106100	107956	

4. Legacies.

No legacies were received in 2023.

Notes to the Financial Report

4. Analysis of total paid:

Unrestricted			Restricted funds	Endowed Funds	Total All Funds 2023	Total All Funds 2022	Notes
General Fund	Designated Building Fund	Designated Hall Fund					
£		£	£	£	£	£	
864					864		
864	0	0	0	0	864	0	
1553					1553	1941	
40000					40000	69000	
7665					7665	7075	
5336					5336	4674	
					0	0	
					0	0	
2478					2478	2573	
1970		900			2870	2589	
7591		1308			8899	3259	
2242					2242	1795	
5183			306		5489	5518	
					0	0	
					0	0	
1771			24213		25984	1176	
			1507		1507	0	
75789	0	2208	26026	0	104023	99600	
					0	0	
		2520			2520	2400	
		412			412	1317	
5017					5017	4688	
					0	0	
					0	0	
5017	0	2932	0	0	7949	8405	
1264	1146	36			2446	16287	
82933	1146	5176	26026	0	115281	124292	

- Charitable grants and donations were made to Family Support Work, Christian Aid (Turkey Earthquake Appeal), Royal Agricultural Benevolent Institution, Cats Protection, The Children's Society and Embrace The Middle East.
- The Parish share to the Chichester Diocese is for the payment to Clergy and other central costs. The full cost of parish ministry amounts to approximately £81,445.

Notes to the Financial Report

7. The church hall is on a freehold property also used as a church car park which is owned by the PCC adjoining the church and cost £4,612 to build.
8. The Restricted fund represents accumulated donations and appeals for the maintenance of the church building.
9. Gift Aid is recovered on donations received up to year end, the last claim was submitted mid-December 2023, covering donations to that date.
10. Payment to PCC employees:

	2023	2022
	£	
Wages, salaries and honoraria	10185	9475
Employer National Insurance		
	10185	9475

11. Payments to PCC members:

Mrs Brenda Bull received £3,780 for Secretarial support to the Rector.

12. Transactions with persons related to PCC members:

There were none.

13. Transactions with related charities:

There are no related charities.

14. Statement of funds:

Endowment funds are required by the donors to be invested and the income spent on specific objectives.

The Francis Charity is an endowment invested in CBF Investment Fund shares, with the income to be spent on churchyard maintenance.

Restricted funds are not invested permanently but are to be spent within reasonable timescales.

The longstanding Restoration Fund is invested in CBF Investment Fund shares with the income to be spent on the fabric of the Church.

The other restricted funds comprise the Church Restoration Fund.

The Richard Legacy fund is to be spent on the organ and Audio-visual improvements in the church.

The Church IT Fund is to be used towards the installation of audio / visual equipment in the church.

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides.

The General Fund received the normal church income to cover the day-to-day activities of the church.

The Hall Fund is used to cover the running of the hall as a designated fund to clearly identify the finances of this important outreach activity.

The Building Fund is money set aside to cover anticipated expenditure in respect of the church hall, which may need to be met from the General Fund, and previously including the cost of making safe and then demolishing the old youth building. The expenditure in 2023 was slightly higher than anticipated, and the resulting overdraft balance has been cleared by transferring funds from the General Fund at year end. As there are no planned works for the Church Hall for 2024 the balance has been left at £0.

The summary of all funds appears on the next page.

Notes to the Financial Report

16 Summary of funds

Fund income and expenditure and final balances are as follows:

	Balances b/f 1 Jan 2023	Income	Expenditure, Transfers, Other Gains and Losses	Balances c/f 31 Dec 2023
	£	£	£	£
Francis Charity at cost	324			324
Total of all endowed funds	324	0	0	324
Restoration Fund Investment at cost	4400			4400
Church Restoration fund	79322	2849	-24519	57652
Richards Legacy	5130		-1507	3623
Church IT Fund	1000			1000
Total of all restricted funds	89852	2849	-26026	66675
Fixed interest investment at cost	800			800
General fund	26358	97699	-82933	41124
Designated Building Fund	1045	101	-1146	0
Designated Church Hall fund	2369	5451	-5177	2643
Total of all unrestricted funds	30572	103251	-89256	44567
Total Funds	120748	106100	-115282	111566

17 Market value of investments @ 31st December 2023

The market value of shares shown in the Statement of Assets and Liabilities at cost is as follows:

	Number held	Original cost £	Value 2023 £	Value 2022 £
CBF Francis Charity	407	324	9200	8403
CBF Restoration	970	4400	21927	20027
Diocesan Fixed Interest Fund	713	800	1032	978
		5524	32159	29408

Independent Examiner's Report to the PCC of St Mary's Church, West Chiltington for the Year Ended 31st December 2023

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary West Chiltington on the annual report for the year ended 31st December 2023 set out on pages 12 to 18.

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 seeks 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 which gives me cause to believe that in, any material respect:

- a. accounting records were not kept in accordance with section 130 of the Charities Act; or
- b. 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.

Examiner's signature

Examiner's name CAPITALS

Address 7 Curbey Close, West Chiltington RH20 2HU

Relevant professional **Dated**
qualification or body

Section B

Disclosure

Only complete if the examiner needs to highlight material problems *for example*:

- accounting records have not been kept in accordance with s132 of the Charities Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

Give here brief details of any items that the examiner wishes to disclose

Accounts

Trustees Annual Report and Financial Report

of the Parochial Church Council of the Ecclesiastical Parish of West Chiltington

St Mary's Church, West Chiltington

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2022

CONTENTS

	Page
Trustees annual report	2
Statement of financial receipts and payments	9
Statement of assets and liabilities	10
Notes of the accounts	11
Report of the independent examiner	16

Website: www.stmaryswestchilt.co.uk

Incumbent: Father Stephen Merriman, The Rectory, East Street, West Chiltington, RH20 2JY

**Independent
examiner:** Mr Adrian C Radford, 7 Curbey Close, West Chiltington, RH20 2HU

Bankers: The NatWest Bank, 5 East Street, Chichester, PO19 1HH

Trustees Annual Report for 2022

Our aims and purposes as a charity

The PCC has the responsibility of co-operating, with the Rector 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 support for those in need and, to other organisations with similar objectives.
- To promote a generosity in giving: in Prayer, in Time and Financial.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on 'charities for the advancement of religion'. For 2022 we discussed and planned the following objectives and activities to fulfil our aims:

Enabling all in our church

- Work with our Rector to extend the Christian influence in the village;
- Opening our Church every day for prayer, reflection and well-being;
- Teaching, baptising, and nurturing new and existing believers within the parish;
- Working with our community school and youth organisations;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through Sacrament, prayer, scripture and Worship.
- Taking communion to those at Home, Nursing Home, celebrating the Eucharist within the community and House groups;
- 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 and those in need of specific support.
- Helping the vulnerable of the parish;
- Encourage charitable giving through our services and other activities within the parish;

- Outreach to the encouraging all to use the Church and Hall facilities, which includes the Friendship lunch and Refresh! Café.
- 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

Overview of the Year

This year is the first year since the Covid-19 pandemic began the Church was able to implement and maintain a full act of Worship and events that encouraged the Villagers to enjoy acts of worship and community events led by the Church family of St Marys these have included:

- Weekly Eucharist's being celebrated not just within the Church building also at other venues;
- Weekly time of silent prayer and meditation;
- Monthly services of Healing and Requiem;
- Monthly Friendship Lunch and Refresh! Café;
- Lent Course at the Rectory and Lent Lunches in the Church Hall;
- Holy Week and Easter services and a Easter Party
- The Queens Platinum Jubilee celebration, including Organ Recital, Coffee Morning, Lunch, and a special Sunday Service of celebration;
- Confirmation of church members;
- Patronal Festival;
- The Church building hosted and was used as a venue for a number of community events throughout the year;
- Pet Service with blessing of family pets which came to Church;
- Harvest Festival celebrations in the local School and Church;
- Armistice Day and Remembrance Sunday services;
- Mulled wine and Mince pies at the Rectory
- Carols in the Village, throughout Advent at Kensington Close, The Roundabout Hotel and Church.
- Crib and Christingle Service.

