

# The Parochial Church Council of the Ecclesiastical Parish of Lancing with Coombes

England & Wales · Charity number 1145807

## Details

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<b>Other names</b>	THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JAMES THE LESS, LANCING, S JAMES THE LESS LANCING PCC, St James the Less Lancing with Coombes
<b>Status</b>	Registered
<b>Legal form</b>	Previously excepted
<b>Registered</b>	2012-02-08
<b>Register</b>	<a href="#">View on the Charity Commission register</a>

## Contact

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<b>Website</b>	<a href="http://www.chalkspringchurches.org/lancing-with-coombes">www.chalkspringchurches.org/lancing-with-coombes</a>

## Activities

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**Objects:** PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH.

**Activities:** Parish Church

## Classification

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

## Geography

- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£135,847	£109,684	-	-
2024-12-31	£166,169	£361,866	-	-
2023-12-31	£707,255	£122,778	£857,772	2
2022-12-31	£136,319	£98,113	-	-
2021-12-31	£78,538	£74,964	-	-
2020-12-31	£59,573	£79,834	-	-

## Trustees

Name	Role	Appointed
<b>Rev Ben Shane Scott</b>	Chair	2023-07-12
Alison Jane Sinclair		2026-04-26
Amanda Jane Lydia HUGHES		2017-04-30
Dr David Starbuck		2024-04-28
Jacqueline Harwood		2021-05-23
Jennifer Mary Flake		2021-09-11
Judith Elizabeth Rawlinson		2021-09-11
PAT PHILLIPS		2014-04-27
Peter Bowers		2026-04-26
Richard Doran		2021-09-11
Susan Holland		2024-04-28
Wendy Elisabeth Bowers		2022-05-08

**The Parochial Church Council of the Ecclesiastical Parish of Lancing with Coombes**

England & Wales - Charity number 1145807

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# Accounts

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# The Parish of Lancing with Coombes Parochial Church Council

## Annual Report and Financial Statements 2025

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*Incumbent (Address for Correspondence):*

The Reverend Felix Smith, St Michael's Vicarage, 117 Penhill Road, Lancing BN15 8HD – Until June 2025

Vacancy – Since June 2025

*Independent Examiner:*

Graham Turner, 60 Fircroft Avenue, Lancing, BN15 0NR

*Bankers:*

CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA

*Address for Correspondence:*

St James the Less, Manor Road, North Lancing, BN15 0EY

*Website:*

[www.chalkspringschurches.org.uk](http://www.chalkspringschurches.org.uk)

# Parochial Church Council of Lancing with Coombes

## Annual Report for 2025

### Administrative Information

The Parochial Church Council (PCC) of the Ecclesiastical Parish of Lancing with Coombes is a registered charity with the Charity Commission (number 1145807). Its governing document is the Parochial Church Councils (Powers) Measure 1956, and the Church Representation Rules 2022. The Parish is part of the Diocese of Chichester and the Deanery of Worthing within the Church of England.

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

#### Ex-officio Members:

Father Felix Smith (Chairman and Parish Priest)	Resigned 22 <sup>nd</sup> June 2025
Father Ben Scott (Assistant Curate)	Chairman from 23 <sup>rd</sup> June 2025
Mr Peter Bowers (Churchwarden and Vice-Chair) .....	Until 2026
Mr Roger Frewin (Churchwarden)	Resigned April 2025
Miss Jacqueline Harwood (Deanery Synod Representative) .....	Until 2026
Mrs Pamela Durrant (Deanery Synod Representative)	Resigned April 2025
Vacancy (Deanery Synod Representative) .....	Until 2026
Vacancy (Deanery Synod Representative) .....	Until 2026

#### Elected Members:

Mrs Amanda Hughes (PCC Secretary and Treasurer).....	Until 2027
Mrs Carol Packham.....	Until 2027
Mrs Sue Holland.....	Until 2027
Dr David Starbuck.....	Until 2028
Mrs Wendy Bowers.....	Until 2026
Mr Richard Doran.....	Until 2026
Mrs Jenny Flake.....	Until 2026
Mrs Judith Rawlinson.....	Until 2028
Mrs Patricia Phillips (Parish Safeguarding Officer) .....	Until 2028
Mrs Doreen Bashford	Resigned April 2025
Mrs Margaret Cooper	Resigned April 2025

#### Co-opted Members:

None

#### Standing Committee:

Father Felix Smith (Chairman until 22 <sup>nd</sup> June 2025)	Father Ben Scott (Chairman 23 <sup>rd</sup> June 2025)
Mr Peter Bowers (Churchwarden and Vice Chair)	Mrs Judith Rawlinson
Mrs Amanda Hughes (PCC Secretary and Treasurer)	Mrs Sue Holland - from April 2025
Mrs Jennifer Flake - Resigned April 2025	

### Structure, Governance and Management

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. The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC.

**Our aims and purposes as a charity:**

Lancing with Coombes Parochial Church Council (PCC) has the responsibility of cooperating with the Vicar, Fr Felix Smith, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of St James the Less Church and Coombes Church both Grade 1 listed buildings.

**What we planned to do to achieve our objectives:**

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community at Lancing with Coombes. When planning our activities for the year, we have considered the Charities Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

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

## Achievements and performance

### Church attendance

On 31 December 2024 there were 90 names on the church electoral roll, 48 of which are of people resident within the parish. Following the 2025 roll renewal one name was removed during the year. The average Sunday attendance was 35 adults and 1 child at St James and 6 Adults and 3 Children at Coombes. (based on October attendance figures).

### Deaths 2024

From the Electoral Roll, the PCC was sad to say goodbye to Rachel Mary Hill.

### Review of the Year

With the announcement that Fr Felix Smith would be leaving his role as Vicar in June to take up a new role with Leading your Church into Growth and the Diocese attention has turned to running the parish during the Vacancy. Fr Ben Scott (Assistant Curate) was appointed Chair of the PCC and Sequestrator together with the Churchwarden and the Rev Shirley Tupper (Rural Dean). An extraordinary PCC meeting was held in December in conjunction with the PCC of South Lancing and Sompting to agree the Parish Profile and elect parish representatives as part of the process to appoint a new vicar.

The appreciation for the continued support shown by our retired clergy, Canon Michael Hart and Fr Gerald Kirsch and Fr David Pike whilst always constant has been renewed for their support and ministry, especially since the Vacancy began. At a time when they hoped they might be doing less, they are doing much more, and this is deeply appreciated.

1. The PCC held six ordinary meetings during the year. During The year the Parish reviewed their Mission Action Plan (MAP) which has become a focus for discussion and action through the year. The sections of the MAP follow those of the Diocesan Strategy – Church Growth, Reimagining Ministry and Contributing to the Common Good.
2. Safeguarding has continued to be a permanent agenda item. We have complied with the duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults under section 5 of the Safeguarding and Clergy Discipline Measure 2016. People working with children and vulnerable adults have attended online training sessions as appropriate to their roles with further support given as necessary. Safer Recruitment guidelines have been followed with recruitments to all posts either new or as roles becomes vacant. The Safeguarding Dashboard has been adopted and is a useful tool in ensuring compliance with diocesan requirements and to monitor progress. Policies encompassing safeguarding, health and safety, employment and other areas have been subject to discussion and annual review to ensure we remain compliant and aware of our responsibilities
3. Services: Regular Sunday and weekday services have been maintained at St James the Less. Attendance has remained constant. The number of funerals (7) remains steady. Numbers of baptisms (4) is lower than previously, and the number of weddings (2) remains low. Attendance at both Christmas and Easter was down on the previous year.

During the year we have welcomed the Archdeacon of London, Bishop Ruth, Jamie Gater, Zachery Allen Chris Skilton and the Archdeacon of Chichester to St James as guest preachers. Also, Fr Thomas Cotterill preached for Harvest at Coombes.

We hosted the World Day of Prayer service in March for Churches in Lancing and Sompting.

For the first time the clergy offered Ashing to Go at the Railway Station on Ash Wednesday.

Over 70 people took part in a Come and Sing Evensong at St James hosted by Aedan Kerney MBE.

The regular pattern of services has been maintained across the parish 10.30am Sunday Sung Parish Mass at Saint James, due to low attendance and lack of clergy Mass at Coombes is now offered 5 times a year including Easter and Christmas Day with Evensong for the agricultural festivals of Rogation and Harvest. Midweek Mass on Wednesday at 11am at St James has continued, there was a brief pause in the offering of Morning Prayer following Father Ian's Departure this now continues daily led by the laity. Both Churches remains open each day for private prayer and the lighting of candles at St James.

Members of the congregation have continued to take part in the monthly Ecumenical Morning Prayer and breakfast with people from all the churches in Lancing and Sompting. In common with many other churches in the diocese, we followed the diocesan Lent course "I Believe" based on the Nicene Creed. Twelve of us went on our annual parish pilgrimage to the Shrine of our Lady of Walsingham.

This year we partnered with St Michaels for their time to remember event in October and invited all those whose funerals had been taken by the clergy over the last year. Home Communion has been made available to housebound parishioners and those in Residential Care in the parish by the Parish Priest, Curate and Lay Ministers of Communion.

The prayer ministry team continue to co-ordinate the prayer chain for people to request prayers, the prayer tree, they organised two days of prayer and continued with the offering of prayer ministry following the Sunday Mass. Unfortunately, the Julian Group has been halted for the time being.

We participate in the Chalksprings Supper Club where parishioners from each of the 5 Churches gather bi-monthly to share food and fellowship.

4. Church Growth: Our regular groups continue to run - Coffee and Cake gathering continues monthly in the community space this welcomes over 30 people each month. We have also started a coffee morning raising money for charity approx. every six weeks. A monthly craft group create items to sell on behalf of the Church. The Chat and Chill (formerly monthly get together) has really taken off this year with a wide range of speakers and good numbers attending, although mostly members of the existing congregation. The lunch group meet monthly at a local garden centre, pub or café. Each add their own something to the social and spiritual life of the parish. Promotion of all groups has been made through posters, leaflets and social media.

The Parish benefit from a Parish Administrator, Heather Crookes. Heather's employment assists in lifting some of the administrative burden from the clergy and helping to streamline and develop working processes and practices. Heather now oversees the management of the community space which includes overseeing bookings and invoicing for use. Heather is employed by the Parish of South Lancing and Sompting and Worthing Deanery as Parish Administrator and for part of the year as Deanery Development Officer. There are Service Level Agreements in place for this work.

5. Reimagining Ministry: During the Year the PCC continued to care for its Church buildings in line with their Quinquennial Inspections. Little work was done to either Church during 2025, but work is planned on Coombes Church in 2026. We continued to care for the Churchyards at St James and Coombes and held successful Churchyard days where volunteers helped to tidy up certain areas, we have also developed a partnership where students from Lancing College come to assist us. Work on Role Descriptions still needs to take place and some more work on Stewardship following our Campaign in 2024 contactless giving is available at St James, text giving at Coombes and both have online giving sites and QR code links on service sheets at special events.

6. Contributing to the Common Good: Our Charitable giving in 2025 was £529 raised through individual donations, and collections at service including the Christingle Service where donations were given for the Children's Society. We supported Turning Tides at Harvest and Lancing and Sompting Churches Foodbank at Epiphany and through weekly boxes in Church.

There was a very successful joint Chalksprings walk to raise money for the Churches and Chariry.

The major project during the year has been the rewinding of the Churchyard which begun with a talk by Jan Knowlson from the national park, a plan is being drawn up.

We have continued links with schools in the parish. Father Ben is Chair of Governors at The Globe Primary School. The Globe Primary held their Christmas Carol Service at St James. In his capacity as Rural Dean, Fr Felix is also a Governor of St Andrew's CE High School, Worthing and is Vice Chair of a School in South Lancing Parish. We welcomed classes for visits from North Lancing and The Globe Primary.

Since the Opening of the Community Space has been marketed as a venue for community groups but usage hasn't taken off yet we have one regular external hirer. Friends of St James the Less took off during 2025 with many events to support our fundraising efforts - An evening with Tim Loughton, Quiz, Spring Fayre, Matthew English, Caribbean Party, Quiz, Advent Fayre,

The Passmore and Flake families hosted a very successful Afternoon Tea Fundraising event at Coombes. The Lancing Parochial Charities of which the Vicar, Churchwardens and two local councillors are the trustees supported one family during the year.

### **Financial Review**

1. The total receipts on general unrestricted funds received was £135,837 across the parish. We had unrestricted payments of £109,684, leaving a total surplus of £26,153
2. We continue to offer a range of opportunities for members of the congregation and visitors to support the work and ministry of the church financially. Gift Aid envelopes are made available for tax-paying visitors and worshippers not currently part of a regular giving scheme. Membership (individual and joint) of the Parish Giving Scheme, which offers the opportunity to give by direct debit with gift aid (if relevant) being added and an optional yearly inflationary increase, is at 3%. Contactless giving devices and online giving opportunities are also available for donors and are being well used.
3. The largest expenditure of the PCC was the sum of £50,400 paid to the Diocese to cover ministry costs. The Parish Share covers the housing, stipend and pension costs of the clergy together with a standard sum for diocesan central costs, clergy training and a contribution to national church funds.

### **Reserves Policy**

1. It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately 3 months' worth of unrestricted payments as contingency against unforeseen circumstances.

A handwritten signature in black ink on a light blue background. The signature appears to be 'B. Scott' with a stylized flourish at the end.

Signed by Father Ben Scott, Chairman of the PCC  
18<sup>th</sup> April 2026

## Statement of Financial Activities

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

	Unrestricted Fund	Restricted Fund/s	Total Funds 2025	Total Funds 2024	Notes
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations and legacies	124,523	-	<b>124,523</b>	156,035	
Charitable activities	2,428	-	<b>2,428</b>	1,644	
Other trading activities	4,717	-	<b>4,717</b>	2,107	
Investments	4,179	-	<b>4,179</b>	7,115	
Other Income	-	-	-	-	
<b>Total income</b>	<b>135,847</b>	-	<b>135,847</b>	166,901	2
<b>Expenditure on:</b>			-		
Raising funds	6,144	-	<b>6,144</b>	2,265	
Charitable activities	97,038	-	<b>97,038</b>	100,084	
Other trading activities	6,074	-	<b>6,074</b>	259,251	
Other	428	-	<b>428</b>	267	
<b>Total expenditure</b>	<b>109,684</b>	-	<b>109,684</b>	361,867	3
Net gains (or losses) on investments	<b>22,339</b>	-	<b>22,339</b>	16,055	
<b>Net income or (net expenditure)</b>	<b>48,502</b>	-	<b>48,502</b>	(178,911)	
<b>Transfers between funds</b>	-	-	-	-	
	48,502	-	48,502	(178,911)	
<b>Other recognised gains/(losses):</b>			-		
Gains/(losses) on revaluation of fixed assets	-	-	-	-	
Other gains/(losses)	-	-	-	-	
<i>Reconciliation of funds:</i>					
<b>Net movement in funds</b>	<b>48,502</b>	-	<b>48,502</b>	(178,911)	
Total funds brought forward	678,857	-	<b>678,857</b>	857,768	
<b>Total funds carried forward</b>	<b>727,359</b>	-	<b>727,359</b>	678,857	

## Balance Sheet

Our financial position and summary of funds at the year end were

	<b>Total Funds 2025</b>	<i>Total Funds 2024</i>	<b>Notes</b>
	£	£	
Intangible assets	-	-	
Tangible assets	<b>152,664</b>	152,664	11
Heritage assets	-	-	
Endowed investments	-	-	
<b>Total fixed assets</b>	<b>152,664</b>	152,664	
Stocks	-	-	
Debtors	<b>11,327</b>	10,617	12
Investments	<b>536,529</b>	482,328	11
Cash at bank and in hand	<b>27,749</b>	34,858	
<b>Total current assets</b>	<b>575,605</b>	527,803	
Creditors: Amounts falling due within one year	<b>(910)</b>	(1,605)	12
<b>Net current assets or (liabilities)</b>	<b>574,695</b>	526,198	
<b>Total assets less current liabilities</b>	<b>727,359</b>	678,862	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
<b>Total net assets or (liabilities)</b>	<b>727,359</b>	678,862	
<b>The funds of the charity:</b>			
Endowment funds	-	-	
Restricted income funds	<b>23,877</b>	23,167	
Unrestricted funds	<b>703,482</b>	655,690	
Revaluation reserve			
<b>Total unrestricted funds</b>	<b>703,482</b>	655,690	
<b>Total charity funds</b>	<b>727,359</b>	678,857	14

This Financial Report for the year ended 31st December 2025, including the notes following, was approved by the PCC and signed on its behalf by Fr Ben Scott, PCC Chairman:



Date 21st March 2026

## Notes to the Financial Report

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### 1 Accounting policies

#### Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)).

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

#### Funds accounting

Funds held by the PCC are:

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

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

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

*Endowment funds* - funds for which the capital must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

#### Income and endowments

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

#### Donations and legacies

*Collections* are recognised when received.

*Planned giving receivable* is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

*Gift aid recovered* is recognised when the income to which it is attached is recognised.

*Grants and legacies* are recognised when the formal offer in writing of the funding, is received by the PCC.

#### Charitable activities

Statutory fees for weddings and funerals are recognised when the office occurs.

#### Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a - when received, or b - in the case of concerts: for the year in which the event occurs, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place.

Rents from property are recognised in accordance with the rental agreements, when receipt is probable

#### Investment income

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

#### All other income

All other income is recognised in accordance with the above overall policy.

## Notes to the Financial Report

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### Gains and losses on investments

Realised gains are recognised when the investments are sold.

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

### Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

### Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

### Church activities

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

### Fixed assets

#### *Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to *(date)* there is insufficient cost information available and therefore the cost of such assets is stated at a nominal £1 in the financial statements

All expenditure on consecrated or beneficed buildings and individual items costing under (put in limit, say £1,000) are written off in the year they were incurred

#### *Depreciation*

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

Land	Nil
Buildings	Nil
Fixtures and fittings	20%
Audio/visual	33%
Office equipment	25%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular impairment reviews, provision will be made if there has been any permanent diminution in value

### Investments

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

### Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectible

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

## Notes to the Financial Report

### 2 Analysis of income and endowments

	Unrestricted Fund	Restricted Fund/s	Total Funds 2025	Total Funds 2024	Notes
	£	£	£	£	
Planned giving (excl. tax refunds)	28,335	-	28,335	27,902	
Planned giving (no tax refunds)	3,749	-	3,749	3,534	
Loose cash collections	1,969	-	1,969	2,643	
Donations	5,531	-	5,531	5,124	
Other Special Appeals	-	-	-	1,144	
Gift Aid recoverable	8,316	-	8,316	9,553	
Legacies	73,411	-	73,411	80,000	
Fund Raising	3,212	-	3,212	1,870	
VAT recovered	-	-	-	25,821	
<b>Donations and legacies</b>	<b>£124,523</b>	<b>-</b>	<b>£124,523</b>	<b>£156,035</b>	
Fees for weddings & funerals	2,428	-	2,428	1,644	
<b>Charitable activities</b>	<b>£2,428</b>	<b>-</b>	<b>£2,428</b>	<b>£1,644</b>	
Friends of St James the Less	2,858	-	2,858	-	
Church space hiring fees	1,539	-	1,539	272	
Printing/Stationary Income	320	-	320	279	
<b>Other trading activities</b>	<b>£4,717</b>	<b>-</b>	<b>£4,717</b>	<b>£2,107</b>	
Bank & CBF deposit interest	55	-	55	840	
CBF investment fund dividend	-	-	-	205	
Rent from letting of investment property	4,124	-	4,124	6,070	
<b>Investments</b>	<b>£4,179</b>	<b>-</b>	<b>£4,179</b>	<b>£7,115</b>	
Sale of Church Hall complex	-	-	-	-	
Other receipts	-	-	-	-	
<b>Other Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total income and endowments on all funds</b>	<b>£135,847</b>	<b>-</b>	<b>£135,847</b>	<b>£166,901</b>	

## Notes to the Financial Report

### 3 Analysis of expenditure

	Unrestricted Fund	Restricted Fund/s	Total Funds 2025	Total Funds 2024	Notes
	£	£	£	£	
Special appeals costs	-	-	-	-	
Stewardship costs	81	-	81	181	
Investment management costs	5,830	-	5,830	1,745	
Other fundraising costs	233	-	233	339	
<b>Cost of raising funds</b>	<b>£6,144</b>	-	<b>£6,144</b>	£2,265	
Charitable grants and donations	-	-	-	1,144	4
Mission & evangelism costs	-	-	-	-	
Diocesan parish share	50,400	-	50,400	48,900	
Clergy and other people's expenses	2,427	-	2,427	4,704	
Salaries and honoraria incl NI	4,390	-	4,390	6,640	
Upkeep of services	1,482	-	1,482	1,870	
Church running costs	11,431	-	11,431	11,009	
Office Costs	6,678	-	6,678	7,099	
Church maintenance and repair	17,785	-	17,785	14,082	
Upkeep of churchyard	735	-	735	3,468	
Organ/Piano Tuning and Repair	1,617	-	1,617	1,085	
Financing	-	-	-	-	
Bank charges	93	-	93	82	
Governance	-	-	-	-	
<b>Cost of charitable activities</b>	<b>£97,038</b>	-	<b>£97,038</b>	£100,084	
Friends of St James the Less	-	-	-	-	
Church centre hiring costs	-	-	-	-	
Church Hall complex running costs	-	-	-	220	
Church reordering costs	6,074	-	6,074	251,517	
Professional fees - Church reordering	-	-	-	7,514	
Other trading costs	-	-	-	-	
<b>Cost of other trading activities</b>	<b>£6,074</b>	-	<b>£6,074</b>	£259,251	
Professional fees - Church Hall complex	-	-	-	-	
Other Expenditure	428	-	428	267	
<b>Other</b>	<b>£428</b>	-	<b>£428</b>	£267	
<b>Total expended on all funds</b>	<b>£109,684</b>	-	<b>£109,684</b>	£361,866	

## Notes to the Financial Report

### 4 Missionary and charitable giving

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2025</b>	<i>Total Funds 2024</i>	<b>Notes</b>
	£	£	£	£	
<b>Home:</b>					
<i>Childrens Society</i>	324	-	<b>324</b>	253	
<i>Caring &amp; Sharing</i>	55	-	<b>55</b>	550	
<i>Friends of the Holy Land</i>	-	-	-	267	
<i>Lancing Food Bank</i>	-	-	-	74	
<i>Tear Fund</i>	150	-	<b>150</b>	-	
	<b>529</b>	-	<b>529</b>	1,144	

### 5 Staff costs

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2025</b>	<i>Total Funds 2024</i>	<b>Notes</b>
	£	£	£	£	
<b>Remuneration</b>					
<i>Wages and salaries</i>	4,390	-	<b>4,390</b>	6,640	
	<b>4,390</b>	-	<b>4,390</b>	6,640	

### 6 Payments to PCC members

Mrs A Hughes received £4,390 for her role as Office Manager and Treasurer.

### 7 Transactions with persons related to PCC members

There were no transactions recorded between persons related to the PCC members.

## Notes to the Financial Report

### 8 Fixed assets

#### a Investments

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2025</b>	<i>Notes</i>
	£	£	£	
Market value 1 January 2025	482,328	-	<b>482,328</b>	
Disposals at carrying value	(36,064)	-	<b>(36,064)</b>	
Purchases at cost	68,636	-	<b>68,636</b>	
Net gains and revaluation	21,629	-	<b>21,629</b>	
<b>Market value 31 December 2025</b>	<b>£536,529</b>	-	<b>£536,529</b>	

#### b Tangible fixed assets

	<b>Freehold land and buildings</b>	<b>Audio visual equipment</b>	<b>Total fixed assets</b>	<i>Notes</i>
	£	£	£	
<b>Cost or valuation</b>				
At 1 January 2025	152,664	-	<b>152,664</b>	
Additions	-	-	-	
Disposals	-	-	-	
Revaluation	-	-	-	
<b>At 31 December 2025</b>	<b>152,664</b>	-	<b>152,664</b>	
<b>Charge for impairment</b>				
At 1 January 2025	-	-	-	
Additions	-	-	-	
Disposals	-	-	-	
Revaluation	-	-	-	
<b>At 31 December 2025</b>	-	-	-	
<b>Net book amounts</b>				
<b>At 31 December 2025</b>	<b>152,664</b>	-	<b>152,664</b>	
<i>At 31 December 2024</i>	<i>152,664</i>	-	<i>152,664</i>	

## Notes to the Financial Report

### 8 Fixed assets *continued*

The property at St Michael's Court, Lancing is a one bedroom self-contained flat with a detached garage. The historical cost of the property is £152,664.

### 9 Net assets by fund

	Unrestricted Funds	Restricted Fund/s	Total Funds 2025	Total Funds 2024	Notes
	£	£	£	£	
St Michaels Court	152,664	-	<b>152,664</b>	152,664	
CCLA Deposit Fund	536,530	-	<b>536,530</b>	482,328	
Current assets (except cash)	-	-	-	-	
Cash at bank and on deposit	27,749	-	<b>27,749</b>	34,858	
Current liabilities	(911)	-	<b>(911)</b>	(1,605)	
Long term liabilities	-	-	-	-	
	<b>£716,032</b>	-	<b>£716,032</b>	£668,245	

### 10 Debtors

	Unrestricted Funds	Restricted Fund/s	Total Funds 2025	Total Funds 2024	Notes
	£	£	£	£	
Income tax recoverable	-	-	-	-	
Prepayments and accrued income	-	-	-	-	
Other debtors	-	11,327	<b>11,327</b>	10,617	
	-	<b>£11,327</b>	<b>£11,327</b>	£10,617	

### 11 Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2025	Total Funds 2024	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	(910)	-	<b>(910)</b>	(1,605)	
	<b>£(910)</b>	-	<b>£(910)</b>	£(1,605)	

## Notes to the Financial Report

### 12 Creditors: amounts falling due after one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2025	Total Funds 2024	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	-	-	-	-	
	-	-	-	-	

### 13 Comparatives for the statement of financial activities

	Unrestricted Fund	Restricted Fund/s	Total Funds 2024
	£	£	£
<b>Income and endowments from:</b>			
Donations and legacies	156,035	-	156,035
Charitable activities	1,644	-	1,644
Other trading activities	2,107	-	2,107
Investments	7,115	-	7,115
Other Income	-	-	-
<b>Total income</b>	<b>166,901</b>	-	<b>166,901</b>
<b>Expenditure on:</b>			-
Raising funds	2,265	-	2,265
Charitable activities	100,084	-	100,084
Other trading activities	259,251	-	259,251
Other expenditure	267	-	267
<b>Total expenditure</b>	<b>361,867</b>	-	<b>361,867</b>
Net gains (or losses) on investments	16,055		16,055
<b>Net income or (net expenditure)</b>	<b>(178,911)</b>	-	<b>(178,911)</b>
<b>Transfers between funds</b>	-	-	-
	(178,911)	-	(178,911)
<b>Other recognised gains/(losses):</b>			
Gains/(losses) on revaluation of fixed assets	-	-	-
Other gains/(losses)	-	-	-
<i>Reconciliation of funds:</i>			
<b>Net movement in funds</b>	<b>(178,911)</b>	-	<b>(178,911)</b>
Total funds brought forward	857,768		857,768
<b>Total funds carried forward</b>	<b>678,857</b>	-	<b>678,857</b>

## Notes to the Financial Report

### 14 Statement of funds

#### Explanation 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

The Fabric Fund is restricted to maintenance of the church building.

