

# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Wilfrid's Church, Parklands

St Wilfrid's Church, Durnford Close, Chichester, PO19 3AG

Registered Charity no. 1138423

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**For the year ended 31st December 2021**

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

Incumbent: The Revd Stephen Mills  
The Vicarage, 7 Durnford Close, Chichester, PO19 3AG

Independent examiner: Jennifer Hoult MAAT, Evans Weir, The Victoria, 25 St Pancras,  
Chichester, PO19 7LT

Bankers: Barclays Bank PLC, 74 East Street, Chichester (PCC Account and  
Hall Account; The Ladies Group Account is held with Lloyds TSB  
PLC, 33 High Street, Bognor Regis)



# St Wilfrid's, Parklands

## Trustees Annual Report for 2021

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Revd Stephen Mills, 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.

The PCC has maintenance responsibilities for St Wilfrid's Church and Community Hall Complex, Durnford Close, Chichester, PO19 3AG. In addition, the new Vicarage in Durnford Close was completed in February 2021, finally being signed off by the architect in April, and the PCC is now responsible for the upkeep.

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

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

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

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

- Enabling as many people as possible to worship at our church as we recover from the Covid pandemic
- Enabling as many people as possible to become part of our parish community
- Teaching, baptising, and nurturing new and existing believers
- Considering how services can be inclusive to our whole parish and the different demographics that attend church services
- Putting faith into practice, through prayer and scripture, music, and sacrament
- Offering worship and prayer, learning about the Gospel
- 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
- Giving grants to missionary organisations
- Reaching out to the unchurched through provision of the fayres and seasonal meals and events, including Harvest lunch and summer BBQ
- Maintaining the fabric of the church building and its communal church hall.

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

#### *Attendance at worship*

St Wilfrid's church welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We also welcome a number of families who have the intention of sending their children to Bishop Luffa school as church attendance is a requirement of entry.

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*"I was made to feel really welcome and after completing confirmation class I'm really happy to be a full member of the Anglican communion ....."*.....LV

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At the end of 2021, there were 96 parishioners on the Church Electoral Roll. Of these, 48 reside in the parish and 48 reside outside of the parish. Julie Horne stepped down as our Electoral Roll Officer in September 2021 and a replacement is being sought. The average regular weekly attendance, counted during October, was 51 adults and 15 children, with the number increasing on both Harvest Sunday and our Patronal Festival. Over the course of the year, we have seen

a steady rise in service attendance and it has been a great encouragement to welcome new families to St Wilfrid's.

We look to encourage the deepening of faith for all ages, and alongside our regular services there is a Junior church run by a dedicated group of volunteers and a monthly family service in which children are encouraged to participate. St Wilfrid's also has the benefit of the priest, Fr Stephen Mills, holding the position of Chaplain to Bishop Luffa and we welcomed 240 students to attend their first school Eucharist.

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*"Junior church is great fun and I have loved meeting other children ....."*

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.....EH

We started 2021 in lockdown, with the church closed. Victoria Larley, with the help of her husband Chris, streamed acts of worship from their home via our St Wilfrid's Church Facebook Group and this was very gratefully received by the members of the congregation.

Early February, the new Vicarage was completed, and we saw Fr Stephen, his partner David and their two dogs Mabel and Edna move in. We are especially pleased to welcome them as at one point there did seem some doubt whether St Wilfrid's would continue as an independent parish.

Easter saw the beginning of Covid restrictions easing in the UK. This also marked the beginning of Fr Stephen's ministry at St Wilfrid's. The Paschal Triduum of Easter and Holy week was celebrated with reverence and sacramental beauty. Numbers for services during this week were lower than previous years and at this stage St Wilfrid's was still operating with social distancing measures in place, however, this did not detract from the deep and meaningful act of worship. Once the church had re-opened for the twice-weekly services, restrictions remained in place. The congregation were requested to wear masks and social distancing, where possible, was encouraged. The names of congregation were recorded, and no singing was allowed. By the summer, with the virus less prevalent and government restrictions eased, things returned to being more normal. We continued to receive the sacrament of one kind, but hymns were allowed, junior church re-started and refreshments were once again served in the hall after the service.

The new format for services at St Wilfrid's has changed considerably since the introduction of AV screens to replace pew sheets. This has added a new dimension to our worship as we have been able to embrace a new level of creativity using pictures, video, and sound, as well as words. This has been well received and continues to enhance the act of worship.

Since last year's report, hymn singing has resumed. The All-Souls service was very moving; Amber played Be Still My Soul on the violin accompanied by the organ.

For the patronal festival, Bishop Ruth Bushyager of Horsham celebrated; breaking a long-standing tradition at St Wilfrid's, she became the first female priest to preside at the altar. This was a well-attended service, followed by a church shared lunch.

Christmas is a very special time of celebration where many sections of the community come together to join in the services. Children and adults alike join in and memories are made. This year we were able to welcome the community to a well-attended Christingle service, a traditional 9 Lessons and Carols. Unfortunately, the decision to abandon the party afterwards, organised for all the children in the parish, came about from the risks associated with Covid-19. Also, due to Covid restrictions we had to cancel school services and our Crib service.