Attendance at worship

The church family welcomes visitors from in and outside the Church parish. All attend by personal choice and it is our great pleasure to welcome those from all walks of life and we contend that this voluntary attendance to worship the Lord Jesus Christ is major public benefit. The pattern of worship in church is 8am Book of Common Prayer and 10am Common Worship both Eucharist services. Midweek services are on Wednesday and Thursday 10am. We have also established Exposition of the Blessed Sacrament on Wednesday mornings. This is a wonderful time to be still in the busy life we lead and many who come have expressed their delight to just be still and calm

before God as Sunday mornings can be more hectic and busy. Thursday mornings during Lent we introduced Stations of the Cross and outside Lent the Rosary, this service is a wonderful time to reflect upon the life of Jesus Christ in prayer, it has also become a source of ecumenical service, as we are joined regularly from a member of the Roman Catholic church. The Church remains open daily for private prayer and those visiting are freely able to light a candle as an act of prayer. The average count during October was 52, which was lower than last year, as in 2021 we held two funerals during October and the number of members on the electoral role decreased by 3 to 122. All of the special services associated with the church festivals were well attended especially the Armistice day service and Christmastide services, with more visitors than regular worshippers.

Teaching, baptising and nurturing new and existing believers

There have been regularly two home groups, but due to ill health only one of the study groups currently meets regularly. As part of our nurturing new believers and teaching we have a well-established monthly service at Kensington close a housing association, where the Eucharist, prayer and biblical teaching occur monthly. This has grown in number over the year meeting the spiritual needs of those who attend, especially for those within the village who do not come to St Mary's Church, this has been a great source of outreach by the Church into the community.

We celebrated 5 baptisms, 6 Confirmation Candidates, and 4 Weddings, 4 Church funerals, 2 Crematorium Funerals and 10 interment of Ashes.

We are pleased the church is open daily, and in the winter months to open the Church as part of a Warm Space, Warm Welcome. For all to enjoy God house and encounter God in the stillness within its peacefulness walls and for those interested in History to marvel at the 12th and 13th century wall paintings.

Provision of Church facilities

The church hall bookings had been affected, by a good number of groups not resuming after the Covid-19 pandemic. Despite this effect we have been able to welcome back a good number of groups back including the Rainbows & Brownies, the West Chilton Cavaliers, the Downs Art and West Chilton Art Group and now have Ladies that Boogie and West Chilton Silver Band as new regular users.

The Friendship lunch and the Refresh! Café has been well supported throughout the year, these two events happen monthly on alternative Thursdays.

The Refresh Café occurs on the first Thursday of the month, in the morning. This is a free café, serving homemade cakes, tea and coffee, this is for all villagers to gather, to talk, and it has been especially beneficial for those who live alone.

The Friendship lunch occurs on the third Thursday of the month, at 12:30pm it is a lunch time meal, with is charged at a very reasonable price, and monies raised goes to various charities, with seasonal meals being served and the highlight must be the Christmas lunch.

Provision of pastoral care for people living in the parish

The Pastoral Team offers pastoral support within the parish and they support the Rector in the outreach of pastoral and practical support within the village. Home communion is also made available to those unable to attend public worship. Those receiving Communion at Home has more than doubled throughout the year 7 communicants monthly receive Holy Communion at home. The Family Support work has once again been well supported through the year, a large wicker basket is left within the Church porch for donations and the Harvest Festival donations went to the Family Support Work.

Communications

We publish a monthly Church village magazine; this has been available for many years and it is widely read by villagers of the Church and wider community. It is a greatly appreciated as a way and mean for the village to share their news and events as well as the Church family sharing and advertising forthcoming events and services.

Our web site has been a vital way to communicate with everyone within and outside the village, this is well maintained and updated regularly with church services, events and information to access the life of the Church here in West Chiltington. It has proven to be a valuable asset to the life of the Church. Alongside these means of communication, a monthly Church life newsletter is also available, for those who attend regularly or visitors to pick up and take home so they are aware of all our activities.

Other charitable giving

- Christian Aid week
- Family Support Work
- The British Red Cross Ukraine Appeal
- Save the Children Ukraine Appeal
- ABC Sanctuary West Chiltington
- St George's Hospital Neonatal Unit
- The Children's Society
- Horsham Matters

Maintaining the fabric of the church building as a historic centre and focus of life in the village

An inspection was carried out back in September 2020 by the church Architect, as part of the quinquennial report on the fabric of the building with no immediate work required, the Church has continued to keep the fabric of the Church building updated, the repointing of the masonry wall adjoining Church Street was resumed this year. In February 2022 lead was stolen from part of the flat roof which adjoins the Church the Sacristy and Choir vestry, work is now in place to replace and make good the roof once again after this vandalism.

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds were £102,049 and are detailed in the Financial Report. This is an overall increase of £15,444 compared with 2021. Regular givings were down £158, however there was an increase of £1,204 in the total received in ad-hoc donations.

The PCC was very grateful to receive a legacy of £5,000 from the estate of John Michael Richardson, who lived in the village for a number of years. In accordance with his wishes that this be used for the repair of the fabric of the church, this money has been allocated to the Restoration Fund.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £69,000 paid to the diocese for our share of all churches' Parish Ministry Costs. This PMC covers the housing, stipend and pension costs of the clergy, and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. It is also important to note that approximately 80% of the PMC relates directly to the clergy costs of this parish, the remainder being the shared costs of the Christian family throughout the whole Church of England, including helping churches less able to manage than ourselves.

Staff costs

The PCC pays for a secretary to assist the Rector in the church office located at the Rectory, a cleaner for the church hall and new vestry and an organist. Further details are provided in the notes to the accounts.

Trustee payments and expenses

We pay Council, Water, and Environmental rates for the Rectory and electricity to heat the parish office. Mrs Brenda Bull, who is also a trustee, received £3,600 for duties as parish Secretary. There were no other payments to persons related to or connected to the current trustees.

Repairs to the fabric of the church building

No major work was carried out during the year to either the Church or Church Hall during 2022. However, a cost of £15,495 was incurred completing the demolition of the old 'Youth Building', which was the responsibility of the Church.

Why we hold some money in reserve

It has been PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately **three months' worth of unrestricted payments as contingency against unforeseen situations**. The impact of Covid has forced careful consideration of future finances and a reserve of about 6 months income will be retained. As we face significant repair costs to the buildings which are our responsibility, part of the reserve will be held in a Designated Building Fund. The closing balance of this year is in line with this policy.

It is PCC policy to invest surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay larger bills.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on 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. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for appropriate expenditure is identified.

Footnote

Our report above sets out a valuable support to the parish during a year of significant changes in individual freedoms and we would wish to thank our Rector, Church Wardens, and PCC Officers for the way they have steered us through this year with many changes to the regulations. Also, a thank you to our members for their steady support in spite of the ever-changing situation and into the forthcoming year. Thank you.

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

Incumbent: The Revd. Stephen Merriman Chairman

Wardens: Mrs Diane Bennett
Mr Patrick Higham

Lay Reader: Mr Jim Latter

Elected Members Mrs Andrea Carlson-Hedges Safeguarding Officer

Mrs Ann Chapman

Mr Martin Littleboy

Mrs Alison Littleboy

Mrs Vanessa Llambias

Mrs Claire Roake

Mrs Penny Wilson

Dr Tim Fooks

Deanery Synod: Mrs Diane Bennett

Mrs Pam Wells

Mrs Brenda Bull - PCC Treasurer

PCC Secretary: Mrs Fiona Hardy

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 8 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.