The Flower Fund is restricted to the purchase of flowers for the church.

The Organ Fund is restricted to maintenance and repair of the church organ.

The Insurance Grant is restricted to significant maintenance or repair of the church buildings.

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

#### Summary of all funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2025	Income	Transfers, other gains and losses	Balances c/fwd 31 Dec 2025
	£	£	£	£
Grantly bequest	-	-	-	-
Fund B	-	-	-	-
<b>Total of all endowed funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fabric fund	96	-	-	96
Flower und	135	-	-	135
Organ fund	2,171	-	-	2,171
Upkeep of Church	10,148	-	-	10,148
Chichester DBF Chancel Insurance Grant	10,617	710	-	11,327
<b>Total of all restricted funds</b>	<b>23,167</b>	<b>710</b>	<b>-</b>	<b>23,877</b>
Designated property and maintenance fund	482,328	90,266	(36,064)	536,530
General fund	173,362	67,210	(73,620)	166,952
<b>Total of all unrestricted funds</b>	<b>655,690</b>	<b>157,476</b>	<b>(109,684)</b>	<b>703,482</b>
<b>Total funds</b>	<b>£678,857</b>	<b>£158,186</b>	<b>£(109,684)</b>	<b>£727,359</b>

# Independent Examiner's Report to the PCC of Lancing with Coombes for the Year Ended 31st December, 2025

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Lancing with Coombes on the annual report for the year ended 31<sup>st</sup> December 2025 set out on pages 2 to 12.

**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 matter has come to my attention (other than that disclosed below in Section B \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - a. to keep accounting records in accordance with section 130 of the Charities Act; and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

**Examiner's signature**

*G. Turner*

**Examiner's name** CAPITALS

*GRAHAM TURNER*

**Date**

*10/04/26*

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

*FELLOW MEMBER OF ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)*

**Examiner's address**

*60 FIRCROFT AVENUE, LANCING, BN15 0NR*

# Independent Examiner's Report to the PCC of Lancing with Coombes for the Year Ended 31st December, 2025

Section B	Disclosure
<p><b>Give here brief details of any items that the examiner wishes to disclose</b></p>	<p><b>Only complete if the examiner needs to highlight material problems</b> <i>for example:</i></p> <ul style="list-style-type: none"><li>• 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;</li><li>• any material expenditure or action which appears not to be in accordance with the trusts of the charity;</li><li>• any failure to be provided with information and explanations by any past or present trustee, officer or employee; and</li><li>• any material inconsistency between the accounts and the trustees' annual report.</li></ul>

**The Parochial Church Council of the Ecclesiastical Parish of Lancing with Coombes**

England & Wales - Charity number 1145807

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# Accounts

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# The Parish of Lancing with Coombes Parochial Church Council

## Annual Report and Financial Statements 2024

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*Incumbent (Address for Correspondence):*

The Reverend Felix Smith, St Michael's Vicarage, 117 Penhill Road, Lancing BN15 8HD

*Independent Examiner:*

Brian Surridge - Bolden and Long, 36a Goring Road, Worthing, BN12 4AD

*Bankers:*

CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA

*Address for Correspondence:*

St James the Less, 67 Manor Road, North Lancing, BN15 0HB

*Website:*

[www.chalkspringschurches.org.uk](http://www.chalkspringschurches.org.uk)

# Parochial Church Council of Lancing with Coombes

## Annual Report for 2024

### Administrative Information

The Parochial Church Council (PCC) of the Ecclesiastical Parish of Lancing with Coombes is a registered charity with the Charity Commission (number 1145807). Its governing document is the Parochial Church Councils (Powers) Measure 1956, and the Church Representation Rules 2022. The Parish is part of the Diocese of Chichester and the Deanery of Worthing within the Church of England.

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

#### Ex-officio Members:

Father Felix Smith (Chairman and Parish Priest)

Father Ian Edgar (Associate Vicar) ..... Resigned August 2024

Father Ben Scott (Assistant Curate)

Mr Peter Bowers (Churchwarden)..... Until 2025

Mr Roger Frewin (Churchwarden)..... Until 2025

Miss Jacqueline Harwood (Deanery Synod Representative) ..... Until 2026

Mrs Pamela Durrant (Deanery Synod Representative) ..... Until 2026

#### Elected Members:

Mrs Amanda Hughes (PCC Secretary and Treasurer)

Mrs Margaret Cooper

Mrs Carol Packham

Mrs Sue Holland

Dr David Starbuck

Mrs Doreen Bashford

Mrs Wendy Bowers

Mr Richard Doran

Mrs Jenny Flake

Mrs Judith Rawlinson

Mrs Patricia Phillips (Parish Safeguarding Officer)

#### Co-opted Members:

None

#### Standing Committee:

Father Felix Smith (Chairman)

Father Ben Scott

Mr Peter Bowers (Churchwarden)

Mr Roger Frewin (Churchwarden)

Mrs Amanda Hughes (PCC Secretary and Treasurer)

Mrs Judith Rawlinson

Mrs Jennifer Flake

### Structure, Governance and Management

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. The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC.

**Our aims and purposes as a charity:**

Lancing with Coombes Parochial Church Council (PCC) has the responsibility of cooperating with the Vicar, Fr Felix Smith, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of St James the Less Church and Coombes Church both Grade 1 listed buildings.

**What we planned to do to achieve our objectives:**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at Lancing with Coombes. When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

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

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

## Achievements and performance

### Church attendance

On 31 December 2024 there were 103 names on the church electoral roll, 59 of which are of people resident within the parish. Two names were removed during the year. The average Sunday attendance was 45 adults and 1 child at St James and 6 Adults and 3 Children at Coombes. (based on October attendance figures).

### Deaths 2024

From the Electoral Roll, the PCC was sad to say goodbye to Elizabeth (Betty) Woods,

### Review of the Year

Father Ian Edgar, Associate Vicar left the Parish in August to take up a new post at All Saints Sidley in Bexhill, he had been on sickness leave since December 2023. During this time Lancing with Coombes have been in a process of adapting to being part of the wider Chalksprings Group of Churches and their relationship with Father Felix the Incumbent and Parish of South Lancing and Sompting has grown beneficially.

1. The PCC held six ordinary meetings during the year. During The year the Parish reviewed their Mission Action Plan (MAP) which has become a focus for discussion and action through the year. The sections of the MAP follow those of the Diocesan Strategy – Church Growth, Reimagining Ministry and Contributing to the Common Good.
2. Safeguarding has continued to be a permanent agenda item. We have complied with the duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults under section 5 of the Safeguarding and Clergy Discipline Measure 2016. People working with children and vulnerable adults have attended online training sessions as appropriate to their roles with further support given as necessary. Safer Recruitment guidelines have been followed with recruitments to all posts either new or as roles becomes vacant.
3. Services: Regular Sunday and weekday services have been maintained. Attendance has remained constant. The number of funerals (8) remains steady. Numbers of baptisms (9) is lower than previously, and the number of weddings (1) remains low. Attendance at both Christmas and Easter was down on the previous year.

During the year we have welcomed Bishop Martin to dedicate and bless the new community space. And Archdeacon Luke to celebrate and preach, we also hosted the Worthing deanery Confirmation which Bishop Martin presided at with the Confirmation of our own candidate Jack Chandler.

We remain grateful to our retired clergy, Canon Michael Hart and Revd Gerald Kirsch, for the support they give to the licensed clergy and wider congregation through regularly leading services and preaching. The ordination of Father Ben Scott to the priesthood took place at St Saviour's, Eastbourne in June with his first Mass at St Michael's the day after.

The regular pattern of services has been maintained across the parish 10.30am Sunday Sung Parish Mass at Saint James, and second Sunday 9am Mass at Coombes. Midweek Mass on Wednesday at 11am have continued, there was a brief pause in the offering of Morning Prayer following Father Ian's Departure this now continues daily led by the laity. The Church remains open each day for private prayer and the lighting of candles.

Members of the congregation have continued to take part in the monthly Ecumenical Morning Prayer and breakfast with people from all the churches in Lancing and Sompting and hosted a prayer for unity in the week of prayer. In common with many other churches in the diocese we followed the diocesan Lent course as part of the Year of the New Testament. Ten of us went on our annual parish pilgrimage to the Shrine of our Lady of Walsingham.

We held, our annual Requiem Mass for All Souls in November and invited all those whose funerals had been taken by the clergy over the last year. Home Communion has been made available to housebound parishioners and those in Residential Care in the parish by the Parish Priest, Curate and Lay Ministers of Communion.

The prayer ministry team continue to co-ordinate the prayer chain for people to request prayers, the prayer tree, they organised two days of prayer and restarted the offering of prayer ministry following the Sunday Mass on selected weeks.

4. Church Growth: Our regular Coffee and Cake gathering continued to run during the building works in the Scout Hut and has since moved back to the new Community Space this welcomes over 30 people each month. Each add their own something to the social and spiritual life of the parish. We have also started a coffee morning raising money for charity approx. every six weeks and also a monthly craft morning. Promotion of all groups has been made through posters, leaflets and social media.

An Alpha course run by Marion and David Peskett, and Cathy Allen was open to everyone across the Chalksprings Churches. They all enjoyed a Holy Spirit Day at the Bishop's Palace, Chichester.

The Parish benefit from a Parish Administrator, Heather Crookes. Heather's employment assists in lifting some of the administrative burden from the clergy and helping to streamline and develop working processes and practices. Heather now oversees the management of the community space which includes overseeing bookings and invoicing for use. Heather is employed by the Parish of South Lancing and Sompting and Worthing Deanery as Parish Administrator and Deanery Development Officer. There are Service Level Agreements in place for this work.

5. Reimagining Ministry: During the Year the PCC commissioned its overdue Quinquennial Inspection which was carried out by the Architect. The development of the Community Space and Choir Vestry was the Major building work undertaken during the 2024 year. We held a launch event in August with Lady Colin Campbell. We continued to care for the Churchyards at St James and Coombes and held successful Churchyard days where volunteers helped to tidy up certain areas.

Robin Reeve received the Order of Saint Richard at Chichester Cathedral for his longstanding commitment to Coombes Church.

A stewardship campaign was launched with presentations given by the Treasurer from St Micheals. Responses were received from 23 of those who received information packs. Whilst the campaign was successful in encouraging existing givers on the Parish Giving Scheme to review their giving and did result in some new joiners to the Parish Giving Scheme, it wasn't totally successful in encouraging those who are regular attenders but currently giving using the contactless card machine or using gift aid envelopes to convert to using the Parish Giving Scheme. Contactless giving devices are available at St James and alternative ways of giving have been explored at Coombes. Both churches have online giving sites.

6. Contributing to the Common Good: Our Charitable giving in 2024 was £1144 raised through individual donations, and collections at service including the Christingle Services. Some incidental support for other charities including Turning Tides and Lancing and Sompting Churches Foodbank.

We have continued links with schools in the parish. Father Ben is Chair of Governors at The Globe Primary School. The Globe Primary held their Christmas Carol Service at St James. In his capacity as Rural Dean, Fr Felix is also a Governor of St Andrew's CE High School, Worthing and is Vice Chair of a School in South Lancing Parish. We welcomed classes for visits from North Lancing and The Globe and the former once again held Carol Services in Church.

Since August and the Opening of the Community has been marketed as a venue for community groups but usage hasn't taken off yet. We also Launched the Friends of St James the Less.

The Lancing Parochial Charities of which the Vicar, Churchwardens and two local councillors are the trustees supported one family during the year.

We held a Christmas Fayre and welcomed Matthew English a local violinist, which attracted many people and raised money for Church Funds. Along with Carols at the Lychgate, Lessons and Carols at both St James and Coombes were once again hugely popular.

## **Financial Review**

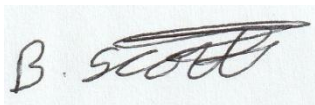
1. The total receipts on general unrestricted funds received was £166,169, restricted funds of £732 – a total received of £166,901 across the parish. We had unrestricted payments of £361,866, leaving a total surplus of 178,910

2. We continue to offer a range of opportunities for members of the congregation and visitors to support the work and ministry of the church financially. Gift Aid envelopes are made available for tax-paying visitors and worshippers not currently part of a regular giving scheme. Membership (individual and joint) of the Parish Giving Scheme, which offers the opportunity to give by direct debit with gift aid (if relevant) being added and an optional yearly inflationary increase, is at 3%. Contactless giving devices and online giving opportunities are also available for donors and are being well used.

3. The largest expenditure of the PCC was the sum of ££48,900 paid to the Diocese to cover ministry costs. The Parish Share covers the housing, stipend and pension costs of the clergy together with a standard sum for diocesan central costs, clergy training and a contribution to national church funds.

## **Reserves Policy**

1. It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately 3 months' worth of unrestricted payments as contingency against unforeseen circumstances.

A handwritten signature in black ink on a light blue background. The signature appears to be 'B. Scott' written in a cursive style.

Signed by Father Ben Smith (29<sup>th</sup> March 2025)

# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of Lancing with Coombes

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## Lancing with Coombes

St James the Less Church, Manor Road, Lancing BN15 0EY

Coombes Church, Church Farm, Coombes, BN15 0RS

Registered Charity no. 1145807

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**For the year ended 31st December 2024**

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## Statement of Financial Activities

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

	Unrestricted Fund	Restricted Fund/s	Total Funds 2024	Total Funds 2023	Notes
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations and legacies	156,035	-	<b>156,035</b>	61,422	
Charitable activities	1,644	-	<b>1,644</b>	2,957	
Other trading activities	2,107	-	<b>2,107</b>	15,620	
Investments	6,383	732	<b>7,115</b>	11,891	
Other Income	-	-	-	616,220	
<b>Total income</b>	<b>166,169</b>	<b>732</b>	<b>166,901</b>	708,109	2
<b>Expenditure on:</b>			-		
Raising funds	2,265	-	<b>2,265</b>	3,245	
Charitable activities	100,083	-	<b>100,083</b>	77,005	
Other trading activities	259,251	-	<b>259,251</b>	13,822	
Other	267	-	<b>267</b>	28,706	
<b>Total expenditure</b>	<b>361,866</b>	-	<b>361,866</b>	122,778	3
Net gains (or losses) on investments	<b>16,055</b>	-	<b>16,055</b>	-	
<b>Net income or (net expenditure)</b>	<b>(179,642)</b>	<b>732</b>	<b>(178,910)</b>	585,332	
<b>Transfers between funds</b>	-	-	-	-	
	(179,642)	732	(178,910)	585,332	
<b>Other recognised gains/(losses):</b>			-		
Gains/(losses) on revaluation of fixed assets	-	-	-	-	
Other gains/(losses)	-	-	-	-	
<i>Reconciliation of funds:</i>					
<b>Net movement in funds</b>	<b>(179,642)</b>	<b>732</b>	<b>(178,910)</b>	585,332	
Total funds brought forward	857,772	-	<b>857,772</b>	272,440	
<b>Total funds carried forward</b>	<b>678,130</b>	<b>732</b>	<b>678,862</b>	857,772	

## Balance Sheet

Our financial position and summary of funds at the year end were

	<b>Total Funds 2024</b>	<i>Total Funds 2023</i>	<b>Notes</b>
	£	£	
Intangible assets	-	-	
Tangible assets	<b>152,664</b>	152,664	11
Heritage assets	-	-	
Endowed investments	-	-	
<b>Total fixed assets</b>	<b>152,664</b>	152,664	
Stocks	-	-	
Debtors	<b>10,617</b>	9,885	12
Investments	<b>482,328</b>	11,273	11
Cash at bank and in hand	<b>34,858</b>	685,123	
<b>Total current assets</b>	<b>527,803</b>	706,281	
Creditors: Amounts falling due within one year	<b>(1,605)</b>	(1,173)	12
<b>Net current assets or (liabilities)</b>	<b>526,198</b>	705,108	
<b>Total assets less current liabilities</b>	<b>678,862</b>	857,772	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
<b>Total net assets or (liabilities)</b>	<b>678,862</b>	857,772	
<b>The funds of the charity:</b>			
Endowment funds	-	-	
Restricted income funds	<b>23,167</b>	33,708	
Unrestricted funds	<b>655,695</b>	824,064	
Revaluation reserve			
<b>Total unrestricted funds</b>	<b>655,695</b>	824,064	
<b>Total charity funds</b>	<b>678,862</b>	857,772	14

This Financial Report for the year ended 31st December 2024, including the notes following, was approved by the PCC and signed on its behalf by Fr Ben Scott, Assistant Curate:



Date 29th March 2025

## Notes to the Financial Report

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### 1 Accounting policies

#### Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)).

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

#### Funds accounting

Funds held by the PCC are:

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

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

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

*Endowment funds* - funds for which the capital must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

#### Income and endowments

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

#### Donations and legacies

*Collections* are recognised when received.

*Planned giving receivable* is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

*Gift aid recovered* is recognised when the income to which it is attached is recognised.

*Grants and legacies* are recognised when the formal offer in writing of the funding, is received by the PCC.

#### Charitable activities

Statutory fees for weddings and funerals are recognised when the office occurs.

#### Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a - when received, or b - in the case of concerts: for the year in which the event occurs, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place.

Rents from property are recognised in accordance with the rental agreements, when receipt is probable

#### Investment income

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

#### All other income

All other income is recognised in accordance with the above overall policy.

## Notes to the Financial Report

---

### Gains and losses on investments

Realised gains are recognised when the investments are sold.

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

### Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

### Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

### Church activities

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

### Fixed assets

#### *Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to *(date)* there is insufficient cost information available and therefore the cost of such assets is stated at a nominal £1 in the financial statements

All expenditure on consecrated or beneficed buildings and individual items costing under (put in limit, say £1,000) are written off in the year they were incurred

#### *Depreciation*

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

Land	Nil
Buildings	Nil
Fixtures and fittings	20%
Audio/visual	33%
Office equipment	25%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular impairment reviews, provision will be made if there has been any permanent diminution in value

### Investments

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

### Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectible

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

## Notes to the Financial Report

### 2 Analysis of income and endowments

	Unrestricted Fund	Restricted Fund/s	Total Funds 2024	Total Funds 2023	Notes
	£	£	£	£	
Planned giving (excl. tax refunds)	27,902	-	<b>27,902</b>	29,059	
Planned giving (no tax refunds)	3,534	-	<b>3,534</b>	2,815	
Loose cash collections	2,643	-	<b>2,643</b>	3,133	
Fund Raising	314	-	<b>314</b>	1,280	
Donations	5,124	-	<b>5,124</b>	8,595	
Other Special Appeals	1,144	-	<b>1,144</b>	-	
Gift Aid recoverable	9,553	-	<b>9,553</b>	9,530	
Legacies	80,000	-	<b>80,000</b>	5,010	
VAT recovered	25,821	-	<b>25,821</b>	2,000	
<b>Donations and legacies</b>	<b>£156,035</b>	-	<b>£156,035</b>	£61,422	
Fees for weddings & funerals	1,644	-	<b>1,644</b>	2,957	
<b>Charitable activities</b>	<b>£1,644</b>	-	<b>£1,644</b>	£2,957	
Fund Raising	1,556	-	<b>1,556</b>	1,896	
Christmas music concert	-	-	-	-	
Rent from letting of Parish house	-	-	-	-	
Bible study notes	-	-	-	-	
Church space hiring fees	272	-	<b>272</b>	12,684	
Printing/Stationary Income	279	-	<b>279</b>	1,040	
Bookstall sales	-	-	-	-	
<b>Other trading activities</b>	<b>£2,107</b>	-	<b>£2,107</b>	£15,620	
Bank & CBF deposit interest	313	527	<b>840</b>	944	
CBF investment fund dividend	-	205	<b>205</b>	202	
Rent from letting of investment property	6,070	-	<b>6,070</b>	10,745	
<b>Investments</b>	<b>£6,383</b>	<b>£732</b>	<b>£7,115</b>	£11,891	
Sale of Church Hall complex	-	-	-	610,557	
Other receipts	-	-	-	5,663	
<b>Other Income</b>	-	-	-	£616,220	
<b>Total income and endowments on all funds</b>	<b>£166,169</b>	<b>£732</b>	<b>£166,901</b>	£708,110	

## Notes to the Financial Report

### 3 Analysis of expenditure

	Unrestricted Fund	Restricted Fund/s	Total Funds 2024	Total Funds 2023	Notes
	£	£	£	£	
Special appeals costs	-	-	-	-	
Stewardship costs	181	-	181	81	
Grants costs	-	-	-	-	
Investment management costs	1,745	-	1,745	3,119	
Other fundraising costs	339	-	339	45	
<b>Cost of raising funds</b>	<b>£2,265</b>	-	<b>£2,265</b>	<b>£3,245</b>	
Charitable grants and donations	1,144	-	1,144	754	4
Mission & evangelism costs	-	-	-	-	
Diocesan parish share	48,900	-	48,900	40,000	
Clergy and other people's expenses	4,704	-	4,704	7,008	
Salaries and honoraria incl NI	6,640	-	6,640	6,640	
Upkeep of services	1,870	-	1,870	1,382	
Church running costs	11,009	-	11,009	10,219	
Office Costs	7,099	-	7,099	6,854	
Church maintenance and repair	14,082	-	14,082	2,460	
Upkeep of churchyard	3,468	-	3,468	95	
Organ/Piano Tuning and Repair	1,085	-	1,085	1,518	
Financing	-	-	-	-	
Bank charges	82	-	82	75	
Governance	-	-	-	-	
<b>Cost of charitable activities</b>	<b>£100,083</b>	-	<b>£100,083</b>	<b>£77,005</b>	
Church centre hiring costs	-	-	-	-	
Church Hall complex running costs	220	-	220	8,269	
Church reordering costs	251,517	-	251,517	-	
Professional fees - Church reordering	7,514	-	7,514	5,378	
Other trading costs	-	-	-	175	
<b>Cost of other trading activities</b>	<b>£259,251</b>	-	<b>£259,251</b>	<b>£13,822</b>	
Professional fees - Church Hall complex	-	-	-	23,374	
Other Expenditure	267	-	267	5,332	
<b>Other</b>	<b>£267</b>	-	<b>£267</b>	<b>£28,706</b>	
<b>Total expended on all funds</b>	<b>£361,866</b>	-	<b>£361,866</b>	<b>£122,778</b>	

## Notes to the Financial Report

### 4 Missionary and charitable giving

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Total Funds 2024</u>	<u>Total Funds 2023</u>	<u>Notes</u>
	£	£	£	£	
<b>Home:</b>					
<i>Childrens Society</i>	253	-	<b>253</b>	565	
<i>Caring &amp; Sharing</i>	550	-	<b>550</b>	172	
<i>Friends of the Holy Land</i>	267		<b>267</b>		
<i>Lancing Food Bank</i>	74		<b>74</b>		
<i>Additional Curates Society</i>	-	-	-	12	
	<b>1,144</b>	-	<b>1,144</b>	749	

### 5 Staff costs

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Total Funds 2024</u>	<u>Total Funds 2023</u>	<u>Notes</u>
	£	£	£	£	
<b>Remuneration</b>					
<i>Wages and salaries</i>	6,640	-	<b>6,640</b>	6,640	
	<b>6,640</b>	-	<b>6,640</b>	6,640	

### 6 Payments to PCC members

Mrs A Hughes received £3,640 for her role as Office Manager and Treasurer.

### 7 Transactions with persons related to PCC members

There were no transactions recorded between persons related to the PCC members.

## Notes to the Financial Report

### 8 Fixed assets

#### a Investments

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Total Funds 2024</u>	<u>Notes</u>
	£	£	£	
Market value 1 January 2024	11,273	-	<b>11,273</b>	
Disposals at carrying value	(15,000)	-	<b>(15,000)</b>	
Purchases at cost	470,000	-	<b>470,000</b>	
Net gains and revaluation	16,055	-	<b>16,055</b>	
<b>Market value 31 December 2024</b>	<b>£482,328</b>	-	<b>£482,328</b>	

During 2024 the PCC elected to remove the restriction on the CCLA deposit fund, which was originally set up by Coombes and replace this with a designated 'Property and maintenance' fund. The PCC used a proportion of the sale proceeds from the Church hall to increase the investment in the Deposit Fund by £470,000.

2024 Income reinvestment in the fund totalled £16,055 and £15,000 was withdrawn to fund church maintenance.

#### b Tangible fixed assets

	<u>Freehold land and buildings</u>	<u>Audio visual equipment</u>	<u>Total fixed assets</u>	<u>Notes</u>
	£	£	£	
<b>Cost or valuation</b>				
At 1 January 2024	152,664	-	<b>152,664</b>	
Additions	-	-	-	
Disposals	-	-	-	
Revaluation	-	-	-	
At 31 December 2024	<b>152,664</b>	-	<b>152,664</b>	
<b>Charge for impairment</b>				
At 1 January 2024	-	-	-	
Additions	-	-	-	
Disposals	-	-	-	
Revaluation	-	-	-	
At 31 December 2024	-	-	-	
<b>Net book amounts</b>				
<b>At 31 December 2024</b>	<b>152,664</b>	-	<b>152,664</b>	
<i>At 31 December 2023</i>	<i>152,664</i>	-	<i>152,664</i>	

## Notes to the Financial Report

### 8 Fixed assets *continued*

The property at St Michael's Court, Lancing is a one bedroom self-contained flat with a detached garage. The historical cost of the property is £152,664.