Our Sunday morning congregation continues to grow steadily, particularly new families and younger people. Fr Stephen has identified these groups as essential to nurture in the faith as they are the future stones on which St Wilfrid's will be built. Services at times have numbered up to 80 in attendance and this continues to be a blessing to the church. Wednesday morning services have a faithful group of regular attendees made up of more senior members of our community. They show a great level of commitment to St Wilfrid's and to Fr Stephen, of which he is very

grateful. They are the foundation on which we continue to build the church and we thank them for their time, energy, and prayer in the time they have been attending St Wilfrid's.

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

It was with great delight that we celebrated the baptism and confirmation of 4 candidates who are now fully fledged members of the Anglican communion. It has been a privilege to see them grow in faith and go on to be active members of our community by serving the church in a number of ways.

Due to Covid we were unable to run a Lent course during 2021; however, it is hoped this will resume in 2022, along with other groups re-establishing themselves. The PCC away day also had to be postponed but will take place in May 2022 where a new Mission Action Plan will be established.

During the year there have been no baptisms or weddings; however, looking ahead there are several baptism and wedding services already booked for the coming year. We held 4 funerals, 3 of which were for faithful members of the congregation. We thank God for their lives, their faithful services to St Wilfrid's and all they brought to make St Wilfrid's what it is today.

In February, the funeral of David Fox took place. David and his family have worshipped at St Wilfrid's for many years and David gave many hours of his time patiently helping the congregation with IT issues. At the beginning of July, Joan King, a devoted member of the congregation, died. Joan spent her last years in care but in the past had been generous with her time and giving in support of St Wilfrid's and was fondly remembered by the many parishioners who attended her funeral. We are grateful for the large legacy Joan has left to St Wilfrid's and it is the intention of the church to use the money to have something done in her memory.

In September, Fr Maurice Clarke passed away. Fr Maurice served for 30 years as assistant priest at St Wilfrid's, seeing us through many an interregnum. He was a member of The Society of the Holy Cross, and several SSC Priests were in attendance for his funeral service. There was a large attendance for the funeral and Carolyn welcomed everybody to refreshments after the service which were held in the vicarage garden by kind permission of Fr Stephen.

With the disruption created by the Covid restrictions and general concerns of all, the Sidesmen's rota was not in place this year. The churchwardens have been carrying out this task. For those who would like to become involved, it is anticipated that following the APCM volunteers will be sought and a new list and rota will be set up.

We continue to be supported by Cn Stephen Hoy who is committed to regularly being placed on the staff rota and continues to be a great support to Fr Stephen and the people of St Wilfrid's. We have also welcomed Jenny Foakes, who will be licensed as a lay reader to St Wilfrid's in Spring 2022.

In May, Adam Taylor resigned from the role of churchwarden. Mike Mower volunteered to take on the role until the APCM in 2022 and was duly elected in June. The position of Sacristan became vacant with Adam's resignation. Mary Davies has taken up the role of Sacristan at St Wilfrid's. Her presence has been very welcome by Fr Stephen as she provides an impeccable ministry that aides the sacramental beauty of our worship.

Victoria Larley, following her licensing as a reader, decided to relinquish her role as director of music. At present, Victoria has taken leave of St Wilfrid's whilst she considers her future. We would like to acknowledge with grateful thanks the many years Victoria has given to the music of St Wilfrid's. Barry Newton became our director of music in November 2021. Barry brings with him a wealth of experience and professionalism, and we look forward to all he will bring to the role and the wider worshipping community.

We would like to thank Amber, Anne, Georgina, Maureen, and John for their loyal commitment to the choir over many years. Georgina and Maureen have expressed their wish to step down from the choir, and we welcome our new members Jenny, Helen, Jayne, and Becky. Anyone who likes singing will always be welcome to join. St Wilfrid's is also very grateful to Sandy for his continued help with playing the organ.

Our flower team, Val Redford, and Georgina Godfrey, continue to create stunning floral arrangements that reflect the seasons and the liturgical calendar of the year. We offer them great thanks for their continued commitment. We would like to offer our sincere thanks and gratitude to those who previously served on the ministry team, who supported the worship at St Wilfrid's. We pray every blessing for them in the future and in all they do serving God.

Adam Taylor was elected as Deanery Synod representative at the APCM, but when he resigned as churchwarden, he also resigned his post as Deanery Synod representative. Due to Covid-19 there were no meetings held, except in October 2021 at St Pancras when the Deanery held the annual review of the Parish Share. Fr Stephen and Jo Simmons

as churchwarden attended to listen to the talk from Church House regarding the Parish Share where they were asking parishes to increase their share if they were able. They also thanked those parishes who continued to pay all of their Parish Share throughout the pandemic and recognised how hard it has been for everyone to continue to pay, with a dwindling congregation and very little fundraising being carried out.