During the year the PCC reviewed both their Safeguarding policy and their policy under the General Data Protection Regulations, both of which are available in the church porch.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd. Stephen Merriman, Chairman

signed The Revd Stephen R Merriman

Dated

Annual Financial Report

of the Parochial Church Council of the

St Mary's Church, West Chiltonington

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chiltonington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2022

CONTENTS

	Page
Statement of financial receipts and payments	10
Statement of assets and liabilities	11
Notes of the accounts	12
Report of the independent examiner	17

Trustees Annual Report for 2022

Statement of Financial Receipts and Payments

Statement of Financial Receipts and Payments

	Unrestricted							
	General Fund	Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2022	Total All Funds 2021	Notes
	£		£	£	£	£	£	
Income and endowments from:								
Donations and legacies	64772	0		5000		69772	72784	
Charitable activities	4214					4214	6379	
Other trading activities	17777		4757			22534	10281	
Investments	498		1	907		1406	875	
Other receipts	9950		80			10030	2115	
Total received	97211	0	4838	5907	0	107956	92434	
Expenditure on:								
Cost of raising funds	0					0	0	
Charitable costs	97583		4,596	288		102467	102204	
Trading costs	4688		851			5539	4672	
Other payments	770	15495	22			16287	8672	
Total paid	103041	15495	5469	288	0	124293	115548	
Reconciliation of funds:								
Net income or (net expenditure)	-5830	-15495	-631	5619	0	-16337	-23114	
	-5830	-15495	-631	5619	0	-16337	-23114	
Transfer between funds	-15000	14000	1000					
Net movement in funds	-20830	-1495	369	5619	0	-16337	-23114	
Bank accounts at 1 January 2022	47188	2540	2000	79833		131561	154675	
Bank accounts at 31 December 2022	26358	1045	2369	85452	0	115224	131561	

Statement of Assets and Liabilities

Statement of Assets and Liabilities

	Unrestricted						
	General Fund	Designated Funds	Restricted funds	Endowed Funds	Total All Funds 2022	Total All Funds 2021	Notes
	£		£	£	£	£	
Assets							
Bank current account	26358	3329	55009		84696	101429	
CBF Deposit Fund		85	30443		30528	30132	
PCC-owned bank balance	26358	3414	85452	0	115224	131561	
Chancel Fund Deposit Account					0	0	
Total bank and deposit accounts	26358	3414	85452	0	115224	131561	
Float for Choir Wedding Fees					0	0	
Tradecraft stock & float					0	0	
Gift Aid recoverable					0		
Debtors	0	0	0	0	0	0	
407 CBF shares Francis Charity (at cost)				324	324	324	
970 CBF Investment Fund shares (at cost)			4400		4400	4400	
Diocesan Fixed Interest Fund	800				800	800	
Investment assets at cost	800		4400	324	5524	5524	
Kensington Memorial Hall at cost		4612			4612	4612	
Total assets	27158	8026	89852	324	125360	141697	
Liabilities:							
Electricity used since last bill (est.)					0	0	
Magazine printing / advertising in adv	10750				10750	5780	
Total Liabilities	10750	0	0	0	10750	5780	

CONTINGENT LIABILITY

In February 2022 lead from the church roof was stolen and damaged was caused and redecoration is required to the Church. The maximum that the insurers will pay as regards the stolen lead is £7,500. The costs of the repair to the roof and the redecoration are still to be finalised. The redecoration should be covered by insurance. The net cost to the charity could be as much as £16,000 but due to the uncertainty in terms of the final cost and the total amount recoverable no actual liability has been shown in the assets and liabilities statement.

Notes to the Financial Report

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:
Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

3. Analysis of total received

	Unrestricted							
	General Fund	Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2022	Total All Funds 2021	Notes
	£		£	£	£	£	£	
Planned giving (excl tax refunds)	36441					36441	36903	
Planned giving (no tax refunds)	4458					4458	5433	
Loose cash collections	7400					7400	6121	
Donations (excl tax refunds)	653					653	539	
Donations (no tax refunds)	3308					3308	2218	
Church Concerts						0	0	
Gift Aid recovered	10812					10812	11570	
Legacies				5000		5000	10000	
Grants	1700					1700	0	
Donations and legacies	64772	0	0	5000	0	69772	72784	
Fees for weddings and funerals	4214					4214	6379	
Charitable activities	4214	0	0	0	0	4214	6379	
Special Events	1011					1011	1537	
Church & hall hiring fees	285		4837			5122	2049	
Traidcraft Stall Sales						0	0	
Other trading receipts	472					472	315	
Funds raised for others	1942					1942	188	
Magazine advertisement fees	10750					10750	5780	
Magazine sales	3317					3317	412	
Other trading activities	17777	0	4837	0	0	22614	10281	
Bank & CBF deposit interest	248		1	282		531	288	
CBF investment fund dividend	250			624		874	587	
Investments	498	0	1	906	0	1405	875	
Other receipts	9950					9950	2115	
Total received on all funds	97211	0	4838	5906	0	107955	92434	

4. Legacies include a bequest from the estate of the late Mr John Michael Richardson.

Notes to the Financial Report

5. Analysis of total paid:

	Unrestricted			Restricted funds	Endowed Funds	Total All Funds 2022	Total All Funds 2021	Notes
	General Fund	Designated Building Fund	Designated Hall Fund					
	£		£	£	£	£	£	
Other appeals expenses						0		
Cost of raising funds	0	0	0	0	0	0	0	
Charitable grants and donations	1941					1941	268	
Parish contribution to Diocese	69000					69000	66950	
Salaries and honoraria inc. NI	7075					7075	5883	
Clergy and other people's expenses	4674					4674	4226	
Rectory redecoration						0	0	
Mission & evangelism costs						0	0	
Service running costs	2573					2573	2575	
Insurance	1739		850			2589	2234	
Church Water, Gas & Electricity	2380		879			3259	2585	
Office running costs	1795					1795	1189	
Churchyard maintenance	5230			288		5518	14588	
Accounting and Examiner's fees						0	0	
Legal & professional fees						0	0	
Church maintenance and redecoration	1176					1176	1706	
New building work						0	0	
Charitable costs	97583	0	1729	288	0	99601	102204	
Special event costs, etc.						0	0	
Hall salary and honoraria			2400			2400	2114	
Hall maintenance and redecoration			1317			1317	518	
Magazine printing	4688					4688	1836	
Traidcraft supplies						0	0	
Other trading costs						0	204	
Trading costs	4688	0	3717	0	0	8405	4672	
Other payments	770	15495	22			16287	8672	
Total paid on all funds	103041	15495	5469	288	0	124293	115548	

6. Charitable grants and donations were made to Family Support Work, Save the Children and The British Red Cross for their Ukraine appeals, St George's Hospital Neonatal Unit, The Children's Society, the ABC Animal Sanctuary and Horsham Matters.

7. The Parish share to the Chichester Diocese is for the payment to Clergy and other central costs. The full cost of parish ministry amounts to approximately £76,967.

Notes to the Financial Report

8. The church hall is on a freehold property also used as a church car park which is owned by the PCC adjoining the church and cost £4,612 to build.
9. The Restricted fund represents accumulated donations and appeals for the maintenance of the church building.
10. Gift Aid is recovered on donations received up to year end, the last claim was submitted mid-December 2022, covering donations to that date.
11. Payment to PCC employees:

	2022	2021
	£	
Wages, salaries and honoraria	9475	7936
Employer National Insurance		
	9475	7936

12. Payments to PCC members:

Mrs Brenda Bull received £3,600 for Secretarial support to the Rector.

13. Transactions with persons related to PCC members:

There were none.

14. Transactions with related charities:

There are no related charities.

15. Statement of funds:

Endowment funds are required by the donors to be invested and the income spent on specific objectives.

The Francis Charity is an endowment invested in CBF Investment Fund shares, with the income to be spent on churchyard maintenance.

Restricted funds are not invested permanently but are to be spent within reasonable timescales.

The longstanding Restoration Fund is invested in CBF Investment Fund shares with the income to be spent on the fabric of the Church.

The other restricted funds comprise the Church Restoration Fund.

The Richard Legacy fund is to be spent on the organ and Audio-visual improvements in the church.

The Church IT Fund is to be used towards the installation of audio / visual equipment in the church.

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides.

The General Fund received the normal church income to cover the day-to-day activities of the church.

The Hall Fund is used to cover the running of the hall as a designated fund to clearly identify the finances of this important outreach activity.

The Building Fund is money set aside to cover anticipated expenditure on either making safe or demolishing the old youth building and possible repairs to the church hall.

Whilst the final cost of replacing the stolen lead on the vestry roof and repairing the associated damage has not yet been finalised, the standard level of insurance cover for the theft of lead will not be sufficient to fully cover the cost of materials, and it is expected that the additional cost could be in the region of £16,000.

The summary of all funds appears on the next page.