### 9 Net assets by fund

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2024</b>	<i>Total Funds 2023</i>	<i>Notes</i>
	£	£	£	£	
St Michaels Court	152,664	-	<b>152,664</b>	152,664	
CCLA Deposit Fund	482,328	-	<b>482,328</b>	11,273	
Current assets (except cash)	-	-	-	-	
Cash at bank and on deposit	34,858	-	<b>34,858</b>	685,123	
Current liabilities	(1,605)	-	<b>(1,605)</b>	(1,173)	
Long term liabilities	-	-	-	-	
	<b>£668,245</b>	-	<b>£668,245</b>	£847,887	

### 10 Debtors

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2024</b>	<i>Total Funds 2023</i>	<i>Notes</i>
	£	£	£	£	
Income tax recoverable	-	-	-	-	
Prepayments and accrued income	-	-	-	-	
Other debtors	-	10,617	<b>10,617</b>	9,885	
	-	<b>£10,617</b>	<b>£10,617</b>	£9,885	

### 11 Creditors: amounts falling due within one year

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Total Funds 2024</b>	<i>Total Funds 2023</i>	<i>Notes</i>
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	(1,605)	-	<b>(1,605)</b>	(1,173)	
	<b>£(1,605)</b>	-	<b>£(1,605)</b>	£(1,173)	

## Notes to the Financial Report

### 12 Creditors: amounts falling due after one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2024	Total Funds 2023	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	-	-	-	-	
	-	-	-	-	

### 13 Comparatives for the statement of financial activities

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023
	£	£	£
<b>Income and endowments from:</b>			
Donations and legacies	61,422	-	61,422
Charitable activities	2,957	-	2,957
Other trading activities	15,620	-	15,620
Investments	11,036	855	11,891
Other receipts	616,220	-	616,220
<b>Total income</b>	<b>707,255</b>	<b>855</b>	<b>708,110</b>
<b>Expenditure on:</b>			-
Raising funds	3,245	-	3,245
Charitable activities	77,005	-	77,005
Other trading activities	13,822	-	13,822
Other expenditure	28,706	-	28,706
<b>Total expenditure</b>	<b>122,778</b>	<b>-</b>	<b>122,778</b>
Net gains (or losses) on investments			
<b>Net income or (net expenditure)</b>	<b>584,477</b>	<b>855</b>	<b>585,332</b>
<b>Transfers between funds</b>	-	-	-
	584,477	855	585,332
<b>Other recognised gains/(losses):</b>			
Gains/(losses) on revaluation of fixed assets	-	-	-
Other gains/(losses)	-	-	-
<i>Reconciliation of funds:</i>			
<b>Net movement in funds</b>	<b>584,477</b>	<b>855</b>	<b>585,332</b>
Total funds brought forward	272,440		272,440
<b>Total funds carried forward</b>	<b>856,917</b>	<b>855</b>	<b>857,772</b>

## Notes to the Financial Report

### 14 Statement of funds

#### Explanation 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

The Fabric Fund is restricted to maintenance of the church building.

The Flower Fund is restricted to the purchase of flowers for the church.

The Organ Fund is restricted to maintenance and repair of the church organ.

The Insurance Grant is restricted to significant maintenance or repair of the church buildings.

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

#### Summary of all funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2024	Income	Transfers, other gains and losses	Balances c/fwd 31 Dec 2024
	£	£	£	£
Grantly bequest Fund B	-	-	-	-
<b>Total of all endowed funds</b>	-	-	-	-
Fabric fund	96	-	-	96
Flower und	135	-	-	135
Organ fund	2,171	-	-	2,171
Upkeep of Church	10,148	-	-	10,148
CCLA Deposit fund	11,273	-	(11,273)	-
Chichester DBF Chancel Insurance Grant	9,885	-	732	10,617
<b>Total of all restricted funds</b>	<b>33,708</b>	-	<b>(10,541)</b>	<b>23,167</b>
Designated Property and Maintenance fund	-	16,055	466,273	482,328
General fund	824,064	192,351	(843,048)	173,367
<b>Total of all unrestricted funds</b>	<b>824,064</b>	<b>208,406</b>	<b>(376,775)</b>	<b>655,695</b>
<b>Total funds</b>	<b>£857,772</b>	<b>£208,406</b>	<b>£(387,316)</b>	<b>£678,862</b>

# Independent Examiner's Report to the PCC of Lancing with Coombes for the Year Ended 31st December, 2024

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Lancing with Coombes on the annual report for the year ended 31<sup>st</sup> December 2024 set out on pages 2 to 12.

**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 matter has come to my attention (other than that disclosed below in Section B \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - a. to keep accounting records in accordance with section 130 of the Charities Act; and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Examiner's signature

*Brian Surridge*

Examiner's name CAPITALS

BRIAN SURRIDGE

Date

25/4/25

Relevant professional qualification(s) or body if any

ACCA

Examiner's address

BOLDEN & LONG, 36A GORING ROAD, WORTHING, W. SUSSEX, BN12 4AD

# Independent Examiner’s Report to the PCC of Lancing with Coombes for the Year Ended 31st December, 2024

Section B	Disclosure
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**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**

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**The Parochial Church Council of the Ecclesiastical Parish of Lancing with Coombes**

England & Wales - Charity number 1145807

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# Accounts

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# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of LANCING WITH COOMBES

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## St James the Less Church, Lancing & Coombes Church, Coombes

St James the Less, 63 Manor Road, Lancing, BN15 0EY.

Coombes Church, Coombes Farm, Coombes, Lancing, BN15 0RS

Registered Charity no. 1145807

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**For the year ended 31st December 2023**

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Trustees annual report

Statement of financial activities

Balance sheet

Notes to the accounts

Report of the independent examiner

Website:	Chalkspringchurches.org
Incumbent:	The Rev'd Felix Smith St Michael's Vicarage, 117 Penhill Road, Lancing, BN15 8HD
Associate Vicar:	The Rev'd Ian Edgar Vicarage, 3 Norbury Drive, Lancing, BN15 0QN
Independent Examiner:	Mr Scott Waller
Bankers:	CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

# LANCING WITH COOMBES

## Trustees Annual Report 2023

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd F Smith and the Associate Vicar, Rev'd Ian Edgar, 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.

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

- **What we achieved and how we affected beneficiaries' lives**

## Trustee's Report

### Attendance at worship

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life. Throughout 2023, a regular pattern of worship based upon the services of Morning and Evening Prayer takes place each day of the week at St James, excepting Mondays (which was the associate vicar's day off) and other times when Fr Ian was on holiday with his family. Though attendance at these services is not high, there is a small but committed number that attend each day and continue to offer praise and thanksgiving to Almighty God daily – the first task of the Church of Christ. The regular pattern, which is advertised, places prayer at the heart of everything the parish does. It also ensures parishioners and others outside the worshipping community know that the priest is regularly praying for them and is pastorally available at those times. The church remained open for private prayer each day throughout the year, even at times when Fr Ian was away on holiday or the week he was at home with Covid. The average weekly attendance in October 2023 was 56 people attending services through the week. The average Sunday attendance at the Parish Eucharist at St James was 62. Once a month the Holy Eucharist was celebrated at Coombes Church at 9:30am, following Morning Prayer which begins at 9am on the second Sunday of the month. In a few cases, Easter and Pentecost for example, the usual 2<sup>nd</sup> Sunday was shifted to another Sunday, as was the case in June when the associate vicar was on a parish pilgrimage to Walsingham. This allowed a pastoral continuity, and for major Holy Days to be celebrated in Coombes Church. There are 104 parishioners on the electoral roll.

### Service to the wider community

Visits from both the Globe Primary and North Lancing primary happened during 2023, both in Lent and during Advent, with the children learning about Christian traditions, as well as the history of St James Church and aspects of its architecture and how that relates to the worship of the Church.

A successful Spring Fair was held at the church hall, attracting many people and providing a place for local craft vendors to offer the wares for sale, as well as the parish raising funds.

The regular coffee mornings became very much an established pattern at the Church Hall in Lancing with local, non-churchgoers coming to enjoy coffee, tea, cake, and a chance to see friends and neighbours. These were held the second Thursday of each month throughout 2023.

The worshipping community was glad to welcome students from Sir Robert Woodard Academy, who put on a Christmas Carol Concert, as well as from the Globe

Primary School for their concert. Nine Lessons and Carols was also a popular event for the wider community.

#### Review of the year & Evangelism and Outreach

We celebrated 6 baptisms; 4 at St James the Less and 2 at Coombes church, 3 weddings, 25 funerals and 2 burials of ashes in our church during the year. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving. We, also welcomed Fr Ben Scott as Assistant Curate to the parish of Lancing with Coombes.

It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. There are not many places in the local area in which people are able to enter free of charge. St James' church building is usually open from 8:30am to 5:30pm, and the many entries in the Visitors' Book testify to the use of the building by visitors and passers-by. The toilets are also available for those who are working locally, again there not being many free to use facilities in the local area.

Many remark not only how refreshing it is to find an open church but, also the sense of peacefulness and spirituality the church pervades. Fr Ian has had several meetings with people who have come into the church whilst it has been open, who have suffered recent bereavements, or other difficult situations. Everyone has been very glad that the church was open and available to them.

Other remarks include the sense of history within; that people of much earlier generations found life and presence there and, comments on the appreciation of the architectural beauty of the building and biblical archaeology.

#### Provision of Pastoral Care

Fr Ian, along with other lay ministers of Holy Communion continued to minister to those unable to participate in the worshipping life of the church due to age or infirmity. Regular visit to a local care home resumed. The aim is to have housebound communicants visited once a month either by the associate vicar or a lay minister of Holy Communion.

#### Provision of Church Buildings for the use of the Community

St James Church Hall remained available to let for social functions and used regularly by Girl Guides, as well as other social groups, and receptions after Baptisms and funerals until it was sold in November. The PCC also met in St James' Church Hall until this the sale. Some of the funds from the sale would go towards a re-ordering project in St James Church, and the rest would be invested into a local property with the aim of generating income for the parish. The re-orderings of the west end of St James' Church would allow for greater flexibility in worship, along with more space for such things as PCC meetings, Bible and theological study, fellowship events as well as offering hospitality to the local community. As mentioned above, the great lack of free space in Lancing suggests that a more flexible area in St James Church

would add to the local community, and provide a place for meetings and events organised by other, non-church groups.

### Charitable Giving

Church members still responded to provide toiletries and other essentials for the Turning Tides homeless charity through the year, as well as the associate vicar serving as a trustee on the Lancing and Sompting Churches Foodbank. Both these charities are regularly advertised in our publications . The Lancing Parochial Charities Trust, which provides support to people within the civil parish of Lancing had an income of £1,328.77.

## 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 Felix Smith	
Associate Vicar:	The Revd Ian Edgar	Chairman - appoint
	Fr Ben Scott (Assistant Curate)	From June
Wardens:	Mr R Frewin	
	Mr Peter Bowers	Vice-Chairman

#### *Elected Members*

Mrs W Bowers  
Mr R Doran  
Mrs J Flake  
Mrs A Hughes Secretary & Treasurer  
Mrs P Phillips Safeguarding Officer  
Mrs J Rawlinson  
Mr R Reeve  
Mr P Tester  
Mr M Young Resigned November

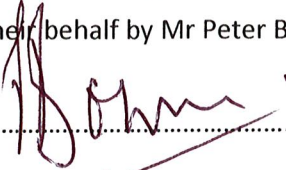
#### *Deanery Synod*

Mrs Pam Durrant  
Miss J Harwood  
Mrs R Dalton

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 xx 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 Mr Peter Bowers, PCC Vice- Chairman



Date..... 14th April 2024 .....

## **Financial Review**

Incoming and outgoing resources

Receipts on general unrestricted funds during 2023 totalled £685,123, which includes the proceeds from the sale of the church hall/cottage complex. The designated legacy for use in the re-ordering work balance is now £33,708. The planned giving through envelope's and banker's orders to December 2023 totalled £29,059 and loose cash collections amounted to £3,138.00. Donations and legacies up to December 2023 totalled

Income generated from the rental of the cottage raised £111,250.00 up to October 2023 and 2 St Michaels Court up to December 2023 £10,025.00

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

### ***Staff costs***

During 2023 the PCC paid the Organist and Office Manager.

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

The PCC also supported the clergy by paying at total of £3,955.00 for the council tax and water. Plus the other annual expenses of travel and telephone/WIFI. The clergy are reimbursed expenses in line with the diocesan policy. Mrs A Hughes received £3,640 for her role as Office Manager and Treasurer.

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

The PCC incurred expenses of £1,192.00 for St James the Less which included electrical repairs and new light bulbs. Coombes Church incurred cost of £50.00 was for hedge cutting.

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

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

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. It is PCC policy to invest legacies restricted as to their objects within the Churches, Charities and Local Authorities financial provider, CCLA, until such that suitable beneficiaries are identified by the PCC and payment to them can be made.

## Statement of Financial Activities

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

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations and legacies	61,422	-	<b>61,422</b>	99,215	
Charitable activities	2,957	-	<b>2,957</b>	1,942	
Other trading activities	15,620	-	<b>15,620</b>	26,007	
Investments	11,036	855	<b>11,891</b>	9,924	
Other Income	616,220	-	<b>616,220</b>	3,936	
<b>Total income</b>	<b>707,255</b>	<b>855</b>	<b>708,110</b>	141,025	2
<b>Expenditure on:</b>					
Raising funds	3,245	-	<b>3,245</b>	3,137	
Charitable activities	77,005	-	<b>77,005</b>	83,107	
Other trading activities	13,822	-	<b>13,822</b>	12,594	
Other	28,706	-	<b>28,706</b>	-	
<b>Total expenditure</b>	<b>122,778</b>	-	<b>122,778</b>	98,839	3
Net gains (or losses) on investments	-	-	-	-	
<b>Net income or (net expenditure)</b>	<b>584,477</b>	<b>855</b>	<b>585,332</b>	42,186	
<b>Transfers between funds</b>	-	-	-	-	
	584,477	855	585,332	42,186	
<b>Other recognised gains/(losses):</b>					
Gains/(losses) on revaluation of fixed assets	-	-	-	-	
Other gains/(losses)	-	-	-	-	
<i>Reconciliation of funds:</i>					
<b>Net movement in funds</b>	<b>584,477</b>	<b>855</b>	<b>585,332</b>	42,186	
Total funds brought forward	272,440	-	<b>272,440</b>	230,254	
<b>Total funds carried forward</b>	<b>856,917</b>	<b>855</b>	<b>857,772</b>	272,440	

## Balance Sheet

Our financial position and summary of funds at the year end were

	Total Funds <u>2023</u>	Total Funds <u>2022</u>	Notes
	£	£	
Intangible assets	-	-	
Tangible assets	152,664	152,665	8
Heritage assets	-	-	
Endowed investments	-	-	
<b>Total fixed assets</b>	<b>152,664</b>	<b>152,665</b>	
Stocks	-	-	
Debtors	9,885	9,380	10
Investments	11,273	10,923	8
Cash at bank and in hand	685,123	100,497	
<b>Total current assets</b>	<b>706,281</b>	<b>120,800</b>	
Creditors: Amounts falling due within one year	(1,173)	(170)	11
<b>Net current assets or (liabilities)</b>	<b>705,108</b>	<b>120,630</b>	
<b>Total assets less current liabilities</b>	<b>857,772</b>	<b>273,295</b>	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
<b>Total net assets or (liabilities)</b>	<b>857,772</b>	<b>273,295</b>	
<b>The funds of the charity:</b>			
Endowment funds	-	-	
Restricted income funds	33,708	32,853	
Unrestricted funds	824,064	239,587	
Revaluation reserve	-	-	
<b>Total unrestricted funds</b>	<b>824,064</b>	<b>239,587</b>	
<b>Total charity funds</b>	<b>857,772</b>	<b>272,440</b>	14

This Financial Report for the year ended 31st December 2023, including the notes following, was approved by the PCC and signed on its behalf by Mr Peter Bowers, Vice Chairman:



Date 14th April 2024

## Notes to the Financial Report

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### 1 Accounting policies

#### Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)).

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members

#### Funds accounting

Funds held by the PCC are:

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

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects

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

*Endowment funds* - funds for which the capital must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment

#### Income and endowments

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably

#### Donations and legacies

*Collections* are recognised when received.

*Planned giving receivable* is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate

*Gift aid recovered* is recognised when the income to which it is attached is recognised

*Grants and legacies* are recognised when the formal offer in writing of the funding, is received by the PCC

#### Charitable activities

Statutory fees for weddings and funerals are recognised when the office occurs

#### Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a - when received, or b - in the case of concerts: for the year in which the event occurs, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place

Sales of magazines and study notes are recognised when received

Rents from property are recognised in accordance with the rental agreements, when receipt is probable

#### Investment income

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

## Notes to the Financial Report

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### All other income

All other income is recognised in accordance with the above overall policy

### Gains and losses on investments

Realised gains are recognised when the investments are sold

Unrealised gains and losses are accounted for on revaluation at 31 December

### Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably

### Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC

### Church activities

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet

### Fixed assets

#### *Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to *(date)* there is insufficient cost information available and therefore the cost of such assets is stated at a nominal £1 in the financial statements

All expenditure on consecrated or beneficed buildings and individual items costing under (put in limit, say £1,000) are written off in the year they were incurred

#### *Depreciation*

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

Land	Nil
Buildings	Nil
Fixtures and fittings	20%
Audio/visual	33%
Office equipment	25%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular impairment reviews, provision will be made if there has been any permanent diminution in value

### Investments

Investments are stated at market value at the balance sheet date

### Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown a debtors, less provision for amounts that may prove uncollectible

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank

## Notes to the Financial Report

### 2 Analysis of income and endowments

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
Planned giving (excl. tax refunds)	29,059	-	29,059	24,059	
Planned giving (no tax refunds)	2,815	-	2,815	1,910	
Loose cash collections	3,133	-	3,133	3,476	
Fund Raising	1,280	-	1,280	906	
Donations	8,595	-	8,595	7,280	
Gift Aid recoverable	9,530	-	9,530	8,217	
Legacies	5,010	-	5,010	53,367	
Grants	2,000	-	2,000	-	
<b>Donations and legacies</b>	<b>£61,422</b>	<b>-</b>	<b>£61,422</b>	<b>£99,215</b>	
Fees for weddings & funerals	2,957	-	2,957	1,942	
<b>Charitable activities</b>	<b>£2,957</b>	<b>-</b>	<b>£2,957</b>	<b>£1,942</b>	
Fund Raising	1,896	-	1,896	4,710	
Church Hall complex hiring fees	12,684	-	12,684	17,899	
Printing/Stationary Income	1,040	-	1,040	3,398	
<b>Other trading activities</b>	<b>£15,620</b>	<b>-</b>	<b>£15,620</b>	<b>£26,007</b>	
Bank & CBF deposit interest	291	653	944	74	
CBF investment fund dividend	-	202	202	-	
Rent from letting of investment property	10,745	-	10,745	9,850	
<b>Investments</b>	<b>£11,036</b>	<b>£855</b>	<b>£11,891</b>	<b>£9,924</b>	
Sale of Church Hall complex	610,557	-	610,557	-	
Other receipts	5,663	-	5,663	3,936	
<b>Other Income</b>	<b>£616,220</b>	<b>£855</b>	<b>£616,220</b>	<b>£3,936</b>	
<b>Total income and endowments on all funds</b>	<b>£707,255</b>	<b>£855</b>	<b>£708,110</b>	<b>£141,025</b>	

## Notes to the Financial Report

### 3 Analysis of expenditure

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
Stewardship costs	81	-	81	-	
Investment management costs	3,119	-	3,119	3,137	
Other fundraising costs	45	-	45	-	
<b>Cost of raising funds</b>	<b>£3,245</b>	-	<b>£3,245</b>	<b>£3,137</b>	
Charitable grants and donations	754	-	754	-	4
Diocesan parish share	40,000	-	40,000	35,000	
Clergy and other people's expenses	7,008	-	7,008	3,857	
Salaries and honoraria incl NI	6,640	-	6,640	15,200	
Upkeep of services	1,382	-	1,382	3,599	
Church running costs	10,219	-	10,219	8,395	
Office Costs	6,854	-	6,854	4,855	
Church maintenance and repair	2,460	-	2,460	3,186	
Upkeep of churchyard	95	-	95	-	
Organ/Piano Tuning and Repair	1,518	-	1,518	725	
Miscellaneous	-	-	-	8,172	
Bank charges	75	-	75	118	
<b>Cost of charitable activities</b>	<b>£77,005</b>	-	<b>£77,005</b>	<b>£83,107</b>	
Church Hall complex running costs	8,269	-	8,269	12,594	
Professional fees - Church reordering	5,378	-	5,378	-	
Other trading costs	175	-	175	-	
<b>Cost of other trading activities</b>	<b>£13,822</b>	-	<b>£13,822</b>	<b>£12,594</b>	
Professional fees - Church Hall complex	23,374	-	23,374	-	
Other Expenditure	5,332	-	5,332	-	
<b>Other</b>	<b>£28,706</b>	-	<b>£28,706</b>		
<b>Total expended on all funds</b>	<b>£122,778</b>	-	<b>£122,778</b>	<b>£98,839</b>	

## Notes to the Financial Report

### 4 Missionary and charitable giving

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
<b>Overseas:</b>					
<i>Ukraine Appeal</i>	-	-	-	186	
<b>Home:</b>					
<i>Childrens Society</i>	565	-	<b>565</b>	362	
<i>Caring &amp; Sharing</i>	172	-	<b>172</b>	266	
<i>Additional Curates Society</i>	17	-	<b>17</b>	-	
	<b>754</b>	-	<b>754</b>	814	

### 5 Staff costs

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
<b>Remuneration</b>					
<i>Wages and salaries</i>	6,640	-	<b>6,640</b>	15,200	
	<b>6,640</b>	-	<b>6,640</b>	15,200	

### 6 Payments to PCC members

Mrs A Hughes received £3,640 for her role as Office Manager and Treasurer.

### 7 Transactions with persons related to PCC members

There were no transactions recorded between persons related to the PCC members.

## Notes to the Financial Report

### 8 Fixed assets

#### a Investments

	Unrestricted Fund	Restricted Fund/s	Total Funds 2023	Notes
	£	£	£	
Market value 1 January 2023	10,923	-	10,923	
Disposals at carrying value	-	-	-	
Purchases at cost	-	-	-	
Net gains and revaluation	350	-	350	
<b>Market value 31 December 2023</b>	<b>£11,273</b>	-	<b>£11,273</b>	

#### b Tangible fixed assets

	Land and buildings	Audio visual equipment	Total fixed assets	Notes
	£	£	£	
<b>Cost or valuation</b>				
At 1 January 2023	152,665	-	152,665	
Additions	-	-	-	
Disposals	(1)	-	(1)	
Revaluation	-	-	-	
<b>At 31 December 2023</b>	<b>152,664</b>	-	<b>152,664</b>	
<b>Charge for impairment</b>				
At 1 January 2023	-	-	-	
Additions	-	-	-	
Disposals	-	-	-	
Revaluation	-	-	-	
<b>At 31 December 2023</b>	-	-	-	
<b>Net book amounts</b>				
<b>At 31 December 2023</b>	<b>152,664</b>	-	<b>152,664</b>	
<i>At 31 December 2022</i>	<i>152,665</i>	-	<i>152,665</i>	

## Notes to the Financial Report

### 8 Fixed assets *continued*

The property at St Michael's Court, Lancing is a one bedroom self-contained flat with a detached garage. The historical cost of the property is £152,664.

### 9 Net assets by fund

	Unrestricted Funds	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
St Michaels Court	152,664	-	<b>152,664</b>	152,664	
Investment CCLA Account	11,273	-	<b>11,273</b>	10,923	
Current assets (except cash)	-	-	-	-	
Cash at bank and on deposit	685,123	-	<b>685,123</b>	100,497	
Current liabilities	-	-	-	-	
Long term liabilities	-	-	-	-	
	<b>£849,060</b>	-	<b>£849,060</b>	£264,084	

### 10 Debtors

	Unrestricted Funds	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
Income tax recoverable	-	-	-	-	
Prepayments and accrued income	-	-	-	-	
Other debtors	-	9,885	<b>9,885</b>	9,380	
	-	<b>£9,885</b>	<b>£9,885</b>	£9,380	

### 11 Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	(1,173)	-	<b>(1,173)</b>	(170)	
	<b>£(1,173)</b>	-	<b>£(1,173)</b>	£(170)	

## Notes to the Financial Report

### 12 Creditors: amounts falling due after one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Archdeacon's loan	-	-	-	-	
Other creditors	-	-	-	-	
	-	-	-	-	

### 13 Comparatives for the statement of financial activities

	Unrestricted Fund	Restricted Fund/s	Total Funds 2022
	£	£	£
<b>Income and endowments from:</b>			
Donations and legacies	99,215	-	99,215
Charitable activities	1,942	-	1,942
Other trading activities	26,007	-	26,007
Investments	9,924	-	9,924
Other receipts	3,936	-	3,936
<b>Total income</b>	<b>141,025</b>	<b>-</b>	<b>141,025</b>
<b>Expenditure on:</b>			
Raising funds	3,137	-	3,137
Charitable activities	83,077	30	83,107
Other trading activities	12,594	-	12,594
Other expenditure	-	-	-
<b>Total expenditure</b>	<b>98,809</b>	<b>30</b>	<b>98,839</b>
Net gains (or losses) on investments			
<b>Net income or (net expenditure)</b>	<b>42,216</b>	<b>(30)</b>	<b>42,186</b>
<b>Transfers between funds</b>			
	-	-	-
	42,216	(30)	42,186
<b>Other recognised gains/(losses):</b>			
Gains/(losses) on revaluation of fixed assets	-	-	-
Other gains/(losses)	-	-	-
<i>Reconciliation of funds:</i>			
<b>Net movement in funds</b>	<b>42,216</b>	<b>(30)</b>	<b>42,186</b>
Total funds brought forward	230,254		230,254
<b>Total funds carried forward</b>	<b>272,470</b>	<b>(30)</b>	<b>272,440</b>

## Notes to the Financial Report

### 14 Statement of funds

#### Explanation 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

The Fabric Fund is restricted to maintenance of the church building.

The Flower Fund is restricted to the purchase of flowers for the church.

The Organ Fund is restricted to maintenance and repair of the church organ.

The CCLA deposit fund and Insurance Grant are restricted to significant maintenance or repair of the church buildings.

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

#### Summary of all funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2023	Income	Transfers, other gains and losses	Balances c/fwd 31 Dec 2023
	£	£	£	£
Grantly bequest Fund B	-	-	-	-
<b>Total of all endowed funds</b>	-	-	-	-
Fabric fund	96	-	-	96
Flower Fund	135	-	-	135
Organ Fund	2,171	-	-	2,171
Upkeep of Church	10,148	-	-	10,148
CCLA Deposit fund	10,923	350	-	11,273
Chichester DBF Chancel Insurance Grant	9,380	505	-	9,885
<b>Total of all restricted funds</b>	<b>32,853</b>	<b>855</b>	-	<b>33,708</b>
General fund	239,587	707,255	(122,778)	824,064
<b>Total of all unrestricted funds</b>	<b>239,587</b>	<b>707,255</b>	<b>(122,778)</b>	<b>824,064</b>
<b>Total funds</b>	<b>£272,440</b>	<b>£708,110</b>	<b>£(122,778)</b>	<b>£857,772</b>

# Independent Examiner's Report to the PCC of Lancing with Coombes for the Year Ended 31st December, 2023

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Lancing with Coombes on the annual report for the year ended 31<sup>st</sup> December 2023 set out on pages 2 to 12.