Junior church recommenced on 25th April, under the leadership of Helen Dilling. In recommencing this year, we have seen a steady increase in the number of new families joining our congregation, and we are delighted to be offering the children a tailored worship session during the service in the church hall, learning through activities to nurture children and young people in their faith using arts & crafts, games, and cookery.

A big thank you to Catherine Warner for her commitment, patience and dedication to our parish and especially junior church over the past three decades. Catherine has recently taken the decision to retire and hand over the reins to a new leader, and we would like to recognise Catherine's ongoing help and support in assisting us with the changeover running very smoothly. Catherine has always been a happy, kind, and caring person who will especially be missed by the children.

Additionally, we wish to thank Anna Hamilton for her role as Parish Safeguarding Officer, who similarly has decided to hand the reins over to a new appointee in 2022. Anna has worked closely with the children and the team to ensure all staff and volunteers are acting in a position of trust, and there were no significant safeguarding issues during the year that Anna is aware of.

September saw the commencement of some new volunteers for junior church, which brought about fresh ideas and exciting new opportunities for children and their parents to incorporate their involvement within the parish. Our secondary school children are undertaking the role of helpers to help guide and support during these worship sessions, giving them the opportunity, confidence, and skills to grow as Christians.

Training was given to the new volunteers during the Autumn, and we now have six brand new teams offering their time and commitment to the junior church participants in 2022. DBS checks were carried out and most have completed or are completing their safeguarding foundation training.

### ***Evangelism and outreach***

There were highlights during the year, including the summer BBQ, patronal shared lunch, and the Christmas fayre. The summer BBQ was the first social event after lockdown easing and was well attended. The event was planned to be in the vicarage garden; however, the weather was against us, and we transferred the event to the hall. In true British spirit a good time was still had by all, regardless of the weather. The patronal shared lunch provided an opportunity for the church to come together, enjoy a shared lunch and mark our patronage of St Wilfrid. A good time was enjoyed by all.

Due to Covid restrictions, we have not been able to hold our annual Spring or Summer fayres, but we were able to hold our Christmas fayre in December. The Christmas fayre was the first community outreach event for a couple of years. We would like to thank those who worked hard in organising and running the event. It was a great success and wonderful to see members of the community, who are not regular church attendees, engaging with the church and its members. A brand-new team of volunteers stepped forward to provide their time and commitment with new and exciting ideas in organising the fayre, and we achieved a magnificent amount of over £1,200.

Since the first lockdown, the Ladies Group has not resumed due to the ongoing concerns regarding Covid. It is looking like the group will not resume as it was becoming difficult to find speakers and the numbers were dwindling. Many thanks to all who attended over the years and those who ran it; Diana Brand and Catherine Warner who ran it for many years, then Sarah Stevens, Jo Simmons, Julie Horne, and Glynis Joyner, who took over.

Fr Stephen continues to maintain strong links with local primary schools as he works with them under the banner of Chaplain to Bishop Luffa school. An exciting project that developed in the parish was the foundation of a youth church that meets at Bishop Luffa, called The Church at Luffa. Fr Stephen works closely with the students of Bishop Luffa, nurturing leadership as the students are empowered to lead this growing congregation. The congregation is made up of young people aged 7-11, and it continues to grow rapidly. The service is Eucharistic in nature and Mass is celebrated weekly in the form of an Anglo Catholic expression.

Fr Stephen has also identified an opportunity for St Wilfrid's to engage with the new housing estate that lies within the parish boundaries, Minerva Heights, and its people. It is intended that through a collaboration between St

Wilfrid's, Bishop Luffa school, and the diocese, a new church building called the Holy Seraphim will become a church plant within the parish of St Wilfrid's. This will act as a new church for Minerva Heights, a chapel to the school, and a home for The Church at Luffa. This is a very exciting opportunity for St Wilfrid's as the Holy Seraphim will be a daughter church to St Wilfrid's and will reflect the traditions of the catholic parish of St Wilfrid's.

*"I feel St Wilfrid's is my home and I am learning the way of Christ, and feel I am on a journey with Fr Stephen and the people of St Wilfrid's ....."* .....TR

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

The hall continues to be used by the regular hirers from previous years. As many of these charities and commercial organisations have struggled during the Covid lockdown and been unable to operate, the rates of hire have remained unchanged from the previous year; however, the rates will be reviewed and increased where appropriate in 2022 to achieve the best value for the church and a fair, consistent hire charge for all hirers.

The timetable below shows the hall is booked almost to capacity. The weekends do not have regular bookings but are the most popular days of the week for ad-hoc bookings and allow the hall to be used for church activities, which are likely to fall on a weekend.