Notes to the Financial Report

16 Summary of funds

Fund income and expenditure and final balances are as follows:

	Balances b/f 1 Jan 2022	Income	Expenditure, Transfers, Other Gains and Losses	Balances c/f 31 Dec 2022
	£	£	£	£
Francis Charity at cost	324			324
Total of all endowed funds	324	0	0	324
Restoration Fund Investment at cost	4400			4400
Church Restoration fund	73703	5907	-288	79322
Richards Legacy	5130			5130
Church IT Fund	1000			1000
Total of all restricted funds	84233	5907	-288	89852
Fixed interest investment at cost	800			800
General fund	47188	82211	-103041	26358
Designated Building Fund	2540	14000	-15495	1045
Designated Church Hall fund	2000	5838	-5469	2369
Total of all unrestricted funds	52528	102048	-124005	30573
Total Funds	137085	107955	-124293	120748

17 Market value of investments @ 31st December 2022

The market value of shares shown in the Statement of Assets and Liabilities at cost is as follows:

	Number held	Original cost £	Value 2022 £	Value 2021 £
CBF Francis Charity	407	324	8403	9518
CBF Restoration	970	4400	20027	22685
Diocesan Fixed Interest Fund	713	800	978	1129
		5524	29408	33332

Independent Examiner's Report to the PCC of St Mary's Church, West Chiltington for the Year Ended 31st December 2022

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary West Chiltington on the annual report for the year ended 31st December 2022 set out on pages 11 to 16.

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 seeks 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 which gives me cause to believe that in, any material respect:

- a. accounting records were not kept in accordance with section 130 of the Charities Act; or
- b. 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.

Examiner's signature

Examiner's name CAPITALS

Address 7 Curbey Close, West Chiltington RH20 2HU

Relevant professional **Dated**

qualification or body

Section B

Disclosure

Only complete if the examiner needs to highlight material problems *for example*:

- accounting records have not been kept in accordance with s132 of the Charities Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

Give here brief details of any items that the examiner wishes to disclose

Accounts

Trustees Annual Report and Financial Report

of the Parochial Church Council of the Ecclesiastical Parish of West Chiltington

St Mary's Church, West Chiltington

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2021

CONTENTS

	Page
Trustees annual report	2
Statement of financial receipts and payments	9
Statement of assets and liabilities	10
Notes of the accounts	11
Report of the independent examiner	16

Website: www.stmaryswestchilt.co.uk

Incumbent: Father Stephen Merriman, The Rectory, East Street, West Chiltington, RH20 2JY

**Independent
examiner:** Mr Adrian C Radford, 7 Curbey Close, West Chiltington, RH20 2HU

Bankers: The NatWest Bank, 5 East Street, Chichester, PO19 1HH

St Mary's, West Chiltonington

Generous in Prayer and Giving

Trustees Annual Report for 2021

Our aims and purposes as a charity

The PCC has the responsibility of co-operating, with the Rector 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 support for 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, the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on 'charities for the advancement of religion'. For 2021 we discussed and planned the following objectives and activities to fulfil our aims:

Enabling all in our church

- Work with our Rector to extend the Christian influence in the village;
- Opening our Church every day for prayer, reflection and well-being;
- Teaching, baptising, and nurturing new and existing believers within the parish;
- Working with our community school and youth organisations;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through the Sacrament, prayer, scripture and Worship supported by music.
- Offering home communion and House groups;
- 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 and those in need of specific support.
- Helping the poor and needy of the parish;
- Encourage charitable giving through our services and other activities in the parish;
- Outreach to the encouraging all to use the Church and Hall facilities, including Friendship lunch and coffee mornings;

- 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

Overview of the Year

The Year continued with COVID-19 restrictions; St Mary's was the only Church within our Deanery to remain open for the first four months of the year. Three Sunday services were made available 8am, 9:30am, 11am following Church guidelines regarding the Covid restrictions. All occasional services were able to continue, but with limited numbers. By late Summer we were able to resume singing on Sunday mornings and resume singing with a Choir with our new Church organist. Unfortunately, by December again restrictions to sing were put in place. We are most grateful to our members for their help and support by complying with these legal restrictions most of which remained in place at the end of the year. As part of our Outreach we resumed the Friendship lunch and began to offer weekly coffee mornings on a Thursday.

Attendance at worship

The church family welcomes visitors from in and outside the parish. All attend by personal choice and it is our great pleasure to welcome those from all walks of life and we contend that this voluntary attendance to worship the Lord Jesus Christ is major public benefit. Unfortunately, the year began with Covid restrictions. In view of the restriction's numbers allowed at services, these have continued until May. The pattern of worship in church was 8 am, 9:30am, and 11am on Sundays and midweek services on Wednesday and Thursday 10am. The Church remained open daily for private prayer and reflection.

From May to early December, all services continued as normal, until December restrictions by government guidelines on large public worship meant that the additional Christmas services had to be cancelled, only the Eucharist services continued.

As the year progressed the average weekly attendance did increase and by the summer has remained consistent. The average count during October was 59, which was virtually the same as last year and the number of members on the electoral role increased by 2 to 122.

All of the special services associated with the church festivals were so seriously affected by the pandemic rules that none were possible.

Teaching, baptising and nurturing new and existing believers

The 2 study groups set out in the new year with well-prepared plans, in private houses, and this remained the position at the end of the year. We celebrated 4 baptisms and 4 Weddings. 10 Church funerals, 5 Crematorium Funerals and 2 Memorial services, 6 interment of Ashes.

We are pleased the church can be open again so that all can enjoy its peacefulness and sense of history thanks to the 12th and 13th century wall paintings once again.

Provision of Church facilities

The church hall has been affected in the same way with most of the clubs using it deciding that social distancing imposed in March 2020 made meetings impractical. The Friendship lunch was held in September and October stopped due to Covid restrictions. Contact was kept during the rest of the year and the team delivered during December a pack of mince pies they had made to add some Christmas cheer to those on their own. A weekly coffee morning began on Thursdays, again this stopped due to Covid restrictions and Heating issues within the Hall.

Provision of pastoral care for people living in the parish

The Pastoral Team continue to offer pastoral support within the parish, each member of the team have a small number of people to contact who it was felt would benefit from having a phone call or email to check all was well and ensure that they got any help they needed, whether pastoral or practical. Home communion is also made available to those unable to attend public worship and is taken monthly to 3 communicants who are unable to attend Church due to ill health.

The Family Support work has been well supported through the year, a basket in the Church porch for donations and the Harvest Festival donations went to the Family Support Work.

Communications

We have published a parish magazine for many years that was widely read by parishioners, after a lengthy period of stopping the publication we were able to resume in June 2021. Our web site has been a vital way to communicate with members and others in the village, needing help and during the year our St Mary's website has been steadily improved and kept right up to date and has proved to be a valuable help line for many parishioners. Alongside these means of communication we have introduced a monthly Church life newsletter.

Other charitable giving

- Christian Aid week
- Poppy Appeal
- Worthing Homeless - Turning the Tide
- We supported a Child for a term for a provision for School lunch.
- Family Support Work
- The Royal Agricultural Benevolent Institution

Maintaining the fabric of the church building as a historic centre and focus of life in the village

An inspection was carried out in September 2020 by the church Architect so as to prepare the required quinquennial report on the fabric of the building and at the end of the year the written report was received, with no immediate work required. The repointing of the masonry wall adjoining Church Street was resumed this year.

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds were £83,706 and are detailed in the Financial Report. This is an overall decrease of £27,085 compared with 2020. Regular givings were up £643, however there was a reduction of more than £10,000 in the total received in ad-hoc donations, and the amount received in legacy allocated to general unrestricted funds was also lower.

The PCC was very grateful to receive a legacy of £10,000 from the estate of Gillian Diana Holiday, who lived in the village for a number of years and enjoyed the church. In accordance with PCC policy relating to unrestricted legacies this sum was divided equally between the General and Restoration Funds.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £66,950 paid to the diocese for our share of all churches' Parish Ministry Costs. This PMC covers the housing, stipend and pension costs of the clergy, and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. It is also important to note that approximately 80% of the PMC relates directly to the clergy costs of this parish, the remainder being the shared costs of the Christian family throughout the whole Church of England, including helping churches less able to manage than ourselves.

Staff costs

The PCC pays for a secretary to assist the Rector in the church office located at the Rectory, a cleaner for the church hall and new vestry and an organist. Further details are provided in the notes to the accounts.

Trustee payments and expenses

We pay Council, Water, and Environmental rates for the Rectory and electricity to heat the parish office. Mrs Brenda Bull, who is also a trustee, received £3,600 for duties as parish Secretary. There were no other payments to persons related to or connected to the current trustees.

Repairs to the fabric of the church building

No major work was carried out during the year to either the Church or Church Hall during 2021.