**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 matter has come to my attention (other than that disclosed below in Section B \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - a. to keep accounting records in accordance with section 130 of the Charities Act; and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Examiner's signature



Examiner's name CAPITALS

SCOTT WALLER

Date

05/04/2024

Relevant professional qualification(s) or body if any

ACCA

Examiner's address

36 WOODBOURNE AVENUE, BRIGHTON  
BN1 8EQ

# Independent Examiner's Report to the PCC of Lancing with Coombes for the Year Ended 31st December, 2023

## 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**

**The Parochial Church Council of the Ecclesiastical Parish of Lancing with Coombes**

England & Wales - Charity number 1145807

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# Accounts

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# LANCING WITH COOMBES

## Trustees Annual Report 2022

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd F Smith and the Associate Vicar, Rev'd Ian Edgar, 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.

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

## Trustee's Report

### Attendance at worship

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life. Throughout 2022, a regular pattern of worship based upon the services of Morning and Evening Prayer takes place each day of the week at St James, excepting Tuesdays (which was the associate vicar's day off) and other times when Fr Ian was on holiday with his family. Though attendance at these services is not high, there is a small but committed number that attend each day and continue to offer praise and thanksgiving to Almighty God daily – the first task of the Church of Christ. The regular pattern, which is advertised, places prayer at the heart of everything the parish does. It also ensures parishioners and others outside the worshipping community know that the priest is regularly praying for them and is pastorally available at those times. The church remained open for private prayer each day throughout the year, even at times when Fr Ian was away on holiday or the week he was at home with Covid. The average weekly attendance in October 2022 was 107 people attending services through the week. The average Sunday attendance at the Parish Eucharist at St James was 58. Once a month the Holy Eucharist was celebrated at Coombes Church at 9:30am, following Morning Prayer which begins at 9am on the second Sunday of the month. In a few cases, Easter and Pentecost for example, the usual 2<sup>nd</sup> Sunday was shifted to another Sunday, as was the case in June when the associate vicar was on a parish pilgrimage to Walsingham. This allowed a pastoral continuity, and for major Holy Days to be celebrated in Coombes Church.

### [TRUSTEES ANNUAL REPORT AND ANNUAL FINANCIAL REPORT]

There are 104 parishioners on the electoral roll.

### Service to the wider community

Visits from both the Globe Primary and North Lancing primary happened during 2022, both in Lent and during Advent, with the children learning about Christian traditions, as well as the history of St James Church and aspects of its architecture and how that relates to the worship of the Church.

A successful Spring Fair was held at the church hall, attracting many people and providing a place for local craft vendors to offer the wares for sale, as well as the parish raising funds.

The regular coffee mornings became very much an established pattern at the Church Hall in Lancing with local, non-churchgoers coming to enjoy coffee, tea, cake, and a chance to see friends and neighbours. These were held the second Thursday of each month throughout 2022.

With the death of the late Queen Elizabeth II, St James Church became a focus for the local community, with many people coming to sign a book of condolences and many candles were lit. A special Evensong to commemorate Her Late Majesty occurred on the eve of the funeral and was attended by many regular worshippers from the Parish of South Lancing and Sompington, members of the nonconformist churches, and local councillors, the sheriff, and our local Member of Parliament. The associate vicar was interviewed on Heart Radio about the service.

Coombes Farm and Coombes Church were the site of our Harvest Thanksgiving Music Festival, which collected food and monetary donations for the Lancing and Sompington Churches Food Bank and local homeless charity, Turning Tides. Coombes Church was also the site of a number of well attended Evensongs, with people coming from Worthing, Brighton and Henfield to enjoy a time of prayer and worship in that beautiful church. Hospitality was provided by Jenny Flake and her family at Coombes Farm afterward.

Advent 2022 saw a return to pre-Covid patterns of festivity. The worshipping community was glad to welcome students from Sir Robert Woodard Academy, who put on a Christmas Carol Concert, as well as from the Globe Primary School for their concert. Nine Lessons and Carols was also a popular event for the wider community, this year it was decided that the proceeds from the Lessons and Carols collection would benefit the NSPCC. We were glad to have the local branch president, the Duchess of Norfolk in attendance, along with many other branch members. However, with precautions these were able to take place and attendance was good at all Christmas services at St James. This was the first time since 2019 that public family services were able to be offered for the wider community at Christmas.

#### Review of the year & Evangelism and Outreach

We celebrated 11 baptisms, 1 wedding, 11 funerals and 2 burials of ashes in our church during the year. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. There are not many places in the local area in which people are able to enter free of charge. St James' church building is usually open from 8:30am to 5:30pm, and the many entries in the Visitors' Book testify to the use of the building by visitors and passers-by. The toilets are also available for those who are working locally, again there not being many free to use facilities in the local area.

Many remark not only how refreshing it is to find an open church but, also the sense of peacefulness and spirituality the church pervades. Fr Ian has had several meetings with people who have come into the church whilst it has been open, who have suffered recent bereavements, or other difficult situations. Everyone has been very glad that the church was open and available to them.

Other remarks include the sense of history within; that people of much earlier generations found life and presence there and, comments on the appreciation of the architectural beauty of the building and biblical archaeology.

#### Provision of Pastoral Care

Fr Ian, along with other lay ministers of Holy Communion continued to minister to those unable to participate in the worshipping life of the church due to age or infirmity. Regular visit to a local care home resumed. The aim is to have housebound communicants visited once a month either by the associate vicar or a lay minister of Holy Communion.

#### Provision of Church Buildings for the use of the Community

St James' Church Hall has been regularly rented by a nursery school since 1979. This rental agreement ended at the end of 2021. Prior the coming together of the two parishes and with the resumption of regular attendance at the nursery school, the rate of the hall rent was increased. This was to end the net loss situation with the hall rental, which had been the case for some years, which meant that the parish was effectively subsidising the nursery school which was a private, for-profit business. For a number of factors, the nursery school decided to cease operating at the end of 2021. St James Church Hall remains available to let for social functions and is used regularly by Girl Guides, as well as other social groups, and receptions after Baptisms and funerals. The PCC also meet in St James' Church Hall. After discussion and consultation with the Archdeacon of Chichester, and others from Church House, the PCC came to the decision that the best course of action would be to offer the church hall and cottage for sale. Some of the funds from the sale would go towards a re-ordering project in St James Church, and the rest would be invested into a local property with the aim of generating income for the parish. The re-orderings of the west end of St James' Church would allow for greater flexibility in worship, along with more space for such things as PCC meetings, Bible and theological study, fellowship events as well as offering hospitality to the local community. As mentioned above, the great lack of free space in Lancing suggests that a more flexible area in St James Church would add to the local community, and provide a place for meetings and events organised by other, non-church groups.

#### Charitable Giving

Church members still responded to provide toiletries and other essentials for the Turning Tides homeless charity through the year, as well as the associate vicar serving as a trustee on the Lancing and Sompington Churches Foodbank. Both these charities are regularly advertised in our publications. At Christmas, our usual, traditional service of Nine Lessons and Carols was held. This year it was decided to offer the collection to the National Society for the Prevention of Cruelty to Children (NSPCC). We were blessed with a large congregation and the local branch president, the Duchess of Norfolk was in attendance. The Lancing Parochial Charities Trust,

which provides support to people within the civil parish of Lancing gave out one grant of £305 to the only application received. The income of the Trust was £1323.65.

### **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 Felix Smith  
Associate Vicar: The Revd Ian Edgar Chairman

Wardens:

Mr R Frewin  
Mr P Bowers

#### *Elected Members*

Mrs R Berkley  
Mrs W Bowers  
Mr R Doran  
Mrs J Flake  
Mrs A Hughes (Secretary)  
Mrs P Phillips (Safeguarding)  
Mrs J Rawlinson  
Mr R Reeve  
Mr P Tester  
Mr G Turner (Treasurer – co-opted)  
Mrs S Turner  
Mr M Young

#### *Deanery Synod*

Mrs P Durrant  
Miss J Harwood

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.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Rev'd Ian Edgar, PCC Chairman

  
.....

Date..... 9 April 2023

## **Financial Review**

### ***Incoming and outgoing resources***

Receipts on general unrestricted funds during 2022 totalled £91,319, which includes £8,367 from total received 2022 legacies of £53,367. The remaining legacy balance of £45,000 was designated for use in the reordering of the church. The planned giving through envelopes and banker's orders to December 2022 totalled £29,364 and loose cash collections amounted to £3,476.

Income generated through the rental of the church hall and the two investment properties (St Michaels Ct and Mill Rd) totalled £27,749.

The total received on all funds (unrestricted, restricted and designated) during 2022 was £136,319 and the breakdown is detailed in the Annual Financial Report.

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

The largest expenditure of the PCC was the sum of £35,000 paid to the diocese for the share of all churches' Parish Ministry Costs. The total relates directly to the housing, support stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

### ***Staff costs***

During 2022 the PCC paid for an Office Manager, Office Administrator, Cleaner and Organist. The Cleaner resigned in April and a restructure of the Parish office means the only two employees of the PCC (at 31<sup>st</sup> December 2022) are the Office Manager and Organist.

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

The PCC incurred expenses of £634.68 relating to electrical repairs to St James the Less church, which included floodlight adjustments, electrical PAT testing and replacement bulbs. Other maintenance expenses of £150 were incurred through the introduction of door vents. The need for the vents was identified during a safety inspection.

The PCC has paid a total of £9,117.96 to Carden and Godfrey Architects. £8,171.88 of this relates to the reordering of St James the Less church (deducted from designated funds) and the remaining £946.08 relates to the Coombes Quinquennial inspection.

### ***Reserves policy***

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The unrestricted general fund closing balances in the PCC current accounts of £51,120 on 31<sup>st</sup> December 2022 achieved this.

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no funds invested in this way.

It is PCC policy to invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

## Notes to the Annual Financial Report - Lancing with Coombes

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.

### Analysis of total received

	Unrestricted		Restricted Fund/s	Total All Funds Dec-22	Notes
	General Fund	Designated Funds			
Planned giving (excl. tax refunds)	£ 24,059	£ -	£ -	24,059	
Planned giving (no tax refunds)	1,910	-	-	1,910	
Loose cash collections	3,476	-	-	3,476	
Special appeals	-	-	-	-	
Gift Aid recovered	8,217	-	-	8,217	
Summer fete & Christmas bazaar	-	-	-	-	
Christmas music concert	-	-	-	-	
Donations	3,395	-	-	3,395	
Legacies	8,367	45,000	-	53,367	
Grants	-	-	-	-	
Recoverable VAT	-	-	-	-	
<b>Donations and legacies</b>	<b>49,424</b>	<b>45,000</b>	-	<b>94,424</b>	
Fees for weddings & Funerals	2,027	-	-	2,027	
<b>Charitable activities</b>	<b>2,027</b>	-	-	<b>2,027</b>	
Summer/spring Xmas fetes	-	-	-	-	
Car boot/cream tea	-	-	-	-	
other fundraising	4,710	-	-	4,710	
Sales of the parish magazine	-	-	-	-	
Temporary letting of property	-	-	-	-	
Bible study notes	-	-	-	-	
Church centre hiring fees	3,049	-	-	3,049	
messy ch/toddler/witdo	-	-	-	-	
Bookstall sales	-	-	-	-	
<b>Other trading activities</b>	<b>7,759</b>	-	-	<b>7,759</b>	
Bank deposit interest	74	-	-	74	
long term hall hire fees	-	-	-	-	
Printing & Stationary Income	3,398	-	-	3,398	
Letting of investment properties	24,700	-	-	24,700	
<b>Investments</b>	<b>28,173</b>	-	-	<b>28,173</b>	
<b>Net funds from asset release</b>	-	-	-	-	
Other receipts	3,936	-	-	3,936	
<b>Total received on all funds</b>	<b>91,319</b>	<b>45,000</b>	-	<b>136,319</b>	

## Notes to the Annual Financial Report - Lancing with Coombes

### Analysis of total paid

	Unrestricted			Total All Funds Dec-22 £	Notes
	General Fund	Designated Funds	Restricted Fund/s		
Summer fete expenses	£ -	£ -	£ -	-	
Concert posters & musicians expenses	-	-	-	-	
Other appeals expenses	-	-	-	-	
<b>Cost of raising funds</b>	-	-	-	-	
Charitable grants and donations	-	-	-	-	
Parish share to Chichester Diocese	35,000	-	-	35,000	
Salaries and honoraria incl NI	15,200	-	-	15,200	
Upkeep of service/stewardship	3,599	-	-	3,599	
Mission & evangelism costs	-	-	-	-	
Messy ch/todd/wittdo	-	-	-	-	
upkeep of church yard	-	-	-	-	
water,gas,elec	7,670	-	-	7,670	
Office costs	4,855	-	-	4,855	
Other regular church running costs	725	-	-	725	
Accounting and Examiner's fees	-	-	-	-	
Church maintenance & redecoration	3,156	-	30	3,186	
New building work	-	8,172	-	8,172	
<b>Charitable costs</b>	<b>70,206</b>	<b>8,172</b>	<b>30</b>	<b>78,408</b>	
Summer fete expenses	-	-	-	-	
Car boot/cream tea	-	-	-	-	
Church hall running costs	10,493	-	-	10,493	
vicarage costs	3,856	-	-	3,856	
Rented property costs	5,238	-	-	5,238	
St Michael's lease ext.	-	-	-	-	
Bookstall costs	-	-	-	-	
Other trading costs	-	-	-	-	
Bank charges	118	-	-	118	
<b>Trading costs</b>	<b>19,705</b>	-	-	<b>19,705</b>	
<b>Total paid on all funds</b>	<b>89,911</b>	<b>8,172</b>	<b>30</b>	<b>98,113</b>	

## Notes to the Annual Financial Report - Lancing with Coombes

### Payments to PCC employees:

	Dec-22
Wages, salaries and honoraria	£
Employer National Insurance	15,193
Employer pension contributions	7
	-
	<u>15,200</u>

## Notes to the Annual Financial Report - Lancing with Coombes

### Summary of funds

	Balances b/fwd 01-Jan-22	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-22
	£	£	£	£	£
Fabric fund	96	-	-	-	96
Flower Fund	165	-	(30)	-	135
Organ	2,171	-	-	-	2,171
Upkeep Church	10,148	-	-	-	10,148
CCLA Deposit fund	10,782	141	-	-	10,923
Chichester DBF Chancel Insurance Grant	9,059	321	-	-	9,380
<b>Total of all restricted funds</b>	<b>32,421</b>	<b>462</b>	<b>(30)</b>	<b>-</b>	<b>32,853</b>
General fund	206,330	136,319	(81,739)	-	260,910
<b>Total of all unrestricted funds</b>	<b>206,330</b>	<b>136,319</b>	<b>(81,739)</b>	<b>-</b>	<b>260,910</b>
<b>Total funds</b>	<b>238,751</b>	<b>136,781</b>	<b>(81,769)</b>	<b>-</b>	<b>293,763</b>

## Statement of Assets and Liabilities - Lancing with Coombes

	<i>Unrestricted</i>		<i>Restricted</i> Fund/s	<i>Total</i> All Funds Dec-22 £
	General Fund	Designated Funds		
<b>Assets:</b>	£	£	£	£
Bank current account	51,119	36,828	12,549	100,497
Treasurer Petty Cash	-	-	-	-
WLIDO Petty Cash	-	-	-	-
PCC-owned bank balance	51,119	36,828	12,549	100,497
Diocesan Assigned Fees received	-	-	-	-
<b>Total bank and deposit accounts</b>	<b>51,119</b>	<b>36,828</b>	<b>12,549</b>	<b>100,497</b>
Vat recoverable	-	-	-	-
Gift Aid recoverable	-	-	-	-
Chichester DBF Chancel Insurance grant	-	-	9,380	9,380
<b>Debtors</b>	<b>-</b>	<b>-</b>	<b>9,380</b>	<b>9,380</b>
CCLA Deposit Fund	-	-	10,923	10,923
<b>Investment assets at market value</b>	<b>-</b>	<b>-</b>	<b>10,923</b>	<b>10,923</b>
2 St Michael's court	152,662	-	-	152,662
Hall Complex	1	-	-	1
<b>Investment assets at cost</b>	<b>152,663</b>	<b>-</b>	<b>-</b>	<b>152,663</b>
<b>Total assets</b>	<b>203,782</b>	<b>36,828</b>	<b>32,852</b>	<b>273,463</b>
<b>Liabilities:</b>				
Office costs	-	-	-	-
Electricity used since last billed (est'd)	-	-	-	-
Deposits collected on behalf of third parties	85	-	-	85
<b>Total liabilities</b>	<b>85</b>	<b>-</b>	<b>-</b>	<b>85</b>

Notes

## Summary of Financial Receipts and Payments - Lancing with Coombes

	Unrestricted			Total All Funds Dec-22	Notes
	General Fund	Designated Funds	Restricted Fund/s		
<b>Income and endowments from:</b>	£	£	£	£	
Donations and legacies	49,424	45,000	-	94,424	
Charitable activities	2,027	-	-	2,027	
Other trading activities	7,759	-	-	7,759	
Investments	28,173	-	-	28,173	
Other receipts	3,936	-	-	3,936	
<b>Total received</b>	<b>91,319</b>	<b>45,000</b>	<b>-</b>	<b>136,319</b>	
<b>Expenditure on:</b>					
Cost of raising funds	-	-	-	-	
Charitable costs	70,206	8,172	30	78,408	
Trading costs	19,705	-	-	19,705	
Other payments	-	-	-	-	
<b>Total paid</b>	<b>89,911</b>	<b>8,172</b>	<b>30</b>	<b>98,113</b>	
<i>Reconciliation of funds:</i>					
<b>Net income or (net expenditure)</b>	<b>1,409</b>	<b>36,828</b>	<b>(30)</b>	<b>38,207</b>	
net income from release of assets	-	-	-	-	
Closure of Barclays account	(3,936)				
<b>Net movement in funds</b>	<b>(2,527)</b>	<b>36,828</b>	<b>(30)</b>	<b>34,271</b>	
CAF Bank	49,431				
Barclays	4,216				
Bank accounts at 1 January	53,647	-	12,579	66,226	
Bank accounts at 31 December	51,120	36,828	12,549	100,497	

This Annual Financial Report, For the period ended 31/12/2022, including the notes following was approved by the PCC and signed on it's behalf by Associate Vicar and PCC Chairman, Father Ian Edgar.



Date: 9 April 2023



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Lancing with Coombes Parish

**On accounts for the year  
ended**

1st January 2022 to 31<sup>st</sup> December  
2022

**Charity no  
(if any)**

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended **31 / 12 / 2022**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

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

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

I have no material concerns and 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.

**Signed:**

**Date:** 4<sup>th</sup> April 2023

**Name:** Rosanne Nulty

**Relevant professional  
qualification(s) or body  
(if any):** Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

**Address:** 4 Below, 4 Heene Terrace

Worthing

BN11 3NP

**Section B**

**Disclosure**

# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of LANCING WITH COOMBES

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## St James the Less Church, Lancing & Coombes Church, Coombes

**St James the Less, 63 Manor Road, Lancing, BN15 0EY**

**Coombes Church, Coombes Farm, Coombes, Lancing, BN15 0RS**

Registered Charity no: 1145807

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**From 1<sup>st</sup> January to 31st December 2022**

### CONTENTS

Trustees annual report

Statement of financial receipts and payments

Statement of assets and liabilities

Notes to the accounts

Report of the independent examiner

Website: [Chalkspringchurches.org](http://Chalkspringchurches.org)

Incumbent: The Rev'd Felix Smith  
St Michael's Vicarage, 117 Penhill Road, Lancing, BN15 8H

Associate Vicar: The Rev'd Ian Edgar  
The Vicarage, 3 Norbury Drive, Lancing, BN15 0QN

Independent Examiner: Mrs Rosanne McNulty

Bankers: CAF Bank LTD, 25 Kings Hill Avenue, Kings Hill, West Malling,  
Kent, ME19 4JQ

# LANCING WITH COOMBES

## Trustees Annual Report 2022

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd F Smith and the Associate Vicar, Rev'd Ian Edgar, 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.

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

## Trustee's Report

### Attendance at worship

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life. Throughout 2022, a regular pattern of worship based upon the services of Morning and Evening Prayer takes place each day of the week at St James, excepting Tuesdays (which was the associate vicar's day off) and other times when Fr Ian was on holiday with his family. Though attendance at these services is not high, there is a small but committed number that attend each day and continue to offer praise and thanksgiving to Almighty God daily – the first task of the Church of Christ. The regular pattern, which is advertised, places prayer at the heart of everything the parish does. It also ensures parishioners and others outside the worshipping community know that the priest is regularly praying for them and is pastorally available at those times. The church remained open for private prayer each day throughout the year, even at times when Fr Ian was away on holiday or the week he was at home with Covid. The average weekly attendance in October 2022 was 107 people attending services through the week. The average Sunday attendance at the Parish Eucharist at St James was 58. Once a month the Holy Eucharist was celebrated at Coombes Church at 9:30am, following Morning Prayer which begins at 9am on the second Sunday of the month. In a few cases, Easter and Pentecost for example, the usual 2<sup>nd</sup> Sunday was shifted to another Sunday, as was the case in June when the associate vicar was on a parish pilgrimage to Walsingham. This allowed a pastoral continuity, and for major Holy Days to be celebrated in Coombes Church.

### [TRUSTEES ANNUAL REPORT AND ANNUAL FINANCIAL REPORT]

There are 104 parishioners on the electoral roll.

### Service to the wider community

Visits from both the Globe Primary and North Lancing primary happened during 2022, both in Lent and during Advent, with the children learning about Christian traditions, as well as the history of St James Church and aspects of its architecture and how that relates to the worship of the Church.

A successful Spring Fair was held at the church hall, attracting many people and providing a place for local craft vendors to offer the wares for sale, as well as the parish raising funds.

The regular coffee mornings became very much an established pattern at the Church Hall in Lancing with local, non-churchgoers coming to enjoy coffee, tea, cake, and a chance to see friends and neighbours. These were held the second Thursday of each month throughout 2022.

With the death of the late Queen Elizabeth II, St James Church became a focus for the local community, with many people coming to sign a book of condolences and many candles were lit. A special Evensong to commemorate Her Late Majesty occurred on the eve of the funeral and was attended by many regular worshippers from the Parish of South Lancing and Sompington, members of the nonconformist churches, and local councillors, the sheriff, and our local Member of Parliament. The associate vicar was interviewed on Heart Radio about the service.

Coombes Farm and Coombes Church were the site of our Harvest Thanksgiving Music Festival, which collected food and monetary donations for the Lancing and Sompington Churches Food Bank and local homeless charity, Turning Tides. Coombes Church was also the site of a number of well attended Evensongs, with people coming from Worthing, Brighton and Henfield to enjoy a time of prayer and worship in that beautiful church. Hospitality was provided by Jenny Flake and her family at Coombes Farm afterward.

Advent 2022 saw a return to pre-Covid patterns of festivity. The worshipping community was glad to welcome students from Sir Robert Woodard Academy, who put on a Christmas Carol Concert, as well as from the Globe Primary School for their concert. Nine Lessons and Carols was also a popular event for the wider community, this year it was decided that the proceeds from the Lessons and Carols collection would benefit the NSPCC. We were glad to have the local branch president, the Duchess of Norfolk in attendance, along with many other branch members. However, with precautions these were able to take place and attendance was good at all Christmas services at St James. This was the first time since 2019 that public family services were able to be offered for the wider community at Christmas.

#### Review of the year & Evangelism and Outreach

We celebrated 11 baptisms, 1 wedding, 11 funerals and 2 burials of ashes in our church during the year. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. There are not many places in the local area in which people are able to enter free of charge. St James' church building is usually open from 8:30am to 5:30pm, and the many entries in the Visitors' Book testify to the use of the building by visitors and passers-by. The toilets are also available for those who are working locally, again there not being many free to use facilities in the local area.

Many remark not only how refreshing it is to find an open church but, also the sense of peacefulness and spirituality the church pervades. Fr Ian has had several meetings with people who have come into the church whilst it has been open, who have suffered recent bereavements, or other difficult situations. Everyone has been very glad that the church was open and available to them.

Other remarks include the sense of history within; that people of much earlier generations found life and presence there and, comments on the appreciation of the architectural beauty of the building and biblical archaeology.

#### Provision of Pastoral Care

Fr Ian, along with other lay ministers of Holy Communion continued to minister to those unable to participate in the worshipping life of the church due to age or infirmity. Regular visit to a local care home resumed. The aim is to have housebound communicants visited once a month either by the associate vicar or a lay minister of Holy Communion.

#### Provision of Church Buildings for the use of the Community

St James' Church Hall has been regularly rented by a nursery school since 1979. This rental agreement ended at the end of 2021. Prior the coming together of the two parishes and with the resumption of regular attendance at the nursery school, the rate of the hall rent was increased. This was to end the net loss situation with the hall rental, which had been the case for some years, which meant that the parish was effectively subsidising the nursery school which was a private, for-profit business. For a number of factors, the nursery school decided to cease operating at the end of 2021. St James Church Hall remains available to let for social functions and is used regularly by Girl Guides, as well as other social groups, and receptions after Baptisms and funerals. The PCC also meet in St James' Church Hall. After discussion and consultation with the Archdeacon of Chichester, and others from Church House, the PCC came to the decision that the best course of action would be to offer the church hall and cottage for sale. Some of the funds from the sale would go towards a re-ordering project in St James Church, and the rest would be invested into a local property with the aim of generating income for the parish. The re-orderings of the west end of St James' Church would allow for greater flexibility in worship, along with more space for such things as PCC meetings, Bible and theological study, fellowship events as well as offering hospitality to the local community. As mentioned above, the great lack of free space in Lancing suggests that a more flexible area in St James Church would add to the local community, and provide a place for meetings and events organised by other, non-church groups.

#### Charitable Giving

Church members still responded to provide toiletries and other essentials for the Turning Tides homeless charity through the year, as well as the associate vicar serving as a trustee on the Lancing and Soming Churches Foodbank. Both these charities are regularly advertised in our publications. At Christmas, our usual, traditional service of Nine Lessons and Carols was held. This year it was decided to offer the collection to the National Society for the Prevention of Cruelty to Children (NSPCC). We were blessed with a large congregation and the local branch president, the Duchess of Norfolk was in attendance. The Lancing Parochial Charities Trust,

which provides support to people within the civil parish of Lancing gave out one grant of £305 to the only application received. The income of the Trust was £1323.65.

### **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 Felix Smith

Associate Vicar:

The Revd Ian Edgar      Chairman

Wardens:

Mr R Frewin

Mr P Bowers

#### *Elected Members*

Mrs R Berkley

Mrs W Bowers

Mr R Doran

Mrs J Flake

Mrs A Hughes      (Secretary)

Mrs P Phillips      (Safeguarding)

Mrs J Rawlinson

Mr R Reeve

Mr P Tester

Mr G Turner      (Treasurer – co-opted)

Mrs S Turner

Mr M Young

#### *Deanery Synod*

Mrs P Durrant

Miss J Harwood

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.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Rev'd Ian Edgar, PCC Chairman



Date..... 9 April 2023

## **Financial Review**

### ***Incoming and outgoing resources***

Receipts on general unrestricted funds during 2022 totalled £91,319, which includes £8,367 from total received 2022 legacies of £53,367. The remaining legacy balance of £45,000 was designated for use in the reordering of the church. The planned giving through envelopes and banker's orders to December 2022 totalled £29,364 and loose cash collections amounted to £3,476.