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	
MONDAY	NURSERY (08:00 - 16:00)								RAINBOWS (16:15 - 17:15)		STRICTLY DANCING (18:30 - 21:30)				
TUESDAY	NURSERY (08:00 - 12:30)					BINGO (13:30 - 15:30)						CAOS (19:30 - 22:00)			
WEDNESDAY	NURSERY (08:00 - 16:00)									BROWNIES (17:30 - 19:00)		STRICTLY DANCING (19:30 - 21:30)			
THURSDAY	NURSERY (08:00 - 12:30)						THURSDAY CLUB (14:00 - 16:00)		SLIMMING WORLD (17:00 - 21:00)						
FRIDAY	NURSERY (08:00 - 16:00)											CAOS (19:30 - 22:00)			
SATURDAY															
SUNDAY	CHURCH (08:00 - 13:00)														

Whilst it is great news that the hall is being used, almost to capacity, that does mean we have had to decline several booking enquiries that would have had a great community appeal and allowed St Wilfrid's to outreach to those who would not normally come to church or make use of the hall, including the pantry kitchen, food banks and other charitable and NHS-related events and initiatives. This has been flagged to the wardens and hall sub-committee, and thought is being given to how the hall may better work for us moving forward.

Some of the church activities that the hall has been used for in 2021 include the Summer BBQ, Harvest festival, Patronal lunch, and Christmas fayre, as well as regular coffee after church services on a Sunday.

Ad-hoc bookings for the hall in 2021 have been as follows:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3	2	3	2	2	3	1	0	1	2	3	1

As we look ahead to 2022, we will be redesigning the website and adding to our Facebook site to make it easier for potential hirers to find information about the hall, hire charges and how to get in contact with us to book.

A handover of tasks and responsibilities from the previous hall sub-committee was completed in October 2021 and the management of the hall bookings, contracts, invoicing and maintenance is now managed from a central email address ([stwilfridshall@hotmail.com](mailto:stwilfridshall@hotmail.com)). We would like to thank the previous team of volunteers who looked after and managed the hall for the clear handover and continuing to point people in the right direction to the new process. Our regular hall hirers were all notified of the change to their daily contact person and did not experience any disruption to their invoicing or other enquiries.



Work has been completed to move all of the hall business online and recorded electronically, including a central email address for all enquiries, a central database of all ad-hoc hall bookings, and moving from cash payments to electronic payment only. This has enabled greater oversight for the treasurer, wardens and priest on hall bookings and finances.

The Quinquennial Report (2018) highlighted that work was needed to repair the church window frames and vestry door. This work had unfortunately been delayed due to finding a workman available to carry it out. Once found, the work was delayed due to Covid. The work at present is being delayed due to a decision to be made whether to replace the windows with double glazing in keeping with the church. This would be undertaken when applying for grants to configure the church hall.

### ***Spatial reordering of the church building and future projects***

The PCC have agreed to explore the possibility of developing and enhancing the hall's capacity to generate a larger income, creating a more productive space for the church to engage with the community in its mission. This project is at the initial stages of consultation and appointments have been made of our inspecting architect, and the Archdeacon and Diocesan Advisory Committee (DAC) have been engaged.

Having been visited by the inspecting architect, he observed that the hall and church roofs will need to be replaced, also being evidenced by water leaking into the church. The church wardens have also identified that the heating system in the church will need updating due to its age and capability.

All other aspects of the building are meeting our current legal requirements. A new buildings and hall sub-committee has been appointed, and we would like to thank those who previously committed their time and effort into the maintenance of the fabric of the building.

Under the Deanery Planning Scheme, churches are asked to complete a Parish Audit. The objective is for churches to review their own governance and to develop a new Mission Action Plan.

St Wilfrid's had a Finance and Governance Audit conducted by the Diocese Parish Advisor, Helen James. Helen's report was issued to the PCC and discussed at the PCC meeting held in September. The meeting was attended by the Rural Dean, Martha Weatherill, and also by Helen James. Their attendance was to provide support in understanding the audit's intentions and to provide clarification of the information contained therein.

There was some disagreement of the report's findings by some PCC members, but the meeting ended with the acceptance of the resolution that 'the PCC accept the audit and its recommendations in full.' Subsequent to the meeting, 5 members of the PCC felt it necessary to tender their resignations. With the help of Helen James, the recommendations are in the process of being implemented.

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

St Wilfrid's has a pastoral team, led by Jeanette Knott, in collaboration with Fr Stephen. Jeanette faithfully maintained oversight of this during lockdown, through phone calls and home visiting. As we continue to have Covid restrictions eased, this team is looking to re-establish itself. This team becomes ever more important as the congregation of St Wilfrid's becomes more aged and may come to rely more on the friendship and support this group offers.

Fr Stephen administered home communion throughout 2021 and completed a training day for members of the home communion team to be able to administer the sacrament. Further support and encouragement will be given to this group in 2022 to help them build in confidence in administering sacrament.

Fr Stephen continues to offer support for the bereaved members of the parish through home visits and ongoing friendship. St Wilfrid's continues to pray for the sick and deceased during our weekly act of worship. This is also done through our weekly communicated newsletter.

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

St Wilfrid's continues to be an active giver to several charities, including Stonepillow and Chichester Foodbank. We have monthly collections, and these charities are very grateful for our contributions. During our harvest festival, they received a bumper collection due to the generosity of the congregation.