Why we hold some money in reserve

It has been PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately **three months' worth of unrestricted payments as contingency against unforeseen situations**. The impact of Covid as forced careful consideration of future finances and a reserve of about 6 months income will be retained. As we face significant repair costs to the buildings which are our responsibility, part of the reserve will be held in a Designated Building Fund. The closing balance of this year is in line with this policy.

It is PCC policy to invest surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay larger bills.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on 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. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for appropriate expenditure is identified.

Footnote

Our report above sets out a valuable support to the parish during a year of significant changes in individual freedoms and we would wish to thank our Rector, Church Wardens, and PCC Officers for the way they have steered us through this year with many changes to the regulations. Also, a thank you to our members for their steady support in spite of the ever-changing situation and into the forthcoming year. Thank you.

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

Incumbent: The Revd. Stephen Merriman Chairman

Wardens: Mrs Diane Bennett
Mr Patrick Higham

Lay Reader: Mr Jim Latter

Elected Members Mrs Andrea Carlson-Hedges Safeguarding Officer

Mrs Ann Chapman

Mr Clive Cole

Mr Nick Foster

Mr Martin Littleboy (from May 2021)

Mrs Alison Littleboy

Mrs Vanessa Llambias

Ms Jocelyn Mountain

Mrs Claire Roake

Mrs Penny Wilson

Dr Tim Fooks (from May 2021)

Deanery Synod: Mrs Diane Bennett

Mrs Pam Wells

Mrs Brenda Bull - PCC Treasurer

Appointed: Mrs Fiona Hardy - PCC Secretary

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 11 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.

During the year the PCC reviewed both their Safeguarding policy and their policy under the General Data Protection Regulations, both of which are available in the church porch.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd. Stephen Merriman, Chairman

signed Stephen R Merriman

Dated



Annual Financial Report

of the Parochial Church Council of the

St Mary's Church, West Chiltington

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2021

CONTENTS

	Page
Statement of financial receipts and payments	9
Statement of assets and liabilities	10
Notes of the accounts	11
Report of the independent examiner	16

St Mary's, West Chiltonington

Generous in Prayer and Giving

Trustees Annual Report for 2021

Statement of Financial Receipts and Payments

Statement of Financial Receipts and Payments

	General Fund	Unrestricted Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2021	Total All Funds 2020	Notes
	£		£	£	£	£	£	
Income and endowments from:								
Donations and legacies	67784	0		5000		72784	124268	
Charitable activities	6379					6379	5110	
Other trading activities	8482		1799	0		10281	8377	
Investments	46			829		875	1031	
Other receipts	1015		1100			2115	2146	
Total received	83706	0	2899	5829	0	92434	140932	
Expenditure on:								
Cost of raising funds	0					0	0	
Charitable costs	91827		549	9828		102204	98840	
Trading costs	1836		2836			4672	5422	
Other payments	505	3960	4207			8672	263	
Total paid	94168	3960	7592	9828	0	115548	104525	
Reconciliation of funds:								
Net income or (net expenditure)	-10462	-3960	-4693	-3999	0	-23114	36407	
	-10462	-3960	-4693	-3999	0	-23114	36407	
Transfer between funds	-7000	2000	5000					
Net movement in funds	-17462	-1960	307	-3999	0	-23114	36407	
Bank accounts at 1 January 2021	64650	4500	1693	83832		154675	118268	
Bank accounts at 31 December 2021	47188	2540	2000	79833	0	131561	154675	

Statement of Assets and Liabilities

Statement of Assets and Liabilities

	Unrestricted						
	General Fund	Designated Funds	Restricted funds	Endowed Funds	Total All Funds 2021	Total All Funds 2020	Notes
	£		£	£	£	£	
Assets							
Bank current account	47188	4456	49785		101429	124559	
CBF Deposit Fund		84	30048		30132	30116	
PCC-owned bank balance	47188	4540	79833	0	131561	154675	
Chancel Fund Deposit Account					0	0	
Total bank and deposit accounts	47188	4540	79833	0	131561	154675	
Float for Choir Wedding Fees					0	0	
Tradecraft stock & float					0	0	
Gift Aid recoverable					0	0	
Debtors	0	0	0	0	0	0	
407 CBF shares Francis Charity (at							
970 CBF Investment Fund shares (at			4400	324	324	324	
Diocesan Fixed Interest Fund	800				4400	4400	
Investment assets at cost	800		4400	324	800	800	
Kensington Memorial Hall at cost		4612			5524	5524	
Total assets	47988	9152	84233	324	4612	4612	
Liabilities:							
Fees due on revision of Heating					0	0	
Electricity used since last bill (est.)					0	0	
Elec & Gas for Rectory					0	0	
New heating system costs					0	0	
Magazine printing / advertising in adv					5780	3500	
Total Liabilities	0	0	0	0	5780	3500	

Notes to the Financial Report

- 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.
- The following assets are recognised but not valued in the Statement of Assets and Liabilities:
Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
- Analysis of total received:

	General Fund	Unrestricted Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2021	Total All Funds 2020	Notes
	£		£	£	£	£	£	
Planned giving (excl tax refunds)	36903					36903	37772	
Planned giving (no tax refunds)	5433					5433	6588	
Loose cash collections	6121					6121	3454	
Donations (excl tax refunds)	539					539	3000	
Donations (no tax refunds)	2218					2218	10216	
Church Concerts						0	0	
Gift Aid recovered	11570					11570	11538	
Legacies	5000			5000		10000	50000	
Grants						0	1700	
Donations and legacies	67784	0	0	5000	0	72784	124268	
Fees for weddings and funerals	6379					6379	5110	
Charitable activities	6379	0	0	0	0	6379	5110	
Special Events	1537					1537	0	
Church & hall hiring fees	250		1799			2049	2596	
Traldcraft Stall Sales						0	0	
Other trading receipts	315					315	152	
Funds raised for others	188					188	1056	
Magazine advertisement fees	5780					5780	1320	
Magazine sales	412					412	3253	
Other trading activities	8482	0	1799	0	0	10281	8377	
Bank & CBF deposit interest	46		0	242		288	241	
CBF investment fund dividend				587		587	790	
Investments	46	0	0	829	0	875	1031	
Other receipts	1015		1100			2115	2146	
Total received on all funds	83706	0	2899	5829	0	92434	140932	

- Legacies include a bequest from the estate of the late Mrs Diana Gillian Holliday.

Notes to the Financial Report

5. Analysis of total paid:

	General Fund	Unrestricted Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2021	Total All Funds 2020	Notes
Other appeals expenses	£		£	£	£	£	£	
Cost of raising funds	0	0	0	0	0	0	0	
Charitable grants and donations	268					268	1144	
Parish contribution to Diocese	66950					66950	67273	
Salaries and honoraria inc. NI	5883					5883	6207	
Clergy and other people's expenses	4226					4226	4973	
Rectory redecoration						0	0	
Mission & evangelism costs						0	0	
Service running costs	2575					2575	2119	
Insurance	1685		549			2234	2500	
Church Water, Gas & Electricity	2585					2585	4663	
Office running costs	1189					1189	2191	
Churchyard maintenance	4760			9828		14588	5145	
Accounting and Examiner's fees						0	0	
Legal & professional fees						0	0	
Church maintenance and redecoration	1706					1706	2625	
New building work						0	0	
Charitable costs	91827	0	549	9828	0	102204	98840	
Special event costs, etc.						0	0	
Hall salary and honoraria			2114			2114	2322	
Hall maintenance and redecoration			518			518	1052	
Magazine printing	1836					1836	1677	
Tradecraft supplies						0	0	
Other trading costs			204			204	371	
Trading costs	1836	0	2836	0	0	4672	5422	
Other payments	505	3960	4207			8672	263	
Total paid on all funds	94168	3960	7592	9828	0	115548	104525	

6. Charitable grants and donations were made to the Royal Agricultural Benevolent Society and to meet the cost of school lunches for a child whose family needed support.
7. The Parish share to the Chichester Diocese is for the payment to Clergy and other central costs. The full cost of parish ministry amounts to approximately £74,300.