Income generated through the rental of the church hall and the two investment properties (St Michaels Ct and Mill Rd) totalled £27,749.

The total received on all funds (unrestricted, restricted and designated) during 2022 was £136,319 and the breakdown is detailed in the Annual Financial Report.

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

The largest expenditure of the PCC was the sum of £35,000 paid to the diocese for the share of all churches' Parish Ministry Costs. The total relates directly to the housing, support stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

### ***Staff costs***

During 2022 the PCC paid for an Office Manager, Office Administrator, Cleaner and Organist. The Cleaner resigned in April and a restructure of the Parish office means the only two employees of the PCC (at 31<sup>st</sup> December 2022) are the Office Manager and Organist.

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

The PCC incurred expenses of £634.68 relating to electrical repairs to St James the Less church, which included floodlight adjustments, electrical PAT testing and replacement bulbs. Other maintenance expenses of £150 were incurred through the introduction of door vents. The need for the vents was identified during a safety inspection.

The PCC has paid a total of £9,117.96 to Carden and Godfrey Architects. £8,171.88 of this relates to the reordering of St James the Less church (deducted from designated funds) and the remaining £946.08 relates to the Coombes Quinquennial inspection.

### ***Reserves policy***

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The unrestricted general fund closing balances in the PCC current accounts of £51,120 on 31<sup>st</sup> December 2022 achieved this.

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no funds invested in this way.

It is PCC policy to invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

## Notes to the Annual Financial Report - Lancing with Coombes

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.

### Analysis of total received

	Unrestricted		Restricted Fund/s	Total All Funds Dec-22	Notes
	General Fund	Designated Funds			
Planned giving (excl. tax refunds)	£ 24,059	£ -	£ -	24,059	
Planned giving (no tax refunds)	1,910	-	-	1,910	
Loose cash collections	3,476	-	-	3,476	
Special appeals	-	-	-	-	
Gift Aid recovered	8,217	-	-	8,217	
Summer fete & Christmas bazaar	-	-	-	-	
Christmas music concert	-	-	-	-	
Donations	3,395	-	-	3,395	
Legacies	8,367	45,000	-	53,367	
Grants	-	-	-	-	
Recoverable VAT	-	-	-	-	
<b>Donations and legacies</b>	<b>49,424</b>	<b>45,000</b>	-	<b>94,424</b>	
Fees for weddings & Funerals	2,027	-	-	2,027	
<b>Charitable activities</b>	<b>2,027</b>	-	-	<b>2,027</b>	
Summer/spring Xmas fetes	-	-	-	-	
Car boot/cream tea	-	-	-	-	
other fundraising	4,710	-	-	4,710	
Sales of the parish magazine	-	-	-	-	
Temporary letting of property	-	-	-	-	
Bible study notes	-	-	-	-	
Church centre hiring fees	3,049	-	-	3,049	
messy ch/toddler/witdo	-	-	-	-	
Bookstall sales	-	-	-	-	
<b>Other trading activities</b>	<b>7,759</b>	-	-	<b>7,759</b>	
Bank deposit interest	74	-	-	74	
long term hall hire fees	-	-	-	-	
Printing & Stationary Income	3,398	-	-	3,398	
Letting of investment properties	24,700	-	-	24,700	
<b>Investments</b>	<b>28,173</b>	-	-	<b>28,173</b>	
<b>Net funds from asset release</b>	-	-	-	-	
Other receipts	3,936	-	-	3,936	
<b>Total received on all funds</b>	<b>91,319</b>	<b>45,000</b>	-	<b>136,319</b>	

## Notes to the Annual Financial Report - Lancing with Coombes

### Analysis of total paid

	Unrestricted			Total All Funds Dec-22 £	Notes
	General Fund	Designated Funds	Restricted Fund/s		
Summer fete expenses	£ -	£ -	£ -	-	
Concert posters & musicians expenses	-	-	-	-	
Other appeals expenses	-	-	-	-	
<b>Cost of raising funds</b>	-	-	-	-	
Charitable grants and donations	-	-	-	-	
Parish share to Chichester Diocese	35,000	-	-	35,000	
Salaries and honoraria incl NI	15,200	-	-	15,200	
Upkeep of service/stewardship	3,599	-	-	3,599	
Mission & evangelism costs	-	-	-	-	
Messy ch/todd/wittdo	-	-	-	-	
upkeep of church yard	-	-	-	-	
water,gas,elec	7,670	-	-	7,670	
Office costs	4,855	-	-	4,855	
Other regular church running costs	725	-	-	725	
Accounting and Examiner's fees	-	-	-	-	
Church maintenance & redecoration	3,156	-	30	3,186	
New building work	-	8,172	-	8,172	
<b>Charitable costs</b>	<b>70,206</b>	<b>8,172</b>	<b>30</b>	<b>78,408</b>	
Summer fete expenses	-	-	-	-	
Car boot/cream tea	-	-	-	-	
Church hall running costs	10,493	-	-	10,493	
vicarage costs	3,856	-	-	3,856	
Rented property costs	5,238	-	-	5,238	
St Michael's lease ext.	-	-	-	-	
Bookstall costs	-	-	-	-	
Other trading costs	-	-	-	-	
Bank charges	118	-	-	118	
<b>Trading costs</b>	<b>19,705</b>	<b>-</b>	<b>-</b>	<b>19,705</b>	
<b>Total paid on all funds</b>	<b>89,911</b>	<b>8,172</b>	<b>30</b>	<b>98,113</b>	

## Notes to the Annual Financial Report - Lancing with Coombes

### Payments to PCC employees:

	Dec-22
Wages, salaries and honoraria	£
Employer National Insurance	15,193
Employer pension contributions	7
	-
	<u>15,200</u>

## Notes to the Annual Financial Report - Lancing with Coombes

### Summary of funds

	Balances b/fwd 01-Jan-22	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-22
	£	£	£	£	£
Fabric fund	96	-	-	-	96
Flower Fund	165	-	(30)	-	135
Organ	2,171	-	-	-	2,171
Upkeep Church	10,148	-	-	-	10,148
CCLA Deposit fund	10,782	141	-	-	10,923
Chichester DBF Chancel Insurance Grant	9,059	321	-	-	9,380
<b>Total of all restricted funds</b>	<b>32,421</b>	<b>462</b>	<b>(30)</b>	<b>-</b>	<b>32,853</b>
General fund	206,330	136,319	(81,739)	-	260,910
<b>Total of all unrestricted funds</b>	<b>206,330</b>	<b>136,319</b>	<b>(81,739)</b>	<b>-</b>	<b>260,910</b>
<b>Total funds</b>	<b>238,751</b>	<b>136,781</b>	<b>(81,769)</b>	<b>-</b>	<b>293,763</b>

## Statement of Assets and Liabilities - Lancing with Coombes

	<i>Unrestricted</i>		<i>Restricted</i> Fund/s	<i>Total</i> All Funds Dec-22 £
	General Fund	Designated Funds		
<b>Assets:</b>	£	£	£	£
Bank current account	51,119	36,828	12,549	100,497
Treasurer Petty Cash	-	-	-	-
WLIDO Petty Cash	-	-	-	-
PCC-owned bank balance	51,119	36,828	12,549	100,497
Diocesan Assigned Fees received	-	-	-	-
<b>Total bank and deposit accounts</b>	<b>51,119</b>	<b>36,828</b>	<b>12,549</b>	<b>100,497</b>
Vat recoverable	-	-	-	-
Gift Aid recoverable	-	-	-	-
Chichester DBF Chancel Insurance grant	-	-	9,380	9,380
<b>Debtors</b>	<b>-</b>	<b>-</b>	<b>9,380</b>	<b>9,380</b>
CCLA Deposit Fund	-	-	10,923	10,923
<b>Investment assets at market value</b>	<b>-</b>	<b>-</b>	<b>10,923</b>	<b>10,923</b>
2 St Michael's court	152,662	-	-	152,662
Hall Complex	1	-	-	1
<b>Investment assets at cost</b>	<b>152,663</b>	<b>-</b>	<b>-</b>	<b>152,663</b>
<b>Total assets</b>	<b>203,782</b>	<b>36,828</b>	<b>32,852</b>	<b>273,463</b>
<b>Liabilities:</b>				
Office costs	-	-	-	-
Electricity used since last billed (est'd)	-	-	-	-
Deposits collected on behalf of third parties	85	-	-	85
<b>Total liabilities</b>	<b>85</b>	<b>-</b>	<b>-</b>	<b>85</b>

Notes

## Summary of Financial Receipts and Payments - Lancing with Coombes

	Unrestricted			Total All Funds Dec-22	Notes
	General Fund	Designated Funds	Restricted Fund/s		
<b>Income and endowments from:</b>	£	£	£	£	
Donations and legacies	49,424	45,000	-	94,424	
Charitable activities	2,027	-	-	2,027	
Other trading activities	7,759	-	-	7,759	
Investments	28,173	-	-	28,173	
Other receipts	3,936	-	-	3,936	
<b>Total received</b>	<b>91,319</b>	<b>45,000</b>	<b>-</b>	<b>136,319</b>	
<b>Expenditure on:</b>					
Cost of raising funds	-	-	-	-	
Charitable costs	70,206	8,172	30	78,408	
Trading costs	19,705	-	-	19,705	
Other payments	-	-	-	-	
<b>Total paid</b>	<b>89,911</b>	<b>8,172</b>	<b>30</b>	<b>98,113</b>	
<i>Reconciliation of funds:</i>					
<b>Net income or (net expenditure)</b>	<b>1,409</b>	<b>36,828</b>	<b>(30)</b>	<b>38,207</b>	
net income from release of assets	-	-	-	-	
Closure of Barclays account	(3,936)				
<b>Net movement in funds</b>	<b>(2,527)</b>	<b>36,828</b>	<b>(30)</b>	<b>34,271</b>	
CAF Bank	49,431				
Barclays	4,216				
Bank accounts at 1 January	53,647	-	12,579	66,226	
Bank accounts at 31 December	51,120	36,828	12,549	100,497	

This Annual Financial Report, For the period ended 31/12/2022, including the notes following was approved by the PCC and signed on it's behalf by Associate Vicar and PCC Chairman, Father Ian Edgar.



Date: 9 April 2023



**Report to the trustees/  
members of**

Lancing with Coombes Parish

**On accounts for the year  
ended**

1st January 2022 to 31<sup>st</sup> December  
2022

**Charity no  
(if any)**

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended **31 / 12 / 2022**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

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

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

I have no material concerns and 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.

**Signed:**

**Date:** 4<sup>th</sup> April 2023

**Name:**

Rosanne Nulty

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

**Address:**

4 Below, 4 Heene Terrace  
Worthing  
BN11 3NP

# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of LANCING WITH COOMBES

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## St James the Less Church, Lancing & Coombes Church, Coombes

**St James the Less, 63 Manor Road, Lancing, BN15 0EY**  
**Coombes Church, Coombes Farm, Coombes, Lancing, BN15 0RS**

Registered Charity no: 1145807

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**From 1<sup>st</sup> January to 31st December 2022**

### CONTENTS

Trustees annual report

Statement of financial receipts and payments

Statement of assets and liabilities

Notes to the accounts

Report of the independent examiner

Website: [Chalkspringchurches.org](http://Chalkspringchurches.org)

The Rev'd Felix Smith

Incumbent: St Michael's Vicarage, 117 Penhill Road, Lancing, BN15 8H

Associate  
Vicar:

The Rev'd Ian Edgar

The Vicarage, 3 Norbury Drive, Lancing, BN15 0QN

Independent

Examiner: Mrs Rosanne McNulty

Bankers:

CAF Bank LTD, 25 Kings Hill Avenue, Kings Hill, West Malling,  
Kent, ME19 4JQ

# LANCING WITH COOMBES

## Trustees Annual Report 2022

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd F Smith and the Associate Vicar, Rev'd Ian Edgar, 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.

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

## Trustee's Report

### Attendance at worship

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life. Throughout 2022, a regular pattern of worship based upon the services of Morning and Evening Prayer takes place each day of the week at St James, excepting Tuesdays (which was the associate vicar's day off) and other times when Fr Ian was on holiday with his family. Though attendance at these services is not high, there is a small but committed number that attend each day and continue to offer praise and thanksgiving to Almighty God daily – the first task of the Church of Christ. The regular pattern, which is advertised, places prayer at the heart of everything the parish does. It also ensures parishioners and others outside the worshipping community know that the priest is regularly praying for them and is pastorally available at those times. The church remained open for private prayer each day throughout the year, even at times when Fr Ian was away on holiday or the week he was at home with Covid. The average weekly attendance in October 2022 was 107 people attending services through the week. The average Sunday attendance at the Parish Eucharist at St James was 58. Once a month the Holy Eucharist was celebrated at Coombes Church at 9:30am, following Morning Prayer which begins at 9am on the second Sunday of the month. In a few cases, Easter and Pentecost for example, the usual 2<sup>nd</sup> Sunday was shifted to another Sunday, as was the case in June when the associate vicar was on a parish pilgrimage to Walsingham. This allowed a pastoral continuity, and for major Holy Days to be celebrated in Coombes Church.

### [TRUSTEES ANNUAL REPORT AND ANNUAL FINANCIAL REPORT]

There are 104 parishioners on the electoral roll.

### Service to the wider community

Visits from both the Globe Primary and North Lancing primary happened during 2022, both in Lent and during Advent, with the children learning about Christian traditions, as well as the history of St James Church and aspects of its architecture and how that relates to the worship of the Church.

A successful Spring Fair was held at the church hall, attracting many people and providing a place for local craft vendors to offer the wares for sale, as well as the parish raising funds.

The regular coffee mornings became very much an established pattern at the Church Hall in Lancing with local, non-churchgoers coming to enjoy coffee, tea, cake, and a chance to see friends and neighbours. These were held the second Thursday of each month throughout 2022.

With the death of the late Queen Elizabeth II, St James Church became a focus for the local community, with many people coming to sign a book of condolences and many candles were lit. A special Evensong to commemorate Her Late Majesty occurred on the eve of the funeral and was attended by many regular worshippers from the Parish of South Lancing and Sompington, members of the nonconformist churches, and local councillors, the sheriff, and our local Member of Parliament. The associate vicar was interviewed on Heart Radio about the service.

Coombes Farm and Coombes Church were the site of our Harvest Thanksgiving Music Festival, which collected food and monetary donations for the Lancing and Sompington Churches Food Bank and local homeless charity, Turning Tides. Coombes Church was also the site of a number of well attended Evensongs, with people coming from Worthing, Brighton and Henfield to enjoy a time of prayer and worship in that beautiful church. Hospitality was provided by Jenny Flake and her family at Coombes Farm afterward.

Advent 2022 saw a return to pre-Covid patterns of festivity. The worshipping community was glad to welcome students from Sir Robert Woodard Academy, who put on a Christmas Carol Concert, as well as from the Globe Primary School for their concert. Nine Lessons and Carols was also a popular event for the wider community, this year it was decided that the proceeds from the Lessons and Carols collection would benefit the NSPCC. We were glad to have the local branch president, the Duchess of Norfolk in attendance, along with many other branch members. However, with precautions these were able to take place and attendance was good at all Christmas services at St James. This was the first time since 2019 that public family services were able to be offered for the wider community at Christmas.

#### Review of the year & Evangelism and Outreach

We celebrated 11 baptisms, 1 wedding, 11 funerals and 2 burials of ashes in our church during the year. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. There are not many places in the local area in which people are able to enter free of charge. St James' church building is usually open from 8:30am to 5:30pm, and the many entries in the Visitors' Book testify to the use of the building by visitors and passers-by. The toilets are also available for those who are working locally, again there not being many free to use facilities in the local area.

Many remark not only how refreshing it is to find an open church but, also the sense of peacefulness and spirituality the church pervades. Fr Ian has had several meetings with people who have come into the church whilst it has been open, who have suffered recent bereavements, or other difficult situations. Everyone has been very glad that the church was open and available to them.

Other remarks include the sense of history within; that people of much earlier generations found life and presence there and, comments on the appreciation of the architectural beauty of the building and biblical archaeology.

#### Provision of Pastoral Care

Fr Ian, along with other lay ministers of Holy Communion continued to minister to those unable to participate in the worshipping life of the church due to age or infirmity. Regular visit to a local care home resumed. The aim is to have housebound communicants visited once a month either by the associate vicar or a lay minister of Holy Communion.

#### Provision of Church Buildings for the use of the Community

St James' Church Hall has been regularly rented by a nursery school since 1979. This rental agreement ended at the end of 2021. Prior the coming together of the two parishes and with the resumption of regular attendance at the nursery school, the rate of the hall rent was increased. This was to end the net loss situation with the hall rental, which had been the case for some years, which meant that the parish was effectively subsidising the nursery school which was a private, for-profit business. For a number of factors, the nursery school decided to cease operating at the end of 2021. St James Church Hall remains available to let for social functions and is used regularly by Girl Guides, as well as other social groups, and receptions after Baptisms and funerals. The PCC also meet in St James' Church Hall. After discussion and consultation with the Archdeacon of Chichester, and others from Church House, the PCC came to the decision that the best course of action would be to offer the church hall and cottage for sale. Some of the funds from the sale would go towards a re-ordering project in St James Church, and the rest would be invested into a local property with the aim of generating income for the parish. The re-orderings of the west end of St James' Church would allow for greater flexibility in worship, along with more space for such things as PCC meetings, Bible and theological study, fellowship events as well as offering hospitality to the local community. As mentioned above, the great lack of free space in Lancing suggests that a more flexible area in St James Church would add to the local community, and provide a place for meetings and events organised by other, non-church groups.

#### Charitable Giving

Church members still responded to provide toiletries and other essentials for the Turning Tides homeless charity through the year, as well as the associate vicar serving as a trustee on the Lancing and Sompington Churches Foodbank. Both these charities are regularly advertised in our publications. At Christmas, our usual, traditional service of Nine Lessons and Carols was held. This year it was decided to offer the collection to the National Society for the Prevention of Cruelty to Children (NSPCC). We were blessed with a large congregation and the local branch president, the Duchess of Norfolk was in attendance. The Lancing Parochial Charities Trust,

which provides support to people within the civil parish of Lancing gave out one grant of £305 to the only application received. The income of the Trust was £1323.65.

### **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 Felix Smith  
Associate Vicar: The Revd Ian Edgar Chairman

Wardens:

Mr R Frewin  
Mr P Bowers

#### *Elected Members*

Mrs R Berkley  
Mrs W Bowers  
Mr R Doran  
Mrs J Flake  
Mrs A Hughes (Secretary)  
Mrs P Phillips (Safeguarding)  
Mrs J Rawlinson  
Mr R Reeve  
Mr P Tester  
Mr G Turner (Treasurer – co-opted)  
Mrs S Turner  
Mr M Young

#### *Deanery Synod*

Mrs P Durrant  
Miss J Harwood

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.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Rev'd Ian Edgar, PCC Chairman

  
.....

Date: 9 April 2023  
.....

## **Financial Review**

### ***Incoming and outgoing resources***

Receipts on general unrestricted funds during 2022 totalled £91,319, which includes £8,367 from total received 2022 legacies of £53,367. The remaining legacy balance of £45,000 was designated for use in the reordering of the church. The planned giving through envelopes and banker's orders to December 2022 totalled £29,364 and loose cash collections amounted to £3,476.

Income generated through the rental of the church hall and the two investment properties (St Michaels Ct and Mill Rd) totalled £27,749.

The total received on all funds (unrestricted, restricted and designated) during 2022 was £136,319 and the breakdown is detailed in the Annual Financial Report.

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

The largest expenditure of the PCC was the sum of £35,000 paid to the diocese for the share of all churches' Parish Ministry Costs. The total relates directly to the housing, support stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

### ***Staff costs***

During 2022 the PCC paid for an Office Manager, Office Administrator, Cleaner and Organist. The Cleaner resigned in April and a restructure of the Parish office means the only two employees of the PCC (at 31<sup>st</sup> December 2022) are the Office Manager and Organist.

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

The PCC incurred expenses of £634.68 relating to electrical repairs to St James the Less church, which included floodlight adjustments, electrical PAT testing and replacement bulbs. Other maintenance expenses of £150 were incurred through the introduction of door vents. The need for the vents was identified during a safety inspection.

The PCC has paid a total of £9,117.96 to Carden and Godfrey Architects. £8,171.88 of this relates to the reordering of St James the Less church (deducted from designated funds) and the remaining £946.08 relates to the Coombes Quinquennial inspection.

### ***Reserves policy***

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The unrestricted general fund closing balances in the PCC current accounts of £51,120 on 31<sup>st</sup> December 2022 achieved this.

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no funds invested in this way.

It is PCC policy to invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

## Notes to the Annual Financial Report - Lancing with Coombes

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.

### Analysis of total received

	Unrestricted		Restricted Fund/s	Total All Funds Dec-22	Notes
	General Fund	Designated Funds			
Planned giving (excl. tax refunds)	£ 24,059	£ -	£ -	24,059	
Planned giving (no tax refunds)	1,910	-	-	1,910	
Loose cash collections	3,476	-	-	3,476	
Special appeals	-	-	-	-	
Gift Aid recovered	8,217	-	-	8,217	
Summer fete & Christmas bazaar	-	-	-	-	
Christmas music concert	-	-	-	-	
Donations	3,395	-	-	3,395	
Legacies	8,367	45,000	-	53,367	
Grants	-	-	-	-	
Recoverable VAT	-	-	-	-	
<b>Donations and legacies</b>	<b>49,424</b>	<b>45,000</b>	-	<b>94,424</b>	
Fees for weddings & Funerals	2,027	-	-	2,027	
<b>Charitable activities</b>	<b>2,027</b>	-	-	<b>2,027</b>	
Summer/spring Xmas fetes	-	-	-	-	
Car boot/cream tea	-	-	-	-	
other fundraising	4,710	-	-	4,710	
Sales of the parish magazine	-	-	-	-	
Temporary letting of property	-	-	-	-	
Bible study notes	-	-	-	-	
Church centre hiring fees	3,049	-	-	3,049	
messy ch/toddler/witdo	-	-	-	-	
Bookstall sales	-	-	-	-	
<b>Other trading activities</b>	<b>7,759</b>	-	-	<b>7,759</b>	
Bank deposit interest	74	-	-	74	
long term hall hire fees	-	-	-	-	
Printing & Stationary Income	3,398	-	-	3,398	
Letting of investment properties	24,700	-	-	24,700	
<b>Investments</b>	<b>28,173</b>	-	-	<b>28,173</b>	
<b>Net funds from asset release</b>	-	-	-	-	
Other receipts	3,936	-	-	3,936	
<b>Total received on all funds</b>	<b>91,319</b>	<b>45,000</b>	-	<b>136,319</b>	

## Notes to the Annual Financial Report - Lancing with Coombes

### Analysis of total paid

	Unrestricted			Total All Funds Dec-22 £	Notes
	General Fund	Designated Funds	Restricted Fund/s		
Summer fete expenses	£ -	£ -	£ -	-	
Concert posters & musicians expenses	-	-	-	-	
Other appeals expenses	-	-	-	-	
<b>Cost of raising funds</b>	-	-	-	-	
Charitable grants and donations	-	-	-	-	
Parish share to Chichester Diocese	35,000	-	-	35,000	
Salaries and honoraria incl NI	15,200	-	-	15,200	
Upkeep of service/stewardship	3,599	-	-	3,599	
Mission & evangelism costs	-	-	-	-	
Messy ch/todd/wittdo	-	-	-	-	
upkeep of church yard	-	-	-	-	
water,gas,elec	7,670	-	-	7,670	
Office costs	4,855	-	-	4,855	
Other regular church running costs	725	-	-	725	
Accounting and Examiner's fees	-	-	-	-	
Church maintenance & redecoration	3,156	-	30	3,186	
New building work	-	8,172	-	8,172	
<b>Charitable costs</b>	<b>70,206</b>	<b>8,172</b>	<b>30</b>	<b>78,408</b>	
Summer fete expenses	-	-	-	-	
Car boot/cream tea	-	-	-	-	
Church hall running costs	10,493	-	-	10,493	
vicarage costs	3,856	-	-	3,856	
Rented property costs	5,238	-	-	5,238	
St Michael's lease ext.	-	-	-	-	
Bookstall costs	-	-	-	-	
Other trading costs	-	-	-	-	
Bank charges	118	-	-	118	
<b>Trading costs</b>	<b>19,705</b>	<b>-</b>	<b>-</b>	<b>19,705</b>	
<b>Total paid on all funds</b>	<b>89,911</b>	<b>8,172</b>	<b>30</b>	<b>98,113</b>	

## Notes to the Annual Financial Report - Lancing with Coombes

### Payments to PCC employees:

	Dec-22
Wages, salaries and honoraria	£
Employer National Insurance	15,193
Employer pension contributions	7
	-
	<u>15,200</u>

## Notes to the Annual Financial Report - Lancing with Coombes

### Summary of funds

	Balances b/fwd 01-Jan-22	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-22
	£	£	£	£	£
Fabric fund	96	-	-	-	96
Flower Fund	165	-	(30)	-	135
Organ	2,171	-	-	-	2,171
Upkeep Church	10,148	-	-	-	10,148
CCLA Deposit fund	10,782	141	-	-	10,923
Chichester DBF Chancel Insurance Grant	9,059	321	-	-	9,380
<b>Total of all restricted funds</b>	<b>32,421</b>	<b>462</b>	<b>(30)</b>	<b>-</b>	<b>32,853</b>
General fund	206,330	136,319	(81,739)	-	260,910
<b>Total of all unrestricted funds</b>	<b>206,330</b>	<b>136,319</b>	<b>(81,739)</b>	<b>-</b>	<b>260,910</b>
<b>Total funds</b>	<b>238,751</b>	<b>136,781</b>	<b>(81,769)</b>	<b>-</b>	<b>293,763</b>

## Statement of Assets and Liabilities - Lancing with Coombes

	<i>Unrestricted</i>		<i>Restricted</i> Fund/s	<i>Total</i> All Funds Dec-22 £
	General Fund	Designated Funds		
<b>Assets:</b>	£	£	£	£
Bank current account	51,119	36,828	12,549	100,497
Treasurer Petty Cash	-	-	-	-
WLTD0 Petty Cash	-	-	-	-
PCC-owned bank balance	51,119	36,828	12,549	100,497
Diocesan Assigned Fees received	-	-	-	-
<b>Total bank and deposit accounts</b>	<b>51,119</b>	<b>36,828</b>	<b>12,549</b>	<b>100,497</b>
Vat recoverable	-	-	-	-
Gift Aid recoverable	-	-	-	-
Chichester DBF Chancel Insurance grant	-	-	9,380	9,380
<b>Debtors</b>	<b>-</b>	<b>-</b>	<b>9,380</b>	<b>9,380</b>
CCLA Deposit Fund	-	-	10,923	10,923
<b>Investment assets at market value</b>	<b>-</b>	<b>-</b>	<b>10,923</b>	<b>10,923</b>
2 St Michael's court	152,662	-	-	152,662
Hall Complex	1	-	-	1
<b>Investment assets at cost</b>	<b>152,663</b>	<b>-</b>	<b>-</b>	<b>152,663</b>
<b>Total assets</b>	<b>203,782</b>	<b>36,828</b>	<b>32,852</b>	<b>273,463</b>
<b>Liabilities:</b>				
Office costs	-	-	-	-
Electricity used since last billed (est'd)	-	-	-	-
Deposits collected on behalf of third parties	85	-	-	85
<b>Total liabilities</b>	<b>85</b>	<b>-</b>	<b>-</b>	<b>85</b>

Notes

## Summary of Financial Receipts and Payments - Lancing with Coombes

	Unrestricted			Total All Funds Dec-22	Notes
	General Fund	Designated Funds	Restricted Fund/s		
<b>Income and endowments from:</b>	£	£	£	£	
Donations and legacies	49,424	45,000	-	94,424	
Charitable activities	2,027	-	-	2,027	
Other trading activities	7,759	-	-	7,759	
Investments	28,173	-	-	28,173	
Other receipts	3,936	-	-	3,936	
<b>Total received</b>	<b>91,319</b>	<b>45,000</b>	<b>-</b>	<b>136,319</b>	
<b>Expenditure on:</b>					
Cost of raising funds	-	-	-	-	
Charitable costs	70,206	8,172	30	78,408	
Trading costs	19,705	-	-	19,705	
Other payments	-	-	-	-	
<b>Total paid</b>	<b>89,911</b>	<b>8,172</b>	<b>30</b>	<b>98,113</b>	
<i>Reconciliation of funds:</i>					
<b>Net income or (net expenditure)</b>	<b>1,409</b>	<b>36,828</b>	<b>(30)</b>	<b>38,207</b>	
net income from release of assets	-	-	-	-	
Closure of Barclays account	(3,936)				
<b>Net movement in funds</b>	<b>(2,527)</b>	<b>36,828</b>	<b>(30)</b>	<b>34,271</b>	
CAF Bank	49,431				
Barclays	4,216				
Bank accounts at 1 January	53,647	-	12,579	66,226	
Bank accounts at 31 December	51,120	36,828	12,549	100,497	

This Annual Financial Report, For the period ended 31/12/2022, including the notes following was approved by the PCC and signed on it's behalf by Associate Vicar and PCC Chairman, Father Ian Edgar.