Anne Hughes actively helped us campaign during Christian Aid Week, and we were able to make a generous donation to this charitable cause, something that the church has historically done and will continue to do in future.



A big 'thank you' to everyone at St Wilfrid's who gave generously to a retiring collection in Christian Aid Week which raised £700. Additionally, a collection in two roads in the Parklands area (householders were asked to return envelopes to a specific address) raised the combined total to £1,486. In December, St Wilfrid's congregation responded to a winter appeal for the people of Afghanistan. Christian Aid wrote, 'Your wonderful gift of £107...will enable Christian Aid, through our local partners, to deliver life-saving support. Drought, conflict, and the Covid-19 pandemic have caused a disastrous rise in hunger in Afghanistan. In this freezing weather, more than 22 million women, men and children are struggling to survive. Your gift will enable us to support the most vulnerable people, including special nutrition packages to protect children and pregnant mothers.'

### ***Other charitable giving***

At this time St Wilfrid's is not financially in a position to support additional charitable causes, however, in future will seek opportunities as agreed by the PCC.

### ***Special thanks and gratitude from Fr Stephen***

In a year of blessing at St Wilfrid's, there has also been seasons of challenge and change. I arrived in February 2020 and would like to thank everyone who welcomed David and I with such warmth. It has been a blessing to see the church grow numerically over this time and to see a return to more normal activities after Covid restrictions were eased, particularly a return to regular acts of worship on Sunday including family service, our Wednesday congregation, junior church, and the return of fayres and other social events.

The vicarage has been well used during the last year and we welcomed our community to join us for tea, coffee and cake after the Wednesday service during the summer months; the summer BBQ, which was intended to be at the vicarage, but the classic British weather meant we upped sticks to the church hall; afternoon drinks and nibbles for potential Bishop Luffa young people and parents; and we were blessed with fine weather in September and the garden was used for the wake of Fr Maurice, which seemed only fitting after the long and committed service he gave to St Wilfrid's. Ending the year, we held a joyous Christmas dinner which was very well attended.

A particular challenge for us this year has been changes to the leadership team and structure. Sadly, we had a number of people who stepped back from the PCC and other roles and groups who had previously served St Wilfrid's faithfully for a number of years. I of course thank them for all they did, and I am fully aware the church we build today is on the foundations they laid. This led to great change for us as a church and a number of roles that became vacant were filled by people stepping up in a difficult time and have kept the church going. In particular, I would like to extend a special thanks to our churchwarden Mike Mower, who took up his post when we only had one church warden. Mike provided stability and insight and has brought many of his own life skills to the post. Having been baptised and confirmed during the summer of 2021, Lucy Vann has quickly become a pillar of support to St Wilfrid's and has been acting as PCC secretary since Autumn 2021 and has thrown herself into the role. Lucy brings her own set of skills and life experience, one of which, a complete blessing, is her editorial skills. David Stevens took on the role of managing the hall. During his time in this role, he has completely changed the way we manage bookings, take payments, and communicate with hall hirers. We now have a transparent and concise way of managing all generated incomes from hall hire. Terry Rhone has now become the chair of the building and hall sub-committee. Terry brings a wide range of skills having worked in the building industry for a number of years. Terry has also been involved in drawing initial concept ideas for the reordering of the hall.

Helen Dilling has successfully taken over as junior church lead from Catherine Warner. We thank Catherine for the 30 years' service she gave junior church. I am sure there are many adults today that remember Catherine's commitment to teaching the faith. A warm welcome to Helen, and our gratitude goes out to Helen, and all of the junior church volunteers, without whom junior church would not happen. The newly formed social and fundraising committee have thrown themselves in and in true British fashion have organised our tea rota, meaning we can enjoy post service refreshments and fellowship every week. Their first larger event, the Christmas fayre, was very well organised and attended and was a great success.

Sue Whitmore-Jones continues to be our treasurer. This year she has done an amazing job, updating our financial procedures, streamlining, bringing order and transparency, and I would like to offer her my thanks for her continued efforts and commitment for our church and community.

Finally, I would like to express my appreciation to Jo Simmons, our longest serving member of the PCC and dedicated church warden. Jo has such an obvious love for St Wilfrid's, and this is reflected in all she does, in supporting the priest and community. Jo continues to bring stability and was able to provide concise guidance in how a church needs to conduct itself in the middle of a pandemic. I thank Jo for all she has given in the years she has been to St Wilfrid's.

I look forward to working on partnership with all of our trustees and volunteers in 2022 as we continue to build God's church in Parklands.

## **Financial Review**

The total receipts in 2021 were £74,113, which is an increase of just under £6,000 compared to 2020. The total paid on all funds within 2021 was £77,369, which is a decrease of £13,600 compared to 2020. This is detailed in the Financial Report.

### **Income**

Donations and Legacies were similar to 2020. There was an increase in the Room/Hall hiring fees most likely due to hirers returning post pandemic. The proceeds from the winter fair came to £1,200.

The parish received a grant of £10,000 from the National Lottery to be put towards building works which has been added to the existing Building Works Restricted Fund.