Notes to the Financial Report

8. The church hall is on a freehold property also used as a church car park which is owned by the PCC adjoining the church and cost £4,612 to build.
9. The Restricted fund represents accumulated donations and appeals for the maintenance of the church building.
10. Gift Aid is recovered on donations received up to year end, the last claim was submitted mid-December 2021, covering donations to that date.
11. Payment to PCC employees:

	2021	2020
	£	
Wages, salaries and honoraria	7936	8529
Employer National Insurance		
	7936	8529

12. Payments to PCC members:

Mrs Brenda Bull received £3,600 for Secretarial support to the Rector.

13. Transactions with persons related to PCC members:

There were none.

14. Transactions with related charities:

There are no related charities.

15. Statement of funds:

Endowment funds are required by the donors to be invested and the income spent on specific objectives.

The Francis Charity is an endowment invested in CBF Investment Fund shares, with the income to be spent on churchyard maintenance.

Restricted funds are not invested permanently but are to be spent within reasonable timescales.

The longstanding Restoration Fund is invested in CBF Investment Fund shares with the income to be spent on the fabric of the Church.

The other restricted funds comprise the Church Restoration Fund.

The Richard Legacy fund is to be spent on the organ and Audio-visual improvements in the church.

The Church IT Fund is to be used towards the installation of audio / visual equipment in the church.

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides.

The General Fund received the normal church income to cover the day-to-day activities of the church.

The Hall Fund is used to cover the running of the hall as a designated fund to clearly identify the finances of this important outreach activity.

The Building Fund is money set aside to cover anticipated expenditure on either making safe or demolishing the old youth building and possible repairs to the church hall.

The summary of all funds appears on the next page.

Notes to the Financial Report

16 Summary of funds

Fund income and expenditure and final balances are as follows:

	Balances b/f 1 Jan 2021	Income	Expenditure, Transfers, Other Gains and Losses	Balances c/f 31 Dec 2021
	£	£	£	£
Francis Charity at cost	324			324
Total of all endowed funds	324	0	0	324
Restoration Fund Investment at cost	4400			4400
Church Restoration fund	77702	5829	-9828	73703
Richards Legacy	5130			5130
Church IT Fund	1000			1000
Total of all restricted funds	88232	5829	-9828	84233
Fixed interest investment at cost	800			800
General fund	64650	83706	-101168	47188
Designated Building Fund	4500	2000	-3960	2540
Designated Church Hall fund	1693	7899	-7592	2000
Total of all unrestricted funds	71643	93605	-112720	52528
Total Funds	160199	99434	-122548	137085

17 Market value of investments @ 31st December 2021

The market value of shares shown in the Statement of Assets and Liabilities at cost is as follows:

	Number held	Original cost £	Value 2020 £	Value 2021 £
CBF Francis Charity	407	324	8322	9518
CBF Restoration	970	4400	19833	22685
Diocesan Fixed Interest Fund	713	800	1209	1129
		5524	29364	33332

Independent Examiner's Report to the PCC of St Mary's Church, West Chiltington for the Year Ended 31st December 2021

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary West Chiltington on the annual report for the year ended 31st December 2021 set out on pages 11 to 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 seeks 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 which gives me cause to believe that in, any material respect:

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

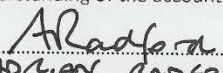
I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examiner's signature

Examiner's name CAPITALS

Address

Relevant professional
qualification or body


ADRIAN RADFORD

7 Curbey Close, West Chiltington RH20 2HU

ACA

Dated 30 APRIL 2022

Section B Disclosure

Only complete if the examiner needs to highlight material problems *for example:*

- accounting records have not been kept in accordance with s132 of the Charities Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

Give here brief details of any items that the examiner wishes to disclose

Accounts

Trustees Annual Report and Financial Report

of the Parochial Church Council of the Ecclesiastical Parish of West Chiltington

St Mary's Church, West Chiltington

Faithful Hopeful Joyful Prayerful

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2020

CONTENTS

	<i>Page</i>
Trustees annual report	3
Statement of financial receipts and payments	11
Statement of assets and liabilities	12
Notes to the accounts	13
Report of the independent examiner	17

Website: www.stmaryswestchilt.co.uk

Incumbent: Rev Stephen Merriman, The Rectory, East Street, West Chiltington RH20 2JY

**Independent
examiner:** Mr Adrian C Radford, 7 Curbey Close, West Chiltington, RH20 2HU

Bankers: The NatWest Bank, 5 East Street, Chichester, PO19 1HH

St Mary's, West Chiltington

Faithful Hopeful Joyful Prayerful

Trustees Annual Report for 2020

Our aims and purposes as a charity

The PCC has the responsibility of co-operating, with the Rector 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 support for 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, the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on 'charities for the advancement of religion'.

For 2020 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church;
- Work with our Rector to extend the Christian influence in the village:
- Opening our Church every day for prayer, reflection and well-being:
- Teaching, baptising, and nurturing new and existing believers within the parish;
- Working with our community school and youth organisations;
- 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 and those in need of specific support
- Helping the poor and needy of the parish;
- Encourage charitable giving through our services and other activities in the parish
- Reaching out to the unchurched by encouraging them to use the Church and Hall;
- 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

Over view of the year with Covid

The Year started with high hopes as we welcomed our new Rector at his Induction service on 18 January, a service attended by over 124. But before he had barely settled in the whole pattern of church work in the community was changed in March by the Covid19 lock down restrictions when all services stopped, church buildings locked, and all personal contacts severely restricted. Within the Church building we were instructed to remove all paper service sheets, hymn book and bibles. On 19th July the Church was allowed to be opened for private prayer and public Worship subject to the governments social distancing rules, which restricted attendance at any one service to a

maximum of 30. In November the nation entered a second period of lockdown and in December the Church reopened for private prayer and public worship as before the second lockdown. We are most grateful to our members for their help and support by complying with these legal restrictions most of which remained in place at the end of the year.

Attendance at worship

The church family welcomes visitors from in and outside the parish. All attend by personal choice and it is our great pleasure to welcome those from all walks of life and we contend that this voluntary attendance to worship the Lord Jesus Christ is major public benefit. Unfortunately, lockdown stopped all church services in the middle of Lent. As an alternative the Rector started on 29th March from the rectory 2 daily live stream services a daily eucharist and a daily service of prayer and reflection at a difficult time for all. These services were well advertised on the website, via Pastoral letters and CD copies of the services which were readily available from the Rectory during the first lockdown. These alternatives to services in Church were appreciated increasingly by parishioners. In view of the very restricted numbers allowed at services these have continued after lockdown for the rest of the year, which also helped those having to self-isolate at home.

When worship in church was permitted in July the pattern of services had to take account of the severe limits imposed, particularly on numbers able to attend, and the Rector introduced 3 mirror services on a Sunday morning 8.00, 9.30 and 11.00am to promote and encourage attendance while maintaining government guidelines on social distancing, and on Wednesday the Church was opened for private prayer. At the start of September midweek services were restarted on Wednesday and Thursday mornings at 10am and by early October a time of quiet prayer and biblical reflection was introduced on a Wednesday at 9.30am.

It is pleasing the attendance at the services steadily picked up and the average weekly attendance, counted during October, was 72 which was the same as last year. The number of members on the electoral role increased by 5 being 125 at the end of the year. All of the special services associated with the church festivals were so seriously affected by the pandemic rules and none were possible.

*“Your call keeps me in touch with
the Church. PJ*

Teaching, baptising and nurturing new and existing believers

The 2 study groups set out in the new year with well-prepared plans but the lock down stopped any meetings, even in private houses, and this remained the position at the end of the year. We have to look forward to when it is possible to join together for teaching, sharing our faith in

prayer, and encouraging new believers.

When lock down started in March the Rector and Church Wardens made weekly telephone calls with all church members as they settled into the isolation it imposed. Contact had to be by phone and they divided the job between them and this has continued for the rest of the year with the intervals between calls varied as the rules changed. By October the Pastoral team took over the responsibility of maintaining contact with those who were self-isolating.

Provision of the church building for people to enjoy

We celebrated 1 baptism and 12 funerals this year most of which were held in the churchyard as required by the lockdown rules, the Rector also officiated at 9 services at the crematorium showing the church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

It was a great disappointment to us that the Church was ordered to be closed for 5 months, so it was not available as a calm space for individual prayer, worship and reflection for parishioners and visitors. We look forward to the time when the church can be open again so that all can enjoy its peacefulness and sense of history thanks to the 12th and 13th century wall paintings once again.