Date: 9 April 2023



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Lancing with Coombes Parish

**On accounts for the year  
ended**

1st January 2022 to 31<sup>st</sup> December  
2022

**Charity no  
(if any)**

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended **31 / 12 / 2022**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

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

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

I have no material concerns and 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.

**Signed:**

**Date:** 4<sup>th</sup> April 2023

**Name:**

Rosanne Nulty

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

**Address:**

4 Below, 4 Heene Terrace  
Worthing  
BN11 3NP

**Section B**

**Disclosure**

# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of LANCING WITH COOMBES

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## St James the Less Church, Lancing & Coombes Church, Coombes

**St James the Less, 63 Manor Road, Lancing, BN15 0EY**

**Coombes Church, Coombes Farm, Coombes, Lancing, BN15 0RS**

Registered Charity no: 1145807

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**From 1<sup>st</sup> January to 31st December 2022**

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Statement of financial receipts and payments

Statement of assets and liabilities

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Report of the independent examiner

Website: [Chalkspringchurches.org](http://Chalkspringchurches.org)

Incumbent: The Rev'd Felix Smith  
St Michael's Vicarage, 117 Penhill Road, Lancing, BN15 8H

Associate Vicar: The Rev'd Ian Edgar  
The Vicarage, 3 Norbury Drive, Lancing, BN15 0QN

Independent Examiner: Mrs Rosanne McNulty

Bankers: CAF Bank LTD, 25 Kings Hill Avenue, Kings Hill, West Malling,  
Kent, ME19 4JQ

**The Parochial Church Council of the Ecclesiastical Parish of Lancing with Coombes**

England & Wales - Charity number 1145807

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# Accounts

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# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of ST JAMES THE LESS, LANCING

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## St James the Less Church, Lancing, In Vacancy

St James the Less Church, Manor Road, Lancing, BN15 0EY

Registered Charity no. 1145807

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From 1<sup>st</sup> January 2021 to 31<sup>st</sup> August 2021

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Report of the independent examiner

Incumbent: In Vacancy

Independent  
examiner: Mrs Rosanne Nulty

Bankers: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West  
Malling, Kent, ME19 4JQ

# St James the Less, Lancing In Vacancy

## Trustees Annual Report for period ending August 2021

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### Our aims and purposes as a charity

- 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
- Practical support and care for people in the parish, from the youngest to the eldest

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

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 2021 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church
- Enabling as many people as possible to become part of our parish community at St James the Less

The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that within the parish.

Our services and worship put faith into practice through prayer and scripture, music, and sacrament.

When planning our activities for the year, 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'. In particular we try to enable local people to live out their faith as part of our parish community through:-

- Worship and prayer; learning about the Gospel; and developing their knowledge of trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

To facilitate this it is important that we maintain the fabric of St James the Less and our Church Hall.

### What we achieved

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#### *Attendance at worship*

The church family welcomes visitors from within as well as outside the parish boundary.

The average regular weekly attendance, counted during April was 36 adults.

There are 78 parishioners on the church electoral roll.

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#### **Review of the year**

Up to 31<sup>st</sup> August 2021 there were 2 weddings and 8 baptisms.

The PCC met three times ( two were Zoom meetings due to Covid 19 restrictions) during the period up to August 2021 with an average attendance of 64%.

All activities were once curtailed this year due to the Covid 19 pandemic restrictions. During this period, we were tasked with meeting these challenges as we attempted to meet our aims and purposes as a charity. We continued to

distribute a weekly newsletter, either electronically, by post or hand delivered. Along with the newsletter we continued to send weekly Readings & Thoughts prepared by one of our visiting Priests. During this time the numbers were limited to attend Services by the government guidelines. On most Sundays church attendance came to the maximum number permitted.

**Charitable Giving**

Church members responded to provide many toiletries and other essentials for the turning tides homeless charity. £498.00 was raised for this charity.

The Mission Team is to be congratulated on their fund-raising efforts. During the period up to August 2021 money was raised for various charities, local, national, and international.

The Lancing Parochial Charities Trust continued during this period with their aims and objectives of the Trust. The Trust Committee is chaired by the Vice-Chairman and draws its membership from the two churchwardens and two members from Lancing Parish Council. The total income is known at the end of the December 2021.

**Structure, governance, and management of the charity**

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

*Ex Officio members*

Incumbent:	In Vacancy	
Wardens:	Mr Roger Frewin	Acting Chairman
	Mr Peter Bowers	Vice Chairman

*Elected Members*

Mrs R Berkley	
Mrs E Doran	from May 2021
Mrs M Gauntlett	
Miss R Hitchcox	left May 2021
Mrs A Hughes	Secretary
Mrs P Phillips	
Mr P Tester	from May 2021
Mrs S Turner	
Mr G Turner (co-opted)	Treasurer
Mr M Young	

*Deanery Synod*

Mrs P Durrant
Miss J Harwood

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 9 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 Mr R Frewin , Acting PCC Chairman

*R. Frewin*

Date.....*24/4/22*.....

## **Financial Review**

### ***Incoming and outgoing resources***

Total receipts on general unrestricted funds received were £47,506 and are detailed in the Financial Report. The planned giving through envelopes and banker's orders to August 2021 totalled £18,011 which, when projected against the 2020 total represents an increase of 2.6%.

Loose cash collections have decreased significantly, however this is likely to be due to the number of individuals now donating through the Parish Giving Scheme and COVID restrictions, which resulted in temporary closure and restrictions on service attendance.

Income generated through the rental of the church hall and the two investment properties (St Michaels Ct and Mill Rd) totalled £16,466.

The PCC were grateful to receive legacies totalling £2,000 to August 2021. A legacy of £1,000 was received from the estate of W Bertrand, which at the request of W Bertrand was restricted for use on the church fabric. The majority of this legacy was used September to replace and repair the outside lighting at the church. A second legacy of £1,000 was received from the estate of A Newnham which was transferred to the general unrestricted fund.

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

The largest expenditure of the PCC was the sum of £16,720 paid to the diocese for the share of all churches' Parish Ministry Costs. This figure includes the contribution of £2,000 from Coombes. The total relates directly to the housing, support stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

### ***Staff costs***

The PCC pays for an office administrator and a cleaner.

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

Between January 2021 and August 2021, the PCC incurred expenses of £6,828 (previously approved within the 2021 budget), relating to repairs to the church roof and lady chapel leaks.

### **Reserves policy**

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The unrestricted general fund closing balance in our current account of £48,856 on 31<sup>st</sup> August 2021 achieved this.

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no funds invested in this way.

It is PCC policy to invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

## Notes to the Annual Financial Report St. James the Less, Lancing

### Analysis of total received:

	Unrestricted		Restricted	Total	Total
	General	Designated		All Funds	All Funds
	Fund	Funds	Fund/s	Aug-21	Dec-20
	£	£	£	£	£
Planned giving (excl. tax refunds)	15,540	-	-	15,540	24,226
Planned giving (no tax refunds)	2,471	-	-	2,471	2,095
Loose cash collections	124	-	-	124	507
Special appeals	-	-	-	-	-
Gift Aid recovered	4,143	-	-	4,143	6,908
Summer fete & Christmas bazaar	-	-	-	-	214
Christmas music concert	-	-	-	-	-
Donations	2,160	-	-	2,160	6,170
Legacies	1,000	-	1,000	2,000	5,000
Grants	-	-	-	-	2,000
Recoverable VAT	4,619	-	-	4,619	-
<b>Donations and legacies</b>	<b>30,056</b>	<b>-</b>	<b>1,000</b>	<b>31,056</b>	<b>47,121</b>
Fees for weddings & funerals	307	-	-	307	714
<b>Charitable activities</b>	<b>307</b>	<b>-</b>	<b>-</b>	<b>307</b>	<b>714</b>
Summer/spring Xmas fetes	-	-	-	-	-
Car boot/cream tea	-	-	-	-	-
other fundraising	677	-	-	677	297
Sales of the parish magazine	-	-	-	-	72
Temporary letting of property	-	-	-	-	-
Bible study notes	-	-	-	-	-
Church centre hiring fees	5,071	-	-	5,071	4,169
messy ch/toddler/wltdo	-	-	-	-	14
Bookstall sales	-	-	-	-	-
<b>Other trading activities</b>	<b>5,748</b>	<b>-</b>	<b>-</b>	<b>5,748</b>	<b>4,552</b>
Bank deposit interest	-	-	-	-	83
long term hall hire fees	-	-	-	-	-
Letting of investment properties	11,395	-	-	11,395	17,772
<b>Investments</b>	<b>11,395</b>	<b>-</b>	<b>-</b>	<b>11,395</b>	<b>17,855</b>
<b>Net funds from asset release</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other receipts	-	-	-	-	-
<b>Total received on all funds</b>	<b>47,506</b>	<b>-</b>	<b>1,000</b>	<b>48,506</b>	<b>70,242</b>

## Notes to the Annual Financial Report St. James the Less, Lancing

### Analysis of total paid:

	Unrestricted		Restricted	Total	Total
	General	Designated		All Funds	All Funds
	Fund	Funds		Aug-21	Dec-19
	£	£	£	£	
Summer fete expenses	-	-	-	-	-
Concert posters & musicians expenses	-	-	-	-	-
Other appeals expenses	-	-	-	-	-
<b>Cost of raising funds</b>	-	-	-	-	-
Charitable grants and donations	-	-	-	-	-
Parish share to Chichester Diocese	16,720	-	-	16,720	19,200
Salaries and honoraria incl NI	4,384	-	-	4,384	7,178
Upkeep of service/stewardship	437	-	-	437	1,418
Mission & evangelism costs	-	-	-	-	-
Messy ch/todd/wltdo	-	-	-	-	-
upkeep of church yard	-	-	-	-	628
water,gas,elec	-	-	-	-	-
Office costs	1,628	-	-	1,628	2,811
Other regular church running costs	3,909	-	-	3,909	6,113
Accounting and Examiner's fees	-	-	-	-	-
Church maintenance & redecoration	6,828	-	-	6,828	29,744
New building work	-	-	-	-	-
<b>Charitable costs</b>	<b>33,906</b>	-	-	<b>33,906</b>	<b>67,092</b>
Summer fete expenses	-	-	-	-	-
Car boot/cream tea	-	-	-	-	-
Church hall running costs	5,554	-	-	5,554	6,775
vicarage costs	-	-	-	-	577
Rented property costs	9,016	-	-	9,016	4,636
St Michaels lease ext.	-	-	-	-	-
Bookstall costs	-	-	-	-	-
Other trading costs	-	-	-	-	1,658
Bank charges	64	-	-	64	60
<b>Trading costs</b>	<b>14,634</b>	-	-	<b>14,634</b>	<b>13,705</b>
<b>Total paid on all funds</b>	<b>48,540</b>	-	-	<b>48,540</b>	<b>80,798</b>

## Notes to the Annual Financial Report St. James the Less, Lancing

### Staff costs

	Aug-21	Dec-20
	£	£
Wages, salaries and honoraria	4,384	7,178
Employer National Insurance	-	-
Employer pension contributions	-	-
	<b>4,384</b>	<b>7,178</b>

## Notes to the Annual Financial Report St. James the Less, Lancing

### Statement of funds

	Balances b/fwd 01-Jan-21	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Aug-21	Notes
	£	£	£	£	£	
Fabric fund	96	-	-	-	96	
Flower Fund	165	-	-	-	165	
Organ	2,171	-	-	-	2,171	
Upkeep Church	£10,010	1,000	-	-	11,010	
Belfry	-	-	-	-	-	
Waterloo	-	-	-	-	-	
Chichester DBF Chancel Insurance Grant	8,861	147	-	-	9,008	
<b>Total of all restricted funds</b>	<b>21,303</b>	<b>1,147</b>	<b>-</b>	<b>-</b>	<b>22,450</b>	
General fund	200,225	47,506	(48,540)	-	199,191	1
<b>Total of all unrestricted funds</b>	<b>200,225</b>	<b>47,506</b>	<b>(48,540)</b>	<b>-</b>	<b>199,191</b>	
<b>Total funds</b>	<b>£221,528</b>	<b>£48,653</b>	<b>£(48,540)</b>	<b>-</b>	<b>£221,640</b>	

### Notes to the Annual Financial Report 1

In accordance with the Charities Act 2011 and the current Church Accounting Regulations, the opening balance of the general fund has been adjusted by £151,347 to include the value of the investment assets held at cost, the 2020 opening balance adjustment of £435 and the brought forward liabilities of £1,752.

## Statement of Assets and Liabilities St. James the Less, Lancing

	Unrestricted		Restricted	Total	Total	Notes
	General	Designated		All Funds	All Funds	
	Fund	Funds	Fund/s	Aug-21	2020	
	£	£	£	£	£	
<b>Assets:</b>						
Bank current account	48,856	-	13,441	62,297	61,753	
Treasurer Petty Cash	-	-	-	-	-	
WLDO Petty Cash	-	-	-	-	-	
CBF Deposit Fund	-	-	-	-	-	
PCC-owned bank balance	48,856	-	13,441	62,297	61,753	
Diocesan Assigned Fees received	-	-	-	-	-	
<b>Total bank and deposit accounts</b>	<b>48,856</b>	<b>-</b>	<b>13,441</b>	<b>62,297</b>	<b>61,753</b>	
Late nursery fees	-	-	-	-	906	
Vat recoverable	-	-	-	-	4,619	
Gift Aid recoverable	-	-	-	-	-	
Chichester DBF Chancel insurance grant	-	-	9,008	9,008	8,861	2
<b>Debtors</b>	<b>-</b>	<b>-</b>	<b>9,008</b>	<b>9,008</b>	<b>14,386</b>	
<b>2 St Michaels court</b>	<b>152,664</b>	<b>-</b>	<b>-</b>	<b>152,664</b>	<b>152,663</b>	
<b>Hall Complex</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>	
<b>Investment assets at cost</b>	<b>152,665</b>	<b>-</b>	<b>-</b>	<b>152,665</b>	<b>169,938</b>	
<b>Total assets</b>	<b>201,521</b>	<b>-</b>	<b>22,449</b>	<b>223,970</b>	<b>228,802</b>	
<b>Liabilities:</b>						
Advanced wedding fees	1,752	-	-	1,752	1,752	
Office costs	-	-	-	-	-	
Electricity used since last billed (est'd)	-	-	-	-	-	
Deposits collected on behalf of third parties	-	578	-	578	-	
<b>Total liabilities</b>	<b>1,752</b>	<b>578</b>	<b>-</b>	<b>2,330</b>	<b>1,752</b>	

### Notes to the Annual Financial Report 2

Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required. Income received from Chancel trusts is not investment income, as the PCC does not own the trust fund nor its investments. Income from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from General Funds. The amount of £9,008 has been removed from the value of PCC investments to reflect that the PCC does not legally nor beneficially own the Chancel trust fund nor its investments.

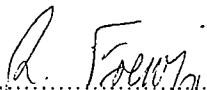
## Summary of Financial Receipts and Payments St. James the Less, Lancing

	Unrestricted		Restricted Fund/s	Total	Total	Notes
	General Fund	Designated Funds		All Funds Aug-21	All Funds 2020	
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	30,056	-	1,000	31,056	47,121	
Charitable activities	307	-	-	307	714	
Other trading activities	5,748	-	-	5,748	4,552	
Investments	11,395	-	-	11,395	17,855	
Other receipts	-	578	-	578	-	
<b>Total received</b>	<b>47,506</b>	<b>578</b>	<b>1,000</b>	<b>49,084</b>	<b>70,242</b>	
<b>Expenditure on:</b>						
Cost of raising funds	-	-	-	-	-	
Charitable costs	33,906	-	-	33,906	67,092	
Trading costs	14,634	-	-	14,634	13,705	
Other payments	-	-	-	-	-	
<b>Total paid</b>	<b>48,540</b>	<b>-</b>	<b>-</b>	<b>48,540</b>	<b>80,798</b>	
<i>Reconciliation of funds:</i>						
Net income or (net expenditure)	(1,034)	578	1,000	544	(10,556)	
net income from release of assets	-	-	-	-	-	
Net movement in funds	(1,034)	578	1,000	544	(10,556)	
Bank accounts at 1 January	49,297	-	12,456	61,753	70,557	
Bank accounts at 31 August	48,263	578	13,456	62,297	60,001	3

### Notes to the Annual Financial Report 3

An adjustment of £1,752 has been made to the 2020 bank account closing balance to reflect the statement value. The previous amount of £60,001 had been adjusted to include the £1,752 current liability.

This Annual Financial Report, For the period ended 31/08/2021, including the notes following was approved by the PCC and signed on it's behalf by Roger Frewin, acting PCC Chairman

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Date.....  
 24/11/22



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

St James the Less Church, Lancing

**On accounts for the year  
ended**

1<sup>st</sup> January 2021 to 31<sup>st</sup> August 2021

**Charity no  
(if any)**

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended **31 / 08 / 2021**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

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

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

I have no material concerns and 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.

**Signed:**

**Date:**

5<sup>th</sup> April 2022

**Name:**

Rosanne Nulty

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

**Address:**

4 Below, 4 Heene Terrace

Worthing

BN11 3NP

**Section B**

**Disclosure**

# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of LANCING WITH COOMBES

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## St James the Less Church, Lancing & Coombes Church, Coombes

St James the Less, 63 Manor Road, Lancing, BN15 0EY  
Coombes Church, Coombes Farm, Coombes, Lancing, BN15 0RS

Registered Charity no. 1145807

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From 1<sup>st</sup> September to 31st December 2021

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Report of the independent examiner

Website: [Chalkspringchurches.org](http://Chalkspringchurches.org)

Incumbent: The Rev'd Felix Smith  
St Michael's Vicarage, 117 Penhill Road, Lancing, BN15 8H

Associate  
Vicar: The Rev'd Ian Edgar  
The Vicarage, 3 Norbury Drive, Lancing, BN15 0QN

Independent  
Examiner: Mrs Rosanne Nulty

Bankers: CAF Bank LTD, 25 Kings Hill Avenue, Kings Hill, West Malling,  
Kent, ME19 4JQ: Barclays Bank, 1 Churchill Place, London E14  
5HB

# LANCING WITH COOMBES

## Trustees Annual Report from September 2021

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd F Smith and the Associate Vicar, Rev'd I Edgar, 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.

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

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

#### *Attendance at worship*

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life. Since the arrival October, the opportunity to worship has greatly increased/ A regular pattern of worship based upon the services of Morning and Evening Prayer takes place each day of the week at St James, except Tuesday (the associate vicar's day off). Though attendance at these services is not high, there is a small but committed number that attend each day. The regular pattern, which is advertised, places prayer at the heart of everything the parish does. It also ensures parishioners and others outside the worshipping community know that the priest is regularly praying for them and is pastorally available at those times. The average weekly attendance in November was 52 adults at the Parish Eucharist at St James. Once a month the Holy Eucharist was celebrated at Coombes Church at 9am, on the second Sunday of the month. There are 108

parishioners on the electoral roll. During Advent, concerns about the Omicron variant of the Covid-19 virus caused some concern about planned special services such as the Christmas Carol Concert, and a family Christingle service. However, with precautions these were able to take place and attendance was good at all Christmas services at St James. This was the first time since 2019 that public family services were able to be offered for the wider community at Christmas.

**Review of the year & Evangelism and Outreach**

We celebrated 9 baptisms, 3 weddings, 4 funerals and 1 burial of ashes in our church during the year. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving. 4 classes from North Lancing Primary School years 1&2 visited St James the Less in the Advent season at the request of their RE teachers. Fr Ian showed them around the church explaining the architecture and furniture, as well as teaching them about the about Christmas, the origins of the feast and the current practice. A Christmas Carol concert had been scheduled with Sir Robert Woodard Academy, however due to Omicron concerns this was cancelled by the academy, though we hope to welcome them next year.

It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. To this end the church building is usually open from 8:30am to 5:30pm, and the many entries in the Visitors' Book testify to this.

Many remark not only how refreshing it is to find an open church but, also the sense of peacefulness and spirituality the church pervades. Fr Ian has had several meetings with people who have come into the church whilst it has been open, who have suffered recent bereavements, or other difficult situations. Everyone has been very glad that the church was open and available to them.

Other remarks include the sense of history within; that people of much earlier generations found life and presence there and, comments on the appreciation of the architectural beauty of the building and biblical archaeology.

**Provision of Pastoral Care**

With the arrival of the associate vicar, support was given to the parish's lay ministers of Holy Communion. Fr Ian was able to visit home communicants with the lay ministers to meet them and has also connected with some other members who through the pandemic are no longer able to attend worship regularly. The aim is to have housebound communicants visited once a month either by the associate vicar or a lay minister of Holy Communion.

**Provision of Church Buildings for the use of the Community** -James' Church Hall has been regularly rented by a nursery school since 1979. Prior the coming together of the two parishes and with the resumption of regular attendance at the nursery school, the rate of the hall rent was increased. This was to end the net loss situation with the hall rental, which had been the case for some years, which meant that the parish was effectively subsidising the nursery school which is a private, for profit business. For a number of factors, the nursery school decided to cease operating at the

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end of 2021. St James Church Hall remains available to let for social functions and is used regularly by Girl Guides, as well as other social groups, and receptions after Baptisms and funerals. The PCC also meet in St James' Church Hall.

### ***Charitable Giving***

Church members still responded to provide toiletries and other essentials for the Turning Tides homeless charity for the rest of the year. £203.00 was raised through our Christmas collection. In total £1,148.38 was raised for various charities local, national, and international.

The Lancing Parochial Charities Trust continued during this period with their aims and objectives of the Trust. The Trust Committee is chaired by the Chairman and draws its membership from the two churchwardens and two members from Lancing Parish Council. The total income for the year was £1,289. One person received £150 from the charity.

### **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 Felix Smith	
Associate Vicar:	The Revd Ian Edgar	Chairman
Wardens:	Mr R Frewin	Vice-Chairman
	Mr Peter Bowers	

#### *Elected Members*

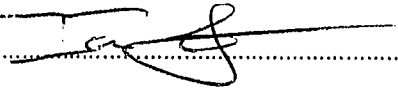
Mrs R Berkley  
Mrs E Doran  
Mr R Doran  
Mrs J Flake  
Mrs A Hughes                      Secretary  
Mrs P Phillips  
Mrs J Rawlinson  
Mr R Reeve  
Mr P Tester  
Mr G Turner (co-opted) Treasurer  
Mrs S Turner  
Mr M Young

#### *Deanery Synod*

Mrs Pam Durrant  
Miss J Harwood

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 Synod 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.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Rev'd Ian Edgar, PCC Chairman



Date 27 April 2022

## **Financial Review**

### ***Incoming and outgoing resources***

Total receipts on general unrestricted funds received were £14,084 and are detailed in the Financial Report. The planned giving through envelopes and banker's orders to December 2021 totalled £8,384 and loose cash collections totalled £1,778.

Income generated through the rental of the church hall and the two investment properties (St Michaels Ct and Mill Rd) totalled £13,711.

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

The largest expenditure of the PCC was the sum of £8,360 paid to the diocese for the share of all churches' Parish Ministry Costs. The total relates directly to the housing, support stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

### ***Staff costs***

The PCC pays for an office manager, office administrator and cleaner.

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

Between August 2021 and December 2021, the PCC incurred expenses of £2,084 relating to electrical repairs to the church, which were identified through the Quinquennial Inspection. Other maintenance and redecoration expenses were incurred through heating and lighting repairs, window repairs and new signage.

## **Reserves policy**

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The unrestricted general fund closing balances in our current accounts of £53,667 on 31<sup>st</sup> December 2021 achieved this.

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no funds invested in this way.

It is PCC policy to invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

## Notes to the Annual Financial Report - Lancing with Coombes

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.