### **Expenditure**

The largest expenditure of the PCC in 2021 was the sum of £50,000 paid to the Diocese to cover ministry costs. This amount covers the housing, stipend, and pension costs of the clergy and also a standard sum for diocesan central costs, clergy training and a contribution to national church funds. As per the financial arrangements for clergy, the parish covers the council tax, water and phone expenses of the incumbent which amounted to £4,200.

There was no major expenditure on hall maintenance this year.

### **Summary**

Given that 2021 was still a pandemic year, it was encouraging that we only suffered a small deficit in funds of just over £3,200.

## **RESERVES POLICY**

It is PCC policy to maintain a balance on the general unrestricted funds which equates to at least six months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance of £27,224 does not achieve this, however, designated funds of £44,072 are still in hand and can be undesignated by the PCC, as necessary.

This designated fund is for the purpose of improvements to the church and hall buildings which are still being planned.

## 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 Mills	Chairman (from February 2021)
Churchwardens:	Mrs J Simmons	Vice Chairman
	Mr A Taylor	(until April 2021)
	Mr Mike Mower	(from June 2021)

### *Elected Members*

Mrs K Dimmock	(from April 2021 to October 2021)
Mrs F Fox	(until October 2021)
Mrs A Hamilton	
Mrs J Horne	Secretary (until October 2021)
Mrs G Joyner	(until April 2021)
Mr C McKenna	(until October 2021)
Mr M Mower	(until June 2021)
Miss A Simmons	
Mrs S Stevens	(from April 2021 to October 2021)
Miss V Stevens	(until April 2021)
Mrs C Taylor	(until May 2021)
Mr D Terry	
Mrs S Whitmore-Jones	Treasurer

### *Co-Opted Members*

Mrs V Larley	Lay Reader
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### *Deanery Synod Representatives*

Mr A Taylor	(until April 2021)
Vacancy	
Vacancy	

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 four members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

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

*Fr Stephen Mills Mth*

.....  
Date.....10/03/2022.....

# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Wilfrid's Church, Parklands

St Wilfrid's Church, Durnford Close, Chichester, PO19 3AG

Registered Charity no. 1138423

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For the year ended 31st December 2021

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## Summary of Financial Receipts and Payments

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

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designated</i>			<i>All Funds</i>	<i>All Funds</i>	
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>Fund/s</i>	<i>2021</i>	<i>2020</i>	
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
Donations and legacies	34,930	-	13,056	-	47,986	47,042	
Charitable activities	783	-	-	-	783	100	
Other trading activities	25,207	-	-	-	25,207	20,784	
Investments	137	-	-	-	137	277	
Other receipts	-	-	-	-	-	-	
<b>Total received</b>	<b>61,057</b>	<b>-</b>	<b>13,056</b>	<b>-</b>	<b>74,113</b>	<b>68,203</b>	
<b>Expenditure on:</b>							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	69,303	-	-	-	69,303	65,948	
Trading costs	7,148	-	60	-	7,208	25,020	
Other payments	857	-	-	-	857	-	
<b>Total paid</b>	<b>77,309</b>	<b>-</b>	<b>60</b>	<b>-</b>	<b>77,369</b>	<b>90,968</b>	
<i>Reconciliation of funds:</i>							
<b>Net income or (net expenditure)</b>	- 16,252	-	12,996	-	- 3,256	- 22,765	
Transfers between funds			-	-	-	-	
<b>Net movement in funds</b>	- 16,252	-	12,996	-	- 3,256	- 22,765	
Bank accounts at 1 January	43,476	44,072	1,341	-	88,889	112,009	
<b>Bank accounts at 31 December</b>	<b>27,224</b>	<b>44,072</b>	<b>14,337</b>	<b>-</b>	<b>85,633</b>	<b>89,244</b>	<i>A&amp;L</i>