The music groups who train in the church started the year with enthusiasm but could not continue after lock down and are having a long time to wait for the relaxation of the rules relating to music and singing

*“Always a lovely lunch with the bonus of
meeting up with old and new friends.”*

VB 19

The church hall has been affected in the same way with most of the clubs using it deciding that social distancing imposed in March really made meetings impractical.

The monthly friendship lunches in the church hall also had to stop, which was a great disappointment as they were made almost more important by the need for many regulars living alone to self-isolate. Contact was kept during the rest of the year and the team delivered during December a pack of mince pies they had made to add some Christmas cheer to those on their own.

The work of the Community, Charitable and Social Committee was effectively stopped by lockdown which was particularly disappointing as they had been helping the High Sherriff, who had kindly made St Mary's the beneficiary of his Charitable Open Gardens event in the village in June. Unfortunately, it had to be cancelled due to the uncertainty of the restrictions that would be in place, but it is hoped to hold it once such events are possible.

Provision of pastoral care for people living in the parish

The Pastoral Team commissioned at the end of last year have this year found themselves very busy helping to meet the increased need for pastoral support created by the isolation of lockdown particularly for those in self-isolation. Each member of the team had a small number of people to contact who it was felt would benefit from having a phone call or email to check all was well and ensure that they got any help they needed, whether pastoral or practical.

"Bringing the mince pies made me feel part of our community." DM

Provision of tangible support to the poor and those in need of help with Lockdown

Our ability to help the Chichester Diocesan Family Support Work was stopped by lockdown as the weekly donation by members of boxed or tinned food to be distributed to those in need as the normal collection had been at

"The call you make really makes me feel remembered." CW

services which ceased in March. During the national lockdown the Rector made available a box outside the rectory for food and provisions, which received weekly many generous donations from members of the Church community and Village. This enabled the Rector to deliver very nearly 200 food parcels in our parish and some villages surrounding it, for six months. When Church reopened food was again collected for Family Support Work Cash donations to church

charities are collected at nominated activities which could not be held except for the first 3 Lent lunches in early march and £413 was sent to Christian Aid and Family Support Work

Communications

We have published a parish magazine for many years that was widely read by parishioners, but we reluctantly had to stop publication in April due to it not being possible to print copies and of course much of the content about village life stopped as all clubs and societies ceased to hold meetings or seek support for various events. Our web site has been a vital way to communicate with members and others in the village needing help and during the year our St Mary's website has been steadily improved and kept right up to date and has proved to be a valuable help line for many parishioners.

Other charitable giving

During the year lockdown provisions stopped Church members from virtually any collective response to other charitable calls and the only one possible was from those attending the Lent Lunches. With the Rector's encouragement via the live streaming services we were able to encourage members to make donations to Christian Aid week and the Poppy Appeal.

Maintaining the fabric of the church building as a historic centre and focus of life in the village

An inspection was carried out in September by the church Architect so as to prepare the required quinquennial report on the fabric of the building and at the end of the year the written report was awaited.

The repointing of the masonry wall adjoining Church Street has been on hold during the year but it is hoped that it will be able to get it underway again in 2021.

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds were £110,792 and are detailed in the Financial Report. This is a decrease from 2019 but the legacy and one-off donation we received rather hides the drop in regular donations of 16% that resulted from the periods without services.

The PCC was very grateful to receive a legacy of £50,000 from the estate of Moira Ryan, who lived in the village for a number of years and enjoyed the church, which she sketched many times. In accordance with PCC policy relating to unrestricted legacies this sum was divided equally between the General and Restoration Funds

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £67,273 paid to the diocese for our share of all churches' Parish Ministry Costs. This PMC covers the housing, stipend and pension costs of the clergy, and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. This year our contribution increased by 14% on the previous year to meet the costs allocated to us. It is also important to note that approximately 80% of the PMC relates directly to the clergy costs of this parish, the remainder being the shared costs of the Christian family throughout the whole Church of England, including helping churches less able to manage than ourselves.

Staff costs

The PCC pays for a secretary to assist the Rector in the church office located at the Rectory, a cleaner for the church hall and new vestry and an organist.

Further details are provided in the notes to the accounts.

Trustee payments and expenses

We pay Council, Water, and Environmental rates for the Rectory and electricity to heat the parish office.

Mrs Brenda Bull, who is also a trustee, received £3987 for duties as parish Secretary.

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

Repairs to the fabric of the church building

The retention under the contract for the new church central heating boilers completed last year was paid. No other major work was carried out during the year.

Repairs to the Church Hall

No major repairs have been required to the Church Hall in 2020.

“Fascinating wall painting, lovely church, thank you for keeping it open

KR Aug 19

Why we hold some money in reserve

It has been PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations. The totally unexpected impact of Covid has forced careful consideration of future finances and a reserve of about 6 months income will be retained. As we face significant repair costs to the buildings which are our responsibility, part of the reserve will be held in a Designated Building Fund. The closing balance of this year is in line with this policy.

It is PCC policy to invest surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay larger bills.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on 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. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for appropriate expenditure is identified.

Footnote

Our report above sets out a valuable support to the parish during a year of significant changes in individual freedoms and we would wish to thank our Rector, Church Wardens, and PCC Officers for the way they have steered us through three lockdowns and many changes to the regulations. Also, a thank you to our members for their steady support in spite of the ever-changing situation, which unfortunately continues into 2021. Thankyou.

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

Incumbent:	Revd. Stephen Merriman	Chairman
Wardens:	Mrs Diane Bennett	
	Mrs Pam Wells	

Elected Members

Mr	John	Brocklebank
Mrs Brenda Bull	Treasurer	
Mrs Andrea Carlson-Hedges	(from Sept 2020)	
Mr Ian Carlson-Hedges	(until Sept 2020)	
Mrs Ann Chapman	(from Sept 2020)	
Mr Clive Cole		
Mr Ed Cole	(until Sept 2020)	
Mrs Mel Cole	(until Sept 2020)	
Mr Nick Foster		
Mrs Fiona Hardy	PCC Secretary	
Mr Jim Latter	(until Sept 2020)	
Mrs Alison Littleboy		
Mrs Vanessa Llambias		
Ms Jocelyn Mountain		
Mrs Jenny Neal-Smith		
Mr Robert Neal-Smith		
Mrs Claire Roake	(from Sept 2020)	
Mrs Penny Wilson	(from Sept 2020)	

Deanery Synod

Ms Diane Bennett
Mrs Pam Wells
Mrs Brenda Bull

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 12 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.

During the year the PCC reviewed both their Safeguarding policy, Mrs Andrea Carson-Hedges was appointed as Safeguarding Officer from 11 January 2020, and their policy under the General Data Protection Regulations, both of which are available in the church porch.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd. Stephen Merriman, Chairman

signed Stephen R Merriman

Dated 18/04/21.....

Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

St Mary's Church, West Chiltington

Faithful Hopeful Joyful Prayerful

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2020

CONTENTS

	<i>Page</i>
Statement of financial receipts and payments	11
Statement of Assets and Liabilities	12
Notes to the accounts	13
Report of the independent examiner	17

Statement of Financial Receipts and Payments

Statement of Financial Receipts and payments

Summary of Financial Receipts and Payments								
	<i>Unrestricted</i>			Restricted	Endowment	Total all	Total all	
	General	Building	Hall	Restricted	Endowment	Total all	Total all	
	Fund	Fund	Fund	Fund	fund	Funds 2020	Funds 2019	Notes
Income from								
Donations and legacies	98532	0		25736		124268	126394	
Charitable activities	5110					5110	8764	
Other trading activities	5916		2461	0		8377	19956	
Investments	384			647		1031	1107	
Other receipts	850		1296			2146	736	
Total received	110792	0	3757	26383	0	140932	156957	3
Expenditure on								
Cost of raising funds	0					0	0	
Charitable costs	95794		1550	1496		98840	132242	
Trading costs	1677		3745			5422	7885	
Other payments	263		0			263	2168	
Total paid	97734	0	5295	1496	0	104525	142295	5
Reconciliation of funds								
Net income or (expenditure)	13058		-1538	24887		36407	14662	
Transfers between funds	-4500	4500				0	0	
Net movement of funds	8558	4500	-1538	24887		36407	14662	
Bank accounts at 1 January 2020	56092		3231	58945		118268	103606	
Bank accounts at 31 December 202	64650	4500	1693	83832	0	154675	118268	A&L