### Analysis of total received

	Unrestricted		Restricted	Total All Funds Dec-21
	General Fund	Designated Funds		
	£	£	£	£
Planned giving (excl. tax refunds)	7,606	-	-	7,606
Planned giving (no tax refunds)	778	-	-	778
Loose cash collections	1,778	-	-	1,778
Special appeals	-	-	-	-
Gift Aid recovered	2,396	-	-	2,396
Summer fete & Christmas bazaar	-	-	-	-
Christmas music concert	-	-	-	-
Donations	1,527	-	-	1,527
Legacies	-	-	-	-
Grants	-	-	-	-
Recoverable VAT	-	-	-	-
<b>Donations and legacies</b>	<b>14,084</b>	<b>-</b>	<b>-</b>	<b>14,084</b>
Fees for weddings & funerals	1,878	-	-	1,878
<b>Charitable activities</b>	<b>1,878</b>	<b>-</b>	<b>-</b>	<b>1,878</b>
Summer/spring Xmas fetes	-	-	-	-
Car boot/cream tea	-	-	-	-
other fundraising	422	-	-	422
Sales of the parish magazine	-	-	-	-
Temporary letting of property	-	-	-	-
Bible study notes	-	-	-	-
Church centre hiring fees	5,811	-	-	5,811
messy ch/toddler/wltdo	-	-	-	-
Bookstall sales	-	-	-	-
<b>Other trading activities</b>	<b>6,233</b>	<b>-</b>	<b>-</b>	<b>6,233</b>
Bank deposit interest	-	-	-	-
long term hall hire fees	-	-	-	-
Printing & Stationary Income	937	-	-	937
Letting of investment properties	7,900	-	-	7,900
<b>Investments</b>	<b>8,837</b>	<b>-</b>	<b>-</b>	<b>8,837</b>
<b>Net funds from asset release</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other receipts	-	-	-	-
<b>Total received on all funds</b>	<b>31,032</b>	<b>-</b>	<b>-</b>	<b>31,032</b>

## Notes to the Annual Financial Report - Lancing with Coombes

### Analysis of total paid

	Unrestricted		Restricted	Total
	General	Designated		
	Fund	Funds	Fund/s	All Funds
	£	£	£	£
Summer fete expenses	-	-	-	-
Concert posters & musicians expenses	-	-	-	-
Other appeals expenses	-	-	-	-
<b>Cost of raising funds</b>	-	-	-	-
Charitable grants and donations	-	-	-	-
Parish share to Chichester Diocese	8,360	-	-	8,360
Salaries and honoraria incl NI	4,846	-	-	4,846
Upkeep of service/stewardship	-	-	-	-
Mission & evangelism costs	-	-	-	-
Messy ch/todd/wltdo	-	-	-	-
upkeep of church yard	-	-	-	-
water,gas,elec	-	-	-	-
Office costs	2,290	-	-	2,290
Other regular church running costs	1,664	-	-	1,664
Accounting and Examiner's fees	-	-	-	-
Church maintenance & redecoration	2,697	-	862	3,559
New building work	-	-	-	-
<b>Charitable costs</b>	<b>19,856</b>	-	<b>862</b>	<b>20,718</b>
Summer fete expenses	-	-	-	-
Car boot/cream tea	-	-	-	-
Church hall running costs	2,920	-	-	2,920
vicarage costs	1,978	-	-	1,978
Rented property costs	1,638	-	-	1,638
St Michaels lease ext.	-	-	-	-
Bookstall costs	-	-	-	-
Other trading costs	-	-	-	-
Bank charges	32	-	-	32
<b>Trading costs</b>	<b>6,568</b>	-	-	<b>6,568</b>
<b>Total paid on all funds</b>	<b>26,424</b>	-	<b>862</b>	<b>27,286</b>

## Notes to the Annual Financial Report - Lancing with Coombes

Payments to PCC employees:

Wages, salaries and honoraria  
Employer National Insurance  
Employer pension contributions

	<u>Dec-21</u>
	£
	4,839
	7
	-
	<u>4,846</u>

## Notes to the Annual Financial Report - Lancing with Coombes

### Summary of funds

	Balances b/fwd 01-Sep-21	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-21
	£	£	£	£	£
Fabric fund	96	-	-	-	96
Flower Fund	164	-	-	-	164
Organ	2,171	-	-	-	2,171
Upkeep Church	£11,010	-	(862)	-	10,148
Belfry	-	-	-	-	-
Waterloo	-	-	-	-	-
CCLA Deposit fund	10,779	1	-	-	10,780
Chichester DBF Chancel Insurance Grant	9,008	51	-	-	9,059
<b>Total of all restricted funds</b>	<b>33,228</b>	<b>52</b>	<b>(862)</b>	<b>-</b>	<b>32,418</b>
General fund	201,722	31,032	(26,424)	-	206,330
<b>Total of all unrestricted funds</b>	<b>201,722</b>	<b>31,032</b>	<b>(26,424)</b>	<b>-</b>	<b>206,330</b>
<b>Total funds</b>	<b>£234,949</b>	<b>£31,085</b>	<b>£(27,286)</b>	<b>-</b>	<b>£238,748</b>

## Statement of Assets and Liabilities - Lancing with Coombes

	Unrestricted		Restricted Fund/s	Total All Funds Dec-21	Notes
	General Fund	Designated Funds			
	£	£	£	£	
<b>Assets:</b>					
Bank current account	49,451	-	12,578	62,029	
Bank current account - Barclays	4,216	-	-	4,216	
Treasurer Petty Cash	-	-	-	-	
WLTD0 Petty Cash	-	-	-	-	
PCC-owned bank balance	53,667	-	12,578	66,245	
Diocesan Assigned Fees received	-	-	-	-	
<b>Total bank and deposit accounts</b>	<b>53,667</b>	<b>-</b>	<b>12,578</b>	<b>66,245</b>	
Late nursery fees	-	-	-	-	
Vat recoverable	-	-	-	-	
Gift Aid recoverable	-	-	-	-	
Chichester DBF Chancel insurance grant	-	-	9,059	9,059	1
<b>Debtors</b>	<b>-</b>	<b>-</b>	<b>9,059</b>	<b>9,059</b>	
CCLA Deposit Fund	-	-	10,781	10,781	
<b>Investment assets at market value</b>	<b>-</b>	<b>-</b>	<b>10,781</b>	<b>10,781</b>	
2 St Michaels court	152,662	-	-	152,662	
Hall Complex	1	-	-	1	
<b>Investment assets at cost</b>	<b>152,663</b>	<b>-</b>	<b>-</b>	<b>152,663</b>	
<b>Total assets</b>	<b>206,330</b>	<b>-</b>	<b>32,418</b>	<b>238,748</b>	
<b>Liabilities:</b>					
Advanced wedding fees	-	-	-	-	
Office costs	-	-	-	-	
Electricity used since last billed (est'd)	-	-	-	-	
Deposits collected on behalf of third parties	-	-	-	-	
<b>Total liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

### Notes to the Annual Financial Report 1

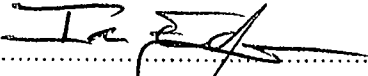
Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required. Income received from Chancel trusts is not investment income, as the PCC does not own the trust fund nor its investments.

Income from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from General Funds. The amount of £9,059 has been removed from the value of PCC investments to reflect that the PCC does not legally nor beneficially own the Chancel trust fund nor its investments.

## Summary of Financial Receipts and Payments - Lancing with Coombes

	Unrestricted		Restricted Fund/s	Total	Notes
	General Fund	Designated Funds		All Funds Dec-21	
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations and legacies	14,084	-	-	14,084	
Charitable activities	1,878	-	-	1,878	
Other trading activities	6,233	-	-	6,233	
Investments	8,837	-	-	8,837	
Other receipts	-	-	-	-	
<b>Total received</b>	<b>31,032</b>	<b>-</b>	<b>-</b>	<b>31,032</b>	
<b>Expenditure on:</b>					
Cost of raising funds	-	-	-	-	
Charitable costs	19,856	-	862	20,718	
Trading costs	6,568	-	-	6,568	
Other payments	-	-	-	-	
<b>Total paid</b>	<b>26,424</b>	<b>-</b>	<b>862</b>	<b>27,286</b>	
<i>Reconciliation of funds:</i>					
<b>Net income or (net expenditure)</b>	<b>4,609</b>	<b>-</b>	<b>(862)</b>	<b>3,747</b>	
net income from release of assets	-	-	-	-	
<b>Net movement in funds</b>	<b>4,609</b>	<b>-</b>	<b>(862)</b>	<b>3,747</b>	
CAF Bank	46,511	-	13,456	59,967	
Barclays	2,531	-	-	2,531	
<b>Bank accounts at 1 September</b>	<b>49,042</b>	<b>-</b>	<b>13,456</b>	<b>62,498</b>	
<b>Bank accounts at 31 December</b>	<b>53,651</b>	<b>-</b>	<b>12,594</b>	<b>66,245</b>	

This Annual Financial Report, For the period ended 31/12/2021, including the notes following was approved by the PCC and signed on it's behalf by Associate Vicar and PCC Chairman, Father Ian Edgar.

  
 Date..... 22/04/2022.....



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Lancing with Coombes Parish

**On accounts for the year  
ended**

1st September 2021 to 31<sup>st</sup> December  
2021

**Charity no  
(if any)**

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended **31 / 12 / 2021**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

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

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

I have no material concerns and 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.

**Signed:**

**Date:** 5<sup>th</sup> April 2022

**Name:**

Rosanne Nulty

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

**Address:**

4 Below, 4 Heene Terrace

Worthing

BN11 3NP

**Section B**

**Disclosure**

**The Parochial Church Council of the Ecclesiastical Parish of Lancing with Coombes**

England & Wales - Charity number 1145807

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# Accounts

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# Trustees Annual Report and Financial Report

The Parochial Church Council of

## St James the Less, Lancing (In Vacancy)

Registered Charity no. 1145807

For the year ended 31 December 2020

### CONTENTS

Trustees annual report

Statement of financial activities (payment & receipts)

Notes to the Annual Financial Report

Statement of Assets & Liabilities

Financial Review of 2020

Report of the Independent Examiner

St James the Less, Manor Road, Lancing, West Sussex, BN15 0EY

*Incumbent:* In Vacancy

*Independent examiner:* Mrs Rosanne Nulty

*Bankers:* CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**Parochial Church Council of St James the Less, Lancing**  
**Registered Charity no. 1145807**

**Trustees Annual Report for 2020**

**Structure, governance and management**

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 Date(sick leave Jan – June 2020) Resigned on 11 June 2020. Parish In Vacancy since
Wardens:	Mrs Elizabeth Doran – until AVM 11 October 2020 Mr Roger Frewin Mr P Bowers elected at AVM 11 October 2020

*Elected Members*

Mrs Ros Berley	
Mrs Mary Gauntlett	
Miss Ruth Hitchcox	
Mrs Amanda Hughes	PCC Secretary
Mrs Pat Phillips	
Mrs Sue Turner	
Mr M Young	

*Deanery Synod*

Miss Jackie Harwood – resigned 11 October 2020
Mrs Pam Durrant

*PCC Treasurer*

Mrs Chris Diebel – co-opted until December 2020
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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 9 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.

**Aim and Purposes**

The primary objective of St James the Less PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic social and ecumenical.

## Objectives and Activities

Our objectives are:

- Enabling as many people as possible to worship at our church, and
- Enabling as many people as possible to become part of our parish community at St James the Less

The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish.

Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the 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'. In particular we try to enable local people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish;
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of St. James the Less and our Church Hall

## Achievements and performance

Church attendance

There are 78 parishioners on the church electoral roll, 23 of whom are not resident within the parish.

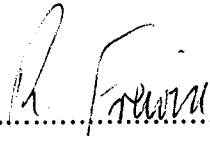
Two names have been removed this year due to death.

The average Sunday attendance, counted during October was 30.

*Review of the year*

1. The full PCC met six times during the year with an average of level of attendance of 70%. The Standing Committee met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.
2. All activities have been severely curtailed this year due to the Covid-19 Global Pandemic. During the periods when the Church was closed for worship due to the government guidelines, we were tasked with meeting those challenges as we attempted to meet our aims and purposes as a charity. We continued to distribute our newsletter fortnightly, either electronically, by post or hand delivered. Along with the newsletter we also sent Readings & Thoughts prepared by one of our visiting Priests. A telephone call rota was set up to make calls to members of the congregations to offer support and encouragement, and if it could be arranged practical help. During the times when Services were possible numbers were limited by the rules covering social distancing, but on most Sundays came close to the maximum number permitted – a small sign of hope ,perhaps in a difficult year.
3. The Mission and Evangelism team is to be congratulated on their fund-raising efforts. During the year £983.59 was raised for various charities, local, national and international. This is restricted fundraising and is not from the Church accounts as we receive Credit For Mission.
4. The Lancing Parochial Charities Trust donated £900 to seven individuals or families in Lancing in accordance with the aims and objectives of the Trust. The Trust Committee is chaired by the Vice-Chairman and draws its membership from the two Churchwardens and two members from Lancing Parish Council. The income for 2020 was £1,264.59.

The Annual Trustees Report for the year ending 31/12/2020  
was approved by the PCC and signed on it's behalf by  
Roger Frewin, Acting Chairman.

  
.....

Date..... 5/5/21 .....

## Financial Review

1. The total receipts on general unrestricted funds received were £59573 and are detailed in the Financial Report. This is a decrease of £10669 compared to last years (2019) figure, however this is mainly due to the closure of the church for long periods due to COVID-19 regulations. Also we could not hold the fund raising events that are normally carried out through the year.
2. Despite the closures of the church the planned giving through envelopes and banker's orders only dipped by £2000 during 2020. Many of the people who would usually give via envelopes have switched over to the Parish Giving Scheme, however we have lost out from the casual donations and collection plate due to the restricted numbers in church on the occasions it has been allowed to open.
3. This year we have received a £5,000 legacy.
4. Even though the Church and Church Hall has been closed for much of the year, thus reducing our expenditure, it can be seen from the financial report that our total expenditure was almost the same as last year. This is mainly due to the £30,000 bill for the repairs to the roof and bell tower that became urgently necessary.
5. The sum paid to the Diocese to cover ministry costs was reduced considerably for the year, mainly due to being "In Vacancy" or without a Priest for nearly 2 years. We received £30800 "Credit for Mission" from the diocese, bringing our total contribution for the year up to 70% of the full amount due. This amount covers the housing and 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.

It should be noted that the church is meeting only 25% of the costs allocated to this church. It is also important to note that this total paid covers only the costs of this parish, not our contribution to the shared costs of the Christian family throughout the whole Church of England, which includes assistance towards the upkeep of churches less able to manage than ourselves.
6. There were no donations from PCC funds to any Mission groups overseas or at home. This is on instructions from the Chichester Diocesan Board of Finance. Any parish receiving Credit for Mission cannot donate funds as effectively they are donating money from external sources.

## Reserves Policy

It is the PCC's policy:

- to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance in our current account of £61753 at the end of 2020 achieved this.
- to invest temporarily surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no monies invested in this way.
- To invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

# Notes to the Annual Financial Report St. James the Less, Lancing

## 3 Analysis of total received

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2020	All Funds 2019	
	£	£	£	£	£	£	
Planned giving (excl. tax refunds)	24226	-	-	-	24226	26195	
Planned giving (no tax refunds)	2095	-	-	-	2095	2248	
Loose cash collections	507	-	-	-	507	3093	
Special appeals	-	-	-	-	-	-	
Gift Aid recovered	6908	-	-	-	6908	6805	
Summer fete & Christmas bazaar	214	-	-	-	214	-	
Christmas music concert	-	-	-	-	-	-	
Donations	502	-	5669	-	6170	-	
Legacies	-	-	5000	-	5000	20000	4
Grants	2000	-	-	-	2000	2000	4
DBF Charitable grant	-	-	-	-	-	-	
<b>Donations and legacies</b>	<b>36452</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>47121</b>	<b>60340</b>	
Fees for weddings & funerals	714	-	-	-	714	3183	
<b>Charitable activities</b>	<b>714</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>714</b>	<b>3183</b>	
Summer/spring Xmas fetes	-	-	-	-	-	2560	
Car boot/cream tea	-	-	-	-	-	1303	
other fundraising	297	-	-	-	297	200	
Sales of the parish magazine	72	-	-	-	72	78	
Temporary letting of property	-	-	-	-	-	-	
Bible study notes	-	-	-	-	-	-	
Church centre hiring fees	4169	-	-	-	4169	10352	
messy ch/toddler/wltdo	14	-	-	-	14	29	
Bookstall sales	-	-	-	-	-	-	
<b>Other trading activities</b>	<b>4552</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4552</b>	<b>14522</b>	
Bank deposit interest	83	-	-	-	83	26	
long term hall hire fees	-	-	-	-	-	-	
Letting of investment properties	17772	-	-	-	17772	20108	
<b>Investments</b>	<b>17855</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17855</b>	<b>20134</b>	
<b>Net funds from asset release</b>							
Other receipts	-	-	-	-	-	-	
<b>Total received on all funds</b>	<b>59573</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>70242</b>	<b>98179</b>	

# Notes to the Annual Financial Report St. James the Less, Lancing

## Analysis of total paid:

	Unrestricted		Restricted	Endowed	Total All Funds	Total All Funds	Notes
	General	Designated					
	Fund	Funds					
	£	£	£	£	£	£	
Summer fete expenses	-	-	-	-	-	-	
Concert posters & musicians expenses	-	-	-	-	-	-	
Other appeals expenses	-	-	-	-	-	-	
<b>Cost of raising funds</b>	-	-	-	-	-	-	
Charitable grants and donations	-	-	-	-	-	-	6
Parish share to Chichester Diocese	19200	-	-	-	19200	50000	7
Salaries and honoraria incl NI	7178	-	-	-	7178	11068	
Upkeep of service/stewardship	1388	-	30	-	1418	-	
Mission & evangelism costs	-	-	-	-	-	-	
Messy ch/todd/wltdo	-	-	-	-	-	270	
upkeep of church yard	628	-	-	-	628	324	
water,gas,elec	-	-	-	-	-	-	
Office costs	2811	-	-	-	2811	2747	
Other regular church running costs	6113	-	-	-	6113	9762	
Accounting and Examiner's fees	-	-	-	-	-	-	
Church maintenance & redecoration	28810	-	934	-	29744	1615	
New building work	-	-	-	-	-	967	
<b>Charitable costs</b>	<b>66129</b>	-	<b>964</b>	-	<b>67092</b>	<b>76753</b>	
Summer fete expenses	-	-	-	-	-	20	
Car boot/cream tea	-	-	-	-	-	280	
Church hall running costs	6775	-	-	-	6775	11854	
vicarage costs	577	-	-	-	577	3178	
Rented property costs	4636	-	-	-	4636	7997	
St Michaels lease ext.	-	-	-	-	-	41704	
Bookstall costs	-	-	-	-	-	645	
Other trading costs	1658	-	-	-	1658	-	
Bank charges	60	-	-	-	60	105	
<b>Trading costs</b>	<b>13705</b>	-	-	-	<b>13705</b>	<b>65783</b>	
<b>Total paid on all funds</b>	<b>79834</b>	-	<b>964</b>	-	<b>80798</b>	<b>142536</b>	

## Notes to the Annual Financial Report St. James the Less, Lancing

### Staff costs

	2020	2019
	£	£
Wages, salaries and honoraria	7178	11068
Employer National Insurance		
Employer pension contributions		-
	<u>7178</u>	<u>11068</u>

# Notes to the Annual Financial Report St. James the Less, Lancing

## Statement of funds

	Balances b/fwd 1 Jan 2020	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2020
	£	£	£	£	£
Fabric fund	96	-	-	-	96
Flower Fund	194	-	(30)	-	164
Organ	2171	-	-	-	2171
Upkeep Church	£0.00	10669	(659)	-	10010
Belfry	245	-	(245)	-	-
Waterloo	30	-	(30)	-	-
<b>Total of all restricted funds</b>	<b>2736</b>	<b>10669</b>	<b>(964)</b>	<b>-</b>	<b>12441</b>
General fund	67822	60890	(79834)	-	48878
<b>Total of all unrestricted funds</b>	<b>67822</b>	<b>60890</b>	<b>(79834)</b>	<b>-</b>	<b>48878</b>
<b>Total funds</b>	<b>£70,558</b>	<b>£71,559</b>	<b>£(80798)</b>	<b>-</b>	<b>£61,318</b>

### Notes to the Annual Financial Report 2

The carry forward unrestricted fund has been adjusted by £590 as this was the unreconciled figure from 2018 not accounted for in 2019 accounts. Final total of restricted and unrestricted funds shows a liability of £1,752 advanced wedding fees

# Statement of Assets and Liabilities St. James the Less, Lancing

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>
	<b>General</b>	<b>Designated</b>			<b>All Funds</b>	<b>All Funds</b>
	<b>Fund</b>	<b>Funds</b>	<b>Fund/s</b>	<b>Fund/s</b>	<b>2020</b>	<b>2019</b>
	£	£	£	£	£	£
<b>Assets:</b>						
Bank current account	49312		12441		61753	12289
Treasurer Petty Cash	-					0
WLTDO Petty Cash	-					29
CBF Deposit Fund	-					58885
PCC-owned bank balance	49312	-	12441	-	61753	71204
Diocesan Assigned Fees received		-	-	-	-	-
<b>Total bank and deposit accounts</b>	<b>49312</b>	<b>-</b>	<b>12441</b>	<b>-</b>	<b>61753</b>	<b>71204</b>
Late nursery fees	906	-	-	-	906	
Vat recoverable	4619	-	-	-	4619	
Gift Aid recoverable		-	-	-	-	
Chichester DBF Chancel insurance grant			8861		8861	
<b>Debtors</b>	<b>5525</b>	<b>-</b>	<b>8861</b>	<b>-</b>	<b>14386</b>	<b>-</b>
Endowment fund		-	-	-		8637
<b>Investment assets at market value</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8637</b>
	-	-	-	-	-	-
<b>Investment assets at cost</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2 St Michaels court</b>	<b>152663</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>152663</b>	<b>152663</b>
<b>Hall Complex</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>
<b>Total assets</b>	<b>207500</b>	<b>-</b>	<b>21302</b>	<b>-</b>	<b>228802</b>	<b>223867</b>
<b>Liabilities:</b>						
Advanced wedding fees	1752	-	-	-	1752	
Office costs		-	-	-	-	69
Electricity used since last billed (est'd)		-	-	-	-	478
<b>Total liabilities</b>	<b>1752</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1752</b>	<b>547</b>

## NOTES

### Chancel trust and income grant

Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required.

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

Income from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from General Funds. In 2020 the grant amounted to £224 (2019 £250)

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

The previously disclosed asset value amounting to £8,637 has been removed from the value of PCC investments to reflect that the PCC does not legally nor beneficially own the Chancel trust fund nor its investments.

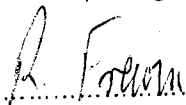
Accumulated grant income not yet received from Chichester DBF and included in Debtors amounted to £8,861 at 31st December 2020 (2019 £8,637).

# Summary of Financial Receipts and Payments St. James the Less, Lancing

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2020	All Funds 2019	
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
Donations and legacies	36452	-	10669	-	47121	60340	
Charitable activities	714	-	-	-	714	3183	
Other trading activities	4552	-	-	-	4552	14522	
Investments	17855	-	-	-	17855	20134	
Other receipts	-	-	-	-	-	-	
<b>Total received</b>	<b>59573</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>70242</b>	98179	3
<b>Expenditure on:</b>							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	66129	-	964	-	67092	76753	
Trading costs	13705	-	-	-	13705	65783	
Other payments	-	-	-	-	-	-	
<b>Total paid</b>	<b>79834</b>	<b>-</b>	<b>964</b>	<b>-</b>	<b>80798</b>	142536	5
<i>Reconciliation of funds:</i>							
<b>Net income or (net expenditure)</b>	<b>(20261)</b>	<b>-</b>	<b>9705</b>	<b>-</b>	<b>(10556)</b>	(44357)	
net income from release of assets							
<b>Net movement in funds</b>	<b>(20261)</b>	<b>-</b>	<b>9705</b>	<b>-</b>	<b>(10556)</b>		
Bank accounts at 1 January	67806	-	2751	-	70557	114281	
<b>Bank accounts at 31 December</b>	<b>47545</b>	<b>-</b>	<b>12456</b>	<b>-</b>	<b>60001</b>	69968	A&L

Final total shows liability of £1752

This Annual Financial Report, For the year ended 31/12/2020, including the notes following was approved by the PCC and signed on it's behalf by Roger Frewin, acting PCC Chairman



Date

5/5/21



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

St James the Less Church, Lancing

**On accounts for the year  
ended**

31<sup>st</sup> December 2020

**Charity no  
(if any)**

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2020**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Independent  
examiner's statement**

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

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

I have no material concerns and 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.

**Signed:**

*R Nulty*

**Date:**

5<sup>th</sup> March 2021

**Name:**

Rosanne Nulty

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

**Address:**

4 Below, 4 Heene Terrace

Worthing

BN11 3NP

**Section B**

**Disclosure**

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

No disclosures

# Trustees Annual Report and Financial Report

The Parochial Church Council of

## St James the Less, Lancing (In Vacancy)

Registered Charity no. 1145807

For the year ended 31 December 2020

### CONTENTS

Trustees annual report

Statement of financial activities (payment & receipts)

Notes to the Annual Financial Report

Statement of Assets & Liabilities

Financial Review of 2020

Report of the Independent Examiner

St James the Less, Manor Road, Lancing, West Sussex, BN15 0EY

*Incumbent:* In Vacancy

*Independent examiner:* Mrs Rosanne Nulty

*Bankers:* CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**Parochial Church Council of St James the Less, Lancing**  
**Registered Charity no. 1145807**

**Trustees Annual Report for 2020**

**Structure, governance and management**

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 Date(sick leave Jan – June 2020) Resigned on 11 June 2020. Parish In Vacancy since
Wardens:	Mrs Elizabeth Doran – until AVM 11 October 2020 Mr Roger Frewin Mr P Bowers elected at AVM 11 October 2020

*Elected Members*

Mrs Ros Berley	
Mrs Mary Gauntlett	
Miss Ruth Hitchcox	
Mrs Amanda Hughes	PCC Secretary
Mrs Pat Phillips	
Mrs Sue Turner	
Mr M Young	

*Deanery Synod*

Miss Jackie Harwood – resigned 11 October 2020
Mrs Pam Durrant

*PCC Treasurer*

Mrs Chris Diebel – co-opted until December 2020
---

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 9 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.

**Aim and Purposes**

The primary objective of St James the Less PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic social and ecumenical.

## Objectives and Activities

Our objectives are:

- Enabling as many people as possible to worship at our church, and
- Enabling as many people as possible to become part of our parish community at St James the Less

The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish.

Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the 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'. In particular we try to enable local people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish;
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of St. James the Less and our Church Hall

## Achievements and performance

### Church attendance

There are 78 parishioners on the church electoral roll, 23 of whom are not resident within the parish.

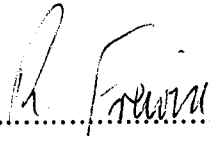
Two names have been removed this year due to death.

The average Sunday attendance, counted during October was 30.