# St Wilfrid's Church, Parklands registered charity number 1138423

## Statement of Assets and Liabilities

Our financial position at the year-end was

	<i>Unrestricted</i>				<i>Total</i>	<i>Total</i>	
	<i>General</i>	<i>Designated</i>	<i>Restricted</i>	<i>Endowed</i>	<i>All Funds</i>	<i>All Funds</i>	
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>Fund/s</i>	<i>2021</i>	<i>2020</i>	<i>Notes</i>
	£	£	£	£	£	£	
<b>Assets:</b>							
Church Deposit Account (Barclays)	438	-	-	-	438	438	
Church Deposit Account (Nationwide)	-	25,415	-	-	25,415	25,299	
Church Current Account No 1	22,247	18,657	14,337	-	55,241	19,676	
Church Hall Business Saver Account	1,532	-	-	-	1,532	1,532	
Church Hall Community Account	3,006	-	-	-	3,006	41,548	
Ladies Group	-	-	-	-	-	396	
<b>Total bank and deposit accounts</b>	<b>27,223</b>	<b>44,072</b>	<b>14,337</b>	<b>-</b>	<b>85,632</b>	<b>88,889</b>	<i>R&amp;P</i>
Cash	-	-	-	-	-	119	
<b>Total bank and deposit accounts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>119</b>	<i>R&amp;P</i>
Gift Aid recoverable	1,076	-	-	-	1,076	1,539	
Wedding & Funeral Fees not yet received	199	-	-	-	199	-	13
Church Hall Debtors	-	-	-	-	-	1,244	
<b>Debtors</b>	<b>1,275</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,275</b>	<b>2,783</b>	
Fixed Interest Income Shares	744	-	-	-	744	611	
<b>Investment assets at market value</b>	<b>744</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>744</b>	<b>611</b>	
<b>Total assets</b>	<b>29,243</b>	<b>44,072</b>	<b>14,337</b>	<b>-</b>	<b>87,652</b>	<b>92,401</b>	
<b>Liabilities:</b>							
Unpresented Cheques at 31 December	-	-	-	-	-	1,423	
Unpresented payments	367	-	-	-	367	684	14
Church Hall rent held on account	-	-	-	-	-	439	
<b>Total liabilities</b>	<b>367</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>367</b>	<b>2,546</b>	

13. Received payment in February relating to funeral fees

14. Unpresented payments of Council Tax £367 (total for 2020: £3,673.53)

This Financial Report for the year ended 31st December 2021, including the notes following, was approved by the PCC, and signed on its behalf by The Revd Stephen Mills, PCC Chairman:

*Fr Stephen Mills Mth*

Date .....10/03/2022.....

# St Wilfrid's Church, Parklands registered charity number 1138423

## 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.

<b>3 Analysis of total received</b>						
	<b>Unrestricted</b>				<b>Total</b>	<i>Total</i>
	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowed</b>	<b>All Funds</b>	<i>All Funds</i>
	<b>Fund</b>	<b>Funds</b>	<b>Fund/s</b>	<b>Fund/s</b>	<b>2021</b>	<b>2020</b>
	£	£	£	£	£	£
Planned giving (excl. tax refunds)	17,490	-	-	-	<b>17,490</b>	23,965
Planned giving (no tax refunds)	3,745	-	-	-	<b>3,745</b>	5,270
One-off and adhoc donations	5,742	-	-	-	<b>5,742</b>	2,419
Special appeals		-	3,062	-	<b>3,062</b>	
Gift Aid recovered	6,553	-	-	-	<b>6,553</b>	6,538
Legacies	1,000	-	-	-	<b>1,000</b>	1,000
Grants	400	-	9,994	-	<b>10,394</b>	7,850
<b>Donations and legacies</b>	<b>34,930</b>	-	<b>13,056</b>	-	<b>47,986</b>	47,042
Fees for weddings & funerals	783	-	-	-	<b>783</b>	100
<b>Charitable activities</b>	<b>783</b>	-	-	-	<b>783</b>	100
Proceeds of events with trading/sales	1,214	-	-	-	<b>1,214</b>	109
Concert income	-	-	-	-	-	-
Small items sales (coffee/candles/Bible study notes etc)	147	-	-	-	<b>147</b>	770
Room/hall hiring fees	23,845	-	-	-	<b>23,845</b>	19,589
Restricted Funds (see Summary)	-	-	-	-	-	316
<b>Other trading activities</b>	<b>25,207</b>	-	-	-	<b>25,207</b>	20,784
Bank & CBF deposit interest	116	-	-	-	<b>116</b>	257
CBF investment fund dividend	21	-	-	-	<b>21</b>	20
Letting of investment property	-	-	-	-	-	
<b>Investments</b>	<b>137</b>	-	-	-	<b>137</b>	277
Other receipts	-				-	
<b>Total received on all funds</b>	<b>61,057</b>	-	<b>13,056</b>	-	<b>74,113</b>	68,203