Statement of Assets and Liabilities

Statement of Assets and Liabilities

	<i>Unrestricted</i>					
	General	Designated	Restricted	Endowment	Total all	Total all
	fund	Funds	Funds	Funds	Funds 2020	Funds 2019
	£	£		£	£	£
<u>Assets</u>						
Bank current account	64650	6109	53800		124559	88279
CBF Deposit fund		84	30032		30116	29989
Chancel Deposit account				0	0	0
Bank and deposit accounts	64650	6193	83832	0	154675	118268
Float for Choir Wedding Fees	0				0	0
Tradecraft stock & float	0				0	0
Debtors	0	0	0	0	0	0
CBF Francis Charity (407)				324	324	324
CBF Investment Fund Shares (970)			4400		4400	4400
Diocesan Fixed Interest Fund	800				800	800
Investment assets at Cost	800	0	4400	324	5524	5524
Kensington Memorial Church Hall at cost		4612			4612	4612
Total Assets	65450	10805	88232	324	164811	128404
<u>Liabilities</u>						
Gas / Elec used since last bill (est.)						847
Gas / Elec used for Rectory (vacant)						600
New Heating system costs						1000
Magazine printing/advertising costs	3500				3500	0
Repairs to Path through churchyard			9240		9240	
Total Liabilities	3500	0	9240	0	12740	2447

This Financial Report for the year ended 31st December 2020 including the notes following, was approved by the PCC and signed on their behalf by The Revd Stephen Merriman, Chairman

Signed Stephen R Merriman

Dated 18/04/21.....

Notes to the Financial Report

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: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

3 Analysis of total received:							
	Unrestricted						
	General fund	Building Fund	Hall Fund	Restricted funds	Total all Funds 2020	Total all Funds 2019	Notes
Regular giving (excl tax refunds)	37772				37772	40590	
Regular giving (no tax refunds)	6588				6588	8058	
Loose cash collections (GASDS)	3454				3454	9370	
Donations (excl tax refunds)	2800			200	3000	785	
Donations (no tax refunds)	9680			536	10216	3424	
Church Concerts	0				0	0	
Gift Aid recovered	11538				11538	12467	10
Legacies	25000			25000	50000	50000	4
Grants	1700				1700	1700	
Donations and legacies	98532		0	25736	124268	126394	
Fees (PCC proportion only)	5110				5110	8764	
Charitable activities	5110	0	0	0	5110	8764	
Special Fund Raising	0			0	0	0	
Church and hall hiring fees	135		2461		2596	5558	
Tradecraft	0				0	561	
Other trading receipts	152				152	997	
Other misc receipts	1056				1056	1905	
Magazine advertisement fees	1320				1320	8395	
Magazine sales	3253				3253	2540	
Other trading activities	5916	0	2461	0	8377	19956	
Bank and CBF deposit interest	150			91	241	341	
CBF investment fund dividend	234			556	790	767	
Investments	384	0		647	1031	1108	
Other receipts	850		1296		2146	736	
Total received on all funds	110792		3757	26383	140932	156958	

4 Legacies were a bequest from the estate of the late Mrs Moira Ryan.

Notes to the Financial Report

5 Analysis of total paid

	<i>Unrestricted</i>			Restricted funds	Total all Funds 2020	Total all Funds 2019
	General fund	Building Fund	Hall Fund			
Special appeal fundraising expenses						
Other appeal expenses						0
Cost of raising funds						0
Charitable grants and donations	1,144				1144	1895
Parish contribution	67,273				67273	59000
Salaries, honoraria incl NI	6,207				6207	5305
Clergy and others' expenses	4,973				4973	5046
Rectory redecoration					0	0
Service running costs	2119				2119	1920
Insurance	1681		819		2500	2446
Church water, gas, & electricity,	3932		731		4663	4724
Office running costs	2191				2191	3618
Churchyard maintenance	4635			510	5145	4500
Accounting and examiner's fees					0	0
Legal & professional fees					0	0
Churchy maintence & redecoration	1639			986	2625	1654
New building works					0	42134
Charitable costs	95794		1550	1496	98840	132242
Special event costs, etc.					0	0
Hall Salary and honoraria			2322		2322	2400
Hall maintenance and redecoration			1052		1052	885
Magazine printing & bookstall costs	1677				1677	4385
Tradecraft stock purchase	0				0	91
Other trading costs			371		371	124
Trading costs	1677		3745	0	5422	7885
Other misc payments	263				263	2168
Total paid on all funds	97734		5295	1496	104525	142295

6 Charitable grants and donations were made to 3 charities during the year of which the largest were to Christian Aid and Chichester Diocesan Association for Family Support Work.

7 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The full cost of parish ministry amounts to approximately £67273.

Notes to the Financial Report

- 8 The church hall is on a freehold property also used as a church car park which is owned by the PCC adjoining the church and cost £4,612 to build.
- 9 The Restricted fund represents accumulated donations and appeals for the maintenance of the church building.
- 10 Gift Aid is recoverable on donations received up to year end, the last claim was submitted on 15th December 2020 covering donations to that date.
- 11 Payments to PCC employees:

	2020	2019
	£	£
Wages, salaries and honoraria	8529	7405
Employer National Insurance	0	0
	8529	7405

- 12 Payments to PCC members
Mrs Brenda Bull £3987 for Secretarial support to the Rector

- 13 Transactions with persons related to PCC members:
No payments were made to a relative of a PCC member

- 14 Transactions with related charities:
There are no related charities

- 15 Statement of funds:

Endowed funds are required by the donors to be invested and the income spent on specific objectives

The Francis Charity is an endowment invested in CBF Investment Fund shares, with the income to be spent on churchyard maintenance.

Restricted funds are not invested permanently but are to be spent within reasonable timescales

The longstanding Restoration Fund is invested in CBF Investment Fund shares with the income to be spent on the fabric of the Church.

The other restricted funds comprise:

The Church Restoration fund is to be spent on the fabric of the church and as longstanding PCC policy receives half of any Legacies received

The Richard Legacy fund is to be spent on the organ and Audio-visual improvements in the church.

The Church IT Fund is to be used towards installation of audio / visual equipment in the church

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides

The investment in the Diocesan Fixed Interest Fund is a long standing unrestricted one with income going to the General Fund.

The General Fund receives the normal church income to cover the day-to-day activities of the Church.

The Hall Fund is used to cover the running of the hall as a designated fund to clearly identify the finances of this important outreach activity

The Building Fund is to help cover the cost of major repairs to church property.

The summary of all funds appears on the next page

Notes to the Financial Report

16 Summary of funds

Fund income and expenditure and final balances are as follows:

	Balance b/f 1 Jan 2020	Income	Expenditure, Transfers, other Gains & Losses	Balance c/f 31 Dec 2020
F S Francis Charity	324			324
Total of all endowment funds	324	0	0	324
Resoration Fund Investment at cost	4400			4400
Church Restoration Fund	52815	26383	-1496	77702
Richards legacy	5130			5130
Church IT Fund	1000			1000
Total all Restricted Funds	63345	26383	-1496	88232
Diocesan Fixed Interest Fund	800			800
General fund	56092	110792	-102234	64650
Designated Building Fund	0	0	4500	4500
Designated Church Hall Fund	3231	3757	-5295	1693
Total all unrestricted funds	60123	114549	-103029	71643
Total Funds	123792	140932	-104525	160199

17 Market value of investments @ 31st December 2020

The market value of shares shown in the Statement of Assets and Liabilities at cost is as follows:

	Number held	Original cost	2019	2020
CBF Francis Charity	407	324	7784	8322
CBF Restoration	4400	4400	18552	19833
Diocesan Fixed Interest Fund	713	800	1168	1209
		5524	27504	29364

Independent Examiner's Report to the PCC of St Mary's Church, West Chiltonton for the Year Ended 31st December, 2020

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary West Chiltonton on the annual report for the year ended 31st December 2020 set out on pages 11 to 16

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 which gives me cause to believe that in, any material respect:

- a. accounting records were not kept in accordance with section 130 of the Charities Act; or
- b. 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.

Examiner's signature

A Radford

Examiner's name CAPITALS

ADRIAN RADFORD

Address

7 Curbey Close, West Chiltonton, RH20 2HU

Relevant professional Qualification or body

ACA

Dated 20/05 21

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems for *example*:

- accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

Give here brief details of any items that the examiner wishes to disclose