# St Wilfrid's Church, Parklands registered charity number 1138423

## Notes to the Financial Report

<b>Analysis of total paid:</b>						
	<b>Unrestricted</b>				<b>Total</b>	<i>Total</i>
	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowed</b>	<b>All Funds</b>	<i>All Funds</i>
	<b>Fund</b>	<b>Funds</b>	<b>Fund/s</b>	<b>Fund/s</b>	<b>2021</b>	<b>2020</b>
	£	£	£	£	£	£
Cost of fundraising activities/events	-	-	-	-	-	-
Other appeals expenses	-	-	-	-	-	-
<b>Cost of raising funds</b>	-	-	-	-	-	-
Charitable grants and donations	107	-	-	-	<b>107</b>	30
Parish share to Chichester Diocese	50,000	-	-	-	<b>50,000</b>	49,629
Salaries and honoraria incl NI	4,598	-	-	-	<b>4,598</b>	3,744
Clergy and other people's expenses	4,193	-	-	-	<b>4,193</b>	841
Sunday school/Children's work	203	-	-	-	<b>203</b>	185
Costs of church services	686	-	-	-	<b>686</b>	31
Printing & photocopying	197	-	-	-	<b>197</b>	427
Church utilities bills	1,081	-	-	-	<b>1,081</b>	1,129
Other regular church running costs	1,225	-	-	-	<b>1,225</b>	5,929
Church maintenance & redecoration	5,583	-	-	-	<b>5,583</b>	3,184
Churchyard upkeep	58	-	-	-	<b>58</b>	-
Major repairs	552	-	-	-	<b>552</b>	-
Insurance	821	-	-	-	<b>821</b>	818
Examiner's and other financial fees	-	-	-	-	-	-
<b>Charitable costs</b>	<b>69,303</b>	-	-	-	<b>69,303</b>	65,948
Cost of events with trading/sales	-	-	-	-	-	-
Church Hall adjustment o 2019 accounts	-	-	-	-	-	88
Hall maintenance & redecoration	244	-	-	-	<b>244</b>	10,079
Church Hall utilities	4,191	-	-	-	<b>4,191</b>	3,746
Church hall running costs (other)	2,609	-	60	-	<b>2,669</b>	2,979
Restricted Funds (see Summary)	-	-	-	-	-	8,128
Other trading costs	104	-	-	-	<b>104</b>	-
<b>Trading costs</b>	<b>7,148</b>	-	<b>60</b>	-	<b>7,208</b>	25,020
Other payments	857	-	-	-	<b>857</b>	-
<b>Total paid on all funds</b>	<b>77,309</b>	-	<b>60</b>	-	<b>77,369</b>	90,968

# St Wilfrid's Church, Parklands registered charity number 1138423

## Notes to the Financial Report

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### 5. Payments to PCC employees:

#### Staff costs

	2021	2020
	£	£
Wages, salaries, and honoraria	4,598	3,742
Employer National Insurance	-	-
Employer pension contributions	-	-
	4,598	3,742

### 6. The PCC had one employee, a cleaner.

### 7. Payments were made to four people as reimbursement of expenses relating to running church services, providing first aid supplies and running Sunday school amounting to £608.11.

### 8. Fr Stephen Mills received reimbursement of expenses amounting to £4,608.01 including mobile phone and broadband, church supplies and purchase of a dishwasher for the church hall.

### 9. Statement of funds:

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

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

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

*The summary of all funds appears on the next page*

# St Wilfrid's Church, Parklands registered charity number 1138423

## Notes to the Financial Report

Statement of funds					
	Balances			Transfers,	Balances
	b/fwd			other gains	c/fwd
	1 Jan 2021	Income	Expenditure	and losses	31 Dec 2021
	£	£	£	£	£
Childrens Activities Fund	613	-	-	-	613
Flower Fund	350	-	- 60	-	290
Share and Care Fund	225	-	-	-	225
Homeless Lunch Fund	136	-	-	-	136
Pascal Candle Restricted Fund	17	-	-	-	17
Building Works Fund	-	13,056	-	-	13,056
<b>Total of all restricted funds</b>	<b>1,341</b>	<b>13,056</b>	<b>- 60</b>	<b>-</b>	<b>14,337</b>
Designated Church Building Fund	44,072	-	-	-	44,072
<b>Total of all designated funds</b>	<b>44,072</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>44,072</b>
General fund	28,131	-	-	-	28,131
<b>Total of all unrestricted funds</b>	<b>28,131</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,131</b>
<b>Total funds</b>	<b>73,544</b>	<b>13,056</b>	<b>- 60</b>	<b>-</b>	<b>86,540</b>

The flower fund holds a float amount of £114.13. This is in addition to the sum of £290 that is held in restricted funds.

**10.** Charitable grants/donations were made during the year to The Children's Society for the amount of £59.57.

**11.** The Vicar and Churchwardens are ex officio Trustees of the charity known as St Wilfrid's Parish Hall Trust; the other Trustees being appointed by Chichester City Council. The Charity number is 234376. In general terms the trust income is to be spent for the benefit of the inhabitants of the Parish including inhabitants who are not members of the Church of England. During this year, the trustees resolved to close the St Wilfrid's Parish Hall Trust and to transfer the assets to St Wilfrid's PCC.

**12. Related Parties** - Teddy Wilf's Nursery School is a nursery under the management of Megan Clark. Teddy Wilf's hires the church hall on a regular basis and in 2021 benefited from a discounted rate compared to fees charged to other hirers. Megan Clark is the daughter of Julie Horne, PCC member up to October 2021.

# Independent Examiner's Report to the PCC of St Wilfrid's Church, Parklands for the Year Ended 31<sup>st</sup> December 2021

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Wilfrid's, Parklands, on the annual report for the year ended 31<sup>st</sup> December 2021 set out on pages 10 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:

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

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

## Examiner's signature



## Examiner's name CAPITALS

Jennifer Hoult

## Date

22nd March 2022

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

FMAAT

## Examiner's address

Evans Weir, 25 St Pancras, The Victoria, Chichester, PO19 7LT

# Independent Examiner’s Report to the PCC of St Wilfrid’s Church, Parklands for the Year Ended 31<sup>st</sup> December 2021

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