### *Review of the year*

1. The full PCC met six times during the year with an average of level of attendance of 70%. The Standing Committee met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.
2. All activities have been severely curtailed this year due to the Covid-19 Global Pandemic. During the periods when the Church was closed for worship due to the government guidelines, we were tasked with meeting those challenges as we attempted to meet our aims and purposes as a charity. We continued to distribute our newsletter fortnightly, either electronically, by post or hand delivered. Along with the newsletter we also sent Readings & Thoughts prepared by one of our visiting Priests. A telephone call rota was set up to make calls to members of the congregations to offer support and encouragement, and if it could be arranged practical help. During the times when Services were possible numbers were limited by the rules covering social distancing, but on most Sundays came close to the maximum number permitted – a small sign of hope ,perhaps in a difficult year.
3. The Mission and Evangelism team is to be congratulated on their fund-raising efforts. During the year £983.59 was raised for various charities, local, national and international. This is restricted fundraising and is not from the Church accounts as we receive Credit For Mission.
4. The Lancing Parochial Charities Trust donated £900 to seven individuals or families in Lancing in accordance with the aims and objectives of the Trust. The Trust Committee is chaired by the Vice-Chairman and draws its membership from the two Churchwardens and two members from Lancing Parish Council. The income for 2020 was £1,264.59.

The Annual Trustees Report for the year ending 31/12/2020  
was approved by the PCC and signed on it's behalf by  
Roger Frewin, Acting Chairman.

  
.....

Date..... 5/5/21 .....

## Financial Review

1. The total receipts on general unrestricted funds received were £59573 and are detailed in the Financial Report. This is a decrease of £10669 compared to last years (2019) figure, however this is mainly due to the closure of the church for long periods due to COVID-19 regulations. Also we could not hold the fund raising events that are normally carried out through the year.
2. Despite the closures of the church the planned giving through envelopes and banker's orders only dipped by £2000 during 2020. Many of the people who would usually give via envelopes have switched over to the Parish Giving Scheme, however we have lost out from the casual donations and collection plate due to the restricted numbers in church on the occasions it has been allowed to open.
3. This year we have received a £5,000 legacy.
4. Even though the Church and Church Hall has been closed for much of the year, thus reducing our expenditure, it can be seen from the financial report that our total expenditure was almost the same as last year. This is mainly due to the £30,000 bill for the repairs to the roof and bell tower that became urgently necessary.
5. The sum paid to the Diocese to cover ministry costs was reduced considerably for the year, mainly due to being "In Vacancy" or without a Priest for nearly 2 years. We received £30800 "Credit for Mission" from the diocese, bringing our total contribution for the year up to 70% of the full amount due. This amount covers the housing and 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.

It should be noted that the church is meeting only 25% of the costs allocated to this church. It is also important to note that this total paid covers only the costs of this parish, not our contribution to the shared costs of the Christian family throughout the whole Church of England, which includes assistance towards the upkeep of churches less able to manage than ourselves.
6. There were no donations from PCC funds to any Mission groups overseas or at home. This is on instructions from the Chichester Diocesan Board of Finance. Any parish receiving Credit for Mission cannot donate funds as effectively they are donating money from external sources.

## Reserves Policy

It is the PCC's policy:

- to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance in our current account of £61753 at the end of 2020 achieved this.
- to invest temporarily surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no monies invested in this way.
- To invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

# Notes to the Annual Financial Report St. James the Less, Lancing

## 3 Analysis of total received

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2020	All Funds 2019	
	£	£	£	£	£	£	
Planned giving (excl. tax refunds)	24226	-	-	-	24226	26195	
Planned giving (no tax refunds)	2095	-	-	-	2095	2248	
Loose cash collections	507	-	-	-	507	3093	
Special appeals	-	-	-	-	-	-	
Gift Aid recovered	6908	-	-	-	6908	6805	
Summer fete & Christmas bazaar	214	-	-	-	214	-	
Christmas music concert	-	-	-	-	-	-	
Donations	502	-	5669	-	6170	-	
Legacies	-	-	5000	-	5000	20000	4
Grants	2000	-	-	-	2000	2000	4
DBF Charitable grant	-	-	-	-	-	-	
<b>Donations and legacies</b>	<b>36452</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>47121</b>	<b>60340</b>	
Fees for weddings & funerals	714	-	-	-	714	3183	
<b>Charitable activities</b>	<b>714</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>714</b>	<b>3183</b>	
Summer/spring Xmas fetes	-	-	-	-	-	2560	
Car boot/cream tea	-	-	-	-	-	1303	
other fundraising	297	-	-	-	297	200	
Sales of the parish magazine	72	-	-	-	72	78	
Temporary letting of property	-	-	-	-	-	-	
Bible study notes	-	-	-	-	-	-	
Church centre hiring fees	4169	-	-	-	4169	10352	
messy ch/toddler/wltdo	14	-	-	-	14	29	
Bookstall sales	-	-	-	-	-	-	
<b>Other trading activities</b>	<b>4552</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4552</b>	<b>14522</b>	
Bank deposit interest	83	-	-	-	83	26	
long term hall hire fees	-	-	-	-	-	-	
Letting of investment properties	17772	-	-	-	17772	20108	
<b>Investments</b>	<b>17855</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17855</b>	<b>20134</b>	
<b>Net funds from asset release</b>							
Other receipts	-	-	-	-	-	-	
<b>Total received on all funds</b>	<b>59573</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>70242</b>	<b>98179</b>	

# Notes to the Annual Financial Report St. James the Less, Lancing

## Analysis of total paid:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General	Designated			All Funds	All Funds	
	Fund	Funds			2020	2019	
	£	£	£	£	£		
Summer fete expenses		-	-	-	-	-	
Concert posters & musicians expenses		-	-	-	-	-	
Other appeals expenses	-	-	-	-	-	-	
<b>Cost of raising funds</b>	-	-	-	-	-	-	
Charitable grants and donations		-	-	-	-	-	6
Parish share to Chichester Diocese	19200				19200	50000	7
Salaries and honoraria incl NI	7178				7178	11068	
Upkeep of service/stewardship	1388		30		1418	-	
Mission & evangelism costs					-	-	
Messy ch/todd/wltdo					-	270	
upkeep of church yard	628				628	324	
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Office costs	2811				2811	2747	
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Accounting and Examiner's fees					-	-	
Church maintenance & redecoration	28810		934		29744	1615	
New building work					-	967	
<b>Charitable costs</b>	<b>66129</b>	-	<b>964</b>	-	<b>67092</b>	<b>76753</b>	
Summer fete expenses		-	-	-	-	20	
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Other trading costs	1658				1658		
Bank charges	60				60	105	
<b>Trading costs</b>	<b>13705</b>	-	-	-	<b>13705</b>	<b>65783</b>	
<b>Total paid on all funds</b>	<b>79834</b>	-	<b>964</b>	-	<b>80798</b>	<b>142536</b>	

## Notes to the Annual Financial Report St. James the Less, Lancing

### Staff costs

	2020	2019
	£	£
Wages, salaries and honoraria	7178	11068
Employer National Insurance		
Employer pension contributions		-
	<b>7178</b>	<b>11068</b>

# Notes to the Annual Financial Report St. James the Less, Lancing

## Statement of funds

	Balances b/fwd 1 Jan 2020	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2020
	£	£	£	£	£
Fabric fund	96	-	-	-	96
Flower Fund	194	-	(30)	-	164
Organ	2171	-	-	-	2171
Upkeep Church	£0.00	10669	(659)	-	10010
Belfry	245	-	(245)	-	-
Waterloo	30	-	(30)	-	-
<b>Total of all restricted funds</b>	<b>2736</b>	<b>10669</b>	<b>(964)</b>	<b>-</b>	<b>12441</b>
General fund	67822	60890	(79834)	-	48878
<b>Total of all unrestricted funds</b>	<b>67822</b>	<b>60890</b>	<b>(79834)</b>	<b>-</b>	<b>48878</b>
<b>Total funds</b>	<b>£70,558</b>	<b>£71,559</b>	<b>£(80798)</b>	<b>-</b>	<b>£61,318</b>

### Notes to the Annual Financial Report 2

The carry forward unrestricted fund has been adjusted by £590 as this was the unreconciled figure from 2018 not accounted for in 2019 accounts. Final total of restricted and unrestricted funds shows a liability of £1,752 advanced wedding fees

# Statement of Assets and Liabilities St. James the Less, Lancing

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>
	<b>General</b>	<b>Designated</b>			<b>All Funds</b>	<b>All Funds</b>
	<b>Fund</b>	<b>Funds</b>	<b>Fund/s</b>	<b>Fund/s</b>	<b>2020</b>	<b>2019</b>
	£	£	£	£	£	£
<b>Assets:</b>						
Bank current account	49312		12441		61753	12289
Treasurer Petty Cash	-					0
WLTDO Petty Cash	-					29
CBF Deposit Fund	-					58885
PCC-owned bank balance	49312	-	12441	-	61753	71204
Diocesan Assigned Fees received		-	-	-	-	-
<b>Total bank and deposit accounts</b>	<b>49312</b>	<b>-</b>	<b>12441</b>	<b>-</b>	<b>61753</b>	<b>71204</b>
Late nursery fees	906	-	-	-	906	
Vat recoverable	4619	-	-	-	4619	
Gift Aid recoverable		-	-	-	-	
Chichester DBF Chancel insurance grant			8861		8861	
<b>Debtors</b>	<b>5525</b>	<b>-</b>	<b>8861</b>	<b>-</b>	<b>14386</b>	<b>-</b>
Endowment fund		-	-	-		8637
<b>Investment assets at market value</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8637</b>
	-	-	-	-	-	-
<b>Investment assets at cost</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2 St Michaels court</b>	<b>152663</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>152663</b>	<b>152663</b>
<b>Hall Complex</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>
<b>Total assets</b>	<b>207500</b>	<b>-</b>	<b>21302</b>	<b>-</b>	<b>228802</b>	<b>223867</b>
<b>Liabilities:</b>						
Advanced wedding fees	1752	-	-	-	1752	
Office costs		-	-	-	-	69
Electricity used since last billed (est'd)		-	-	-	-	478
<b>Total liabilities</b>	<b>1752</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1752</b>	<b>547</b>

## NOTES

### Chancel trust and income grant

Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required.

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

Income from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from General Funds. In 2020 the grant amounted to £224 (2019 £250)

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

The previously disclosed asset value amounting to £8,637 has been removed from the value of PCC investments to reflect that the PCC does not legally nor beneficially own the Chancel trust fund nor its investments.

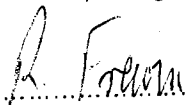
Accumulated grant income not yet received from Chichester DBF and included in Debtors amounted to £8,861 at 31st December 2020 (2019 £8,637).

# Summary of Financial Receipts and Payments St. James the Less, Lancing

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2020	All Funds 2019	
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
Donations and legacies	36452	-	10669	-	47121	60340	
Charitable activities	714	-	-	-	714	3183	
Other trading activities	4552	-	-	-	4552	14522	
Investments	17855	-	-	-	17855	20134	
Other receipts	-	-	-	-	-	-	
<b>Total received</b>	<b>59573</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>70242</b>	98179	3
<b>Expenditure on:</b>							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	66129	-	964	-	67092	76753	
Trading costs	13705	-	-	-	13705	65783	
Other payments	-	-	-	-	-	-	
<b>Total paid</b>	<b>79834</b>	<b>-</b>	<b>964</b>	<b>-</b>	<b>80798</b>	142536	5
<i>Reconciliation of funds:</i>							
<b>Net income or (net expenditure)</b>	<b>(20261)</b>	<b>-</b>	<b>9705</b>	<b>-</b>	<b>(10556)</b>	(44357)	
net income from release of assets							
<b>Net movement in funds</b>	<b>(20261)</b>	<b>-</b>	<b>9705</b>	<b>-</b>	<b>(10556)</b>		
Bank accounts at 1 January	67806	-	2751	-	70557	114281	
<b>Bank accounts at 31 December</b>	<b>47545</b>	<b>-</b>	<b>12456</b>	<b>-</b>	<b>60001</b>	69968	A&L

Final total shows liability of £1752

This Annual Financial Report, For the year ended 31/12/2020, including the notes following was approved by the PCC and signed on it's behalf by Roger Frewin, acting PCC Chairman



Date

5/5/21



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of**

St James the Less Church, Lancing

**On accounts for the year  
ended**

31<sup>st</sup> December 2020

**Charity no  
(if any)**

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2020**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

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

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

I have no material concerns and 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.

**Signed:**

*R Nulty*

**Date:**

5<sup>th</sup> March 2021

**Name:**

Rosanne Nulty

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

**Address:**

4 Below, 4 Heene Terrace  
Worthing  
BN11 3NP

**Section B Disclosure**

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

No disclosures

# Trustees Annual Report and Financial Report

The Parochial Church Council of

## St James the Less, Lancing (In Vacancy)

Registered Charity no. 1145807

For the year ended 31 December 2020

### CONTENTS

Trustees annual report

Statement of financial activities (payment & receipts)

Notes to the Annual Financial Report

Statement of Assets & Liabilities

Financial Review of 2020

Report of the Independent Examiner

St James the Less, Manor Road, Lancing, West Sussex, BN15 0EY

*Incumbent:* In Vacancy

*Independent examiner:* Mrs Rosanne Nulty

*Bankers:* CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**Parochial Church Council of St James the Less, Lancing**  
**Registered Charity no. 1145807**

**Trustees Annual Report for 2020**

**Structure, governance and management**

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 Date(sick leave Jan – June 2020) Resigned on 11 June 2020. Parish In Vacancy since
Wardens:	Mrs Elizabeth Doran – until AVM 11 October 2020 Mr Roger Frewin Mr P Bowers elected at AVM 11 October 2020

*Elected Members*

Mrs Ros Berley	
Mrs Mary Gauntlett	
Miss Ruth Hitchcox	
Mrs Amanda Hughes	PCC Secretary
Mrs Pat Phillips	
Mrs Sue Turner	
Mr M Young	

*Deanery Synod*

Miss Jackie Harwood – resigned 11 October 2020
Mrs Pam Durrant

*PCC Treasurer*

Mrs Chris Diebel – co-opted until December 2020
---

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 9 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.

**Aim and Purposes**

The primary objective of St James the Less PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic social and ecumenical.

## Objectives and Activities

Our objectives are:

- Enabling as many people as possible to worship at our church, and
- Enabling as many people as possible to become part of our parish community at St James the Less

The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish.

Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the 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'. In particular we try to enable local people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish;
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of St. James the Less and our Church Hall

## Achievements and performance

### Church attendance

There are 78 parishioners on the church electoral roll, 23 of whom are not resident within the parish.

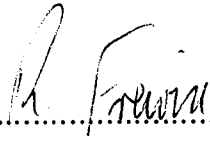
Two names have been removed this year due to death.

The average Sunday attendance, counted during October was 30.

### *Review of the year*

1. The full PCC met six times during the year with an average of level of attendance of 70%. The Standing Committee met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.
2. All activities have been severely curtailed this year due to the Covid-19 Global Pandemic. During the periods when the Church was closed for worship due to the government guidelines, we were tasked with meeting those challenges as we attempted to meet our aims and purposes as a charity. We continued to distribute our newsletter fortnightly, either electronically, by post or hand delivered. Along with the newsletter we also sent Readings & Thoughts prepared by one of our visiting Priests. A telephone call rota was set up to make calls to members of the congregations to offer support and encouragement, and if it could be arranged practical help. During the times when Services were possible numbers were limited by the rules covering social distancing, but on most Sundays came close to the maximum number permitted – a small sign of hope ,perhaps in a difficult year.
3. The Mission and Evangelism team is to be congratulated on their fund-raising efforts. During the year £983.59 was raised for various charities, local, national and international. This is restricted fundraising and is not from the Church accounts as we receive Credit For Mission.
4. The Lancing Parochial Charities Trust donated £900 to seven individuals or families in Lancing in accordance with the aims and objectives of the Trust. The Trust Committee is chaired by the Vice-Chairman and draws its membership from the two Churchwardens and two members from Lancing Parish Council. The income for 2020 was £1,264.59.

The Annual Trustees Report for the year ending 31/12/2020  
was approved by the PCC and signed on it's behalf by  
Roger Frewin, Acting Chairman.

  
.....

Date..... 5/5/21 .....

## Financial Review

1. The total receipts on general unrestricted funds received were £59573 and are detailed in the Financial Report. This is a decrease of £10669 compared to last years (2019) figure, however this is mainly due to the closure of the church for long periods due to COVID-19 regulations. Also we could not hold the fund raising events that are normally carried out through the year.
2. Despite the closures of the church the planned giving through envelopes and banker's orders only dipped by £2000 during 2020. Many of the people who would usually give via envelopes have switched over to the Parish Giving Scheme, however we have lost out from the casual donations and collection plate due to the restricted numbers in church on the occasions it has been allowed to open.
3. This year we have received a £5,000 legacy.
4. Even though the Church and Church Hall has been closed for much of the year, thus reducing our expenditure, it can be seen from the financial report that our total expenditure was almost the same as last year. This is mainly due to the £30,000 bill for the repairs to the roof and bell tower that became urgently necessary.
5. The sum paid to the Diocese to cover ministry costs was reduced considerably for the year, mainly due to being "In Vacancy" or without a Priest for nearly 2 years. We received £30800 "Credit for Mission" from the diocese, bringing our total contribution for the year up to 70% of the full amount due. This amount covers the housing and 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.

It should be noted that the church is meeting only 25% of the costs allocated to this church. It is also important to note that this total paid covers only the costs of this parish, not our contribution to the shared costs of the Christian family throughout the whole Church of England, which includes assistance towards the upkeep of churches less able to manage than ourselves.
6. There were no donations from PCC funds to any Mission groups overseas or at home. This is on instructions from the Chichester Diocesan Board of Finance. Any parish receiving Credit for Mission cannot donate funds as effectively they are donating money from external sources.

## Reserves Policy

It is the PCC's policy:

- to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance in our current account of £61753 at the end of 2020 achieved this.
- to invest temporarily surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no monies invested in this way.
- To invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

# Notes to the Annual Financial Report St. James the Less, Lancing

## 3 Analysis of total received

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2020	All Funds 2019	
	£	£	£	£	£	£	
Planned giving (excl. tax refunds)	24226	-	-	-	24226	26195	
Planned giving (no tax refunds)	2095	-	-	-	2095	2248	
Loose cash collections	507	-	-	-	507	3093	
Special appeals	-	-	-	-	-	-	
Gift Aid recovered	6908	-	-	-	6908	6805	
Summer fete & Christmas bazaar	214	-	-	-	214	-	
Christmas music concert	-	-	-	-	-	-	
Donations	502	-	5669	-	6170	-	
Legacies	-	-	5000	-	5000	20000	4
Grants	2000	-	-	-	2000	2000	4
DBF Charitable grant	-	-	-	-	-	-	
<b>Donations and legacies</b>	<b>36452</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>47121</b>	<b>60340</b>	
Fees for weddings & funerals	714	-	-	-	714	3183	
<b>Charitable activities</b>	<b>714</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>714</b>	<b>3183</b>	
Summer/spring Xmas fetes	-	-	-	-	-	2560	
Car boot/cream tea	-	-	-	-	-	1303	
other fundraising	297	-	-	-	297	200	
Sales of the parish magazine	72	-	-	-	72	78	
Temporary letting of property	-	-	-	-	-	-	
Bible study notes	-	-	-	-	-	-	
Church centre hiring fees	4169	-	-	-	4169	10352	
messy ch/toddler/wltdo	14	-	-	-	14	29	
Bookstall sales	-	-	-	-	-	-	
<b>Other trading activities</b>	<b>4552</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4552</b>	<b>14522</b>	
Bank deposit interest	83	-	-	-	83	26	
long term hall hire fees	-	-	-	-	-	-	
Letting of investment properties	17772	-	-	-	17772	20108	
<b>Investments</b>	<b>17855</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17855</b>	<b>20134</b>	
<b>Net funds from asset release</b>							
Other receipts	-	-	-	-	-	-	
<b>Total received on all funds</b>	<b>59573</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>70242</b>	<b>98179</b>	

# Notes to the Annual Financial Report St. James the Less, Lancing

## Analysis of total paid:

	Unrestricted		Restricted	Endowed	Total All Funds	Total All Funds	Notes
	General	Designated					
	Fund	Funds					
	£	£	£	£	£	£	
Summer fete expenses		-	-	-			
Concert posters & musicians expenses		-	-	-			
Other appeals expenses	-	-	-	-	-	-	
<b>Cost of raising funds</b>	-	-	-	-	-	-	
Charitable grants and donations		-	-	-	-	-	6
Parish share to Chichester Diocese	19200				19200	50000	7
Salaries and honoraria incl NI	7178				7178	11068	
Upkeep of service/stewardship	1388		30		1418	-	
Mission & evangelism costs					-	-	
Messy ch/todd/wltdo					-	270	
upkeep of church yard	628				628	324	
water,gas,elec					-	-	
Office costs	2811				2811	2747	
Other regular church running costs	6113				6113	9762	
Accounting and Examiner's fees					-	-	
Church maintenance & redecoration	28810		934		29744	1615	
New building work					-	967	
<b>Charitable costs</b>	<b>66129</b>	-	<b>964</b>	-	<b>67092</b>	<b>76753</b>	
Summer fete expenses		-	-	-	-	20	
Car boot/cream tea		-	-	-	-	280	
Church hall running costs	6775				6775	11854	
vicarage costs	577				577	3178	
Rented property costs	4636				4636	7997	
St Michaels lease ext.					-	41704	
Bookstall costs					-	645	
Other trading costs	1658				1658		
Bank charges	60				60	105	
<b>Trading costs</b>	<b>13705</b>	-	-	-	<b>13705</b>	<b>65783</b>	
<b>Total paid on all funds</b>	<b>79834</b>	-	<b>964</b>	-	<b>80798</b>	<b>142536</b>	

## Notes to the Annual Financial Report St. James the Less, Lancing

### Staff costs

	2020	2019
	£	£
Wages, salaries and honoraria	7178	11068
Employer National Insurance		
Employer pension contributions		-
	<b>7178</b>	<b>11068</b>

# Notes to the Annual Financial Report St. James the Less, Lancing

## Statement of funds

	Balances b/fwd 1 Jan 2020	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2020
	£	£	£	£	£
Fabric fund	96	-	-	-	96
Flower Fund	194	-	(30)	-	164
Organ	2171	-	-	-	2171
Upkeep Church	£0.00	10669	(659)	-	10010
Belfry	245	-	(245)	-	-
Waterloo	30	-	(30)	-	-
<b>Total of all restricted funds</b>	<b>2736</b>	<b>10669</b>	<b>(964)</b>	<b>-</b>	<b>12441</b>
General fund	67822	60890	(79834)	-	48878
<b>Total of all unrestricted funds</b>	<b>67822</b>	<b>60890</b>	<b>(79834)</b>	<b>-</b>	<b>48878</b>
<b>Total funds</b>	<b>£70,558</b>	<b>£71,559</b>	<b>£(80798)</b>	<b>-</b>	<b>£61,318</b>

### Notes to the Annual Financial Report 2

The carry forward unrestricted fund has been adjusted by £590 as this was the unreconciled figure from 2018 not accounted for in 2019 accounts. Final total of restricted and unrestricted funds shows a liability of £1,752 advanced wedding fees

# Statement of Assets and Liabilities St. James the Less, Lancing

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>
	<b>General</b>	<b>Designated</b>			<b>All Funds</b>	<b>All Funds</b>
	<b>Fund</b>	<b>Funds</b>	<b>Fund/s</b>	<b>Fund/s</b>	<b>2020</b>	<b>2019</b>
	£	£	£	£	£	£
<b>Assets:</b>						
Bank current account	49312		12441		61753	12289
Treasurer Petty Cash	-					0
WLTDO Petty Cash	-					29
CBF Deposit Fund	-					58885
PCC-owned bank balance	49312	-	12441	-	61753	71204
Diocesan Assigned Fees received		-	-	-	-	-
<b>Total bank and deposit accounts</b>	<b>49312</b>	<b>-</b>	<b>12441</b>	<b>-</b>	<b>61753</b>	<b>71204</b>
Late nursery fees	906	-	-	-	906	
Vat recoverable	4619	-	-	-	4619	
Gift Aid recoverable		-	-	-	-	
Chichester DBF Chancel insurance grant			8861		8861	
<b>Debtors</b>	<b>5525</b>	<b>-</b>	<b>8861</b>	<b>-</b>	<b>14386</b>	<b>-</b>
Endowment fund		-	-	-		8637
<b>Investment assets at market value</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8637</b>
	-	-	-	-	-	-
<b>Investment assets at cost</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2 St Michaels court</b>	<b>152663</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>152663</b>	<b>152663</b>
<b>Hall Complex</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>
<b>Total assets</b>	<b>207500</b>	<b>-</b>	<b>21302</b>	<b>-</b>	<b>228802</b>	<b>223867</b>
<b>Liabilities:</b>						
Advanced wedding fees	1752	-	-	-	1752	
Office costs		-	-	-	-	69
Electricity used since last billed (est'd)		-	-	-	-	478
<b>Total liabilities</b>	<b>1752</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1752</b>	<b>547</b>

## NOTES

### Chancel trust and income grant

Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required.

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

Income from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from General Funds. In 2020 the grant amounted to £224 (2019 £250)

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

The previously disclosed asset value amounting to £8,637 has been removed from the value of PCC investments to reflect that the PCC does not legally nor beneficially own the Chancel trust fund nor its investments.

Accumulated grant income not yet received from Chichester DBF and included in Debtors amounted to £8,861 at 31st December 2020 (2019 £8,637).

# Summary of Financial Receipts and Payments St. James the Less, Lancing

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2020	All Funds 2019	
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
Donations and legacies	36452	-	10669	-	47121	60340	
Charitable activities	714	-	-	-	714	3183	
Other trading activities	4552	-	-	-	4552	14522	
Investments	17855	-	-	-	17855	20134	
Other receipts	-	-	-	-	-	-	
<b>Total received</b>	<b>59573</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>70242</b>	98179	3
<b>Expenditure on:</b>							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	66129	-	964	-	67092	76753	
Trading costs	13705	-	-	-	13705	65783	
Other payments	-	-	-	-	-	-	
<b>Total paid</b>	<b>79834</b>	<b>-</b>	<b>964</b>	<b>-</b>	<b>80798</b>	142536	5
<i>Reconciliation of funds:</i>							
<b>Net income or (net expenditure)</b>	<b>(20261)</b>	<b>-</b>	<b>9705</b>	<b>-</b>	<b>(10556)</b>	(44357)	
net income from release of assets							
<b>Net movement in funds</b>	<b>(20261)</b>	<b>-</b>	<b>9705</b>	<b>-</b>	<b>(10556)</b>		
Bank accounts at 1 January	67806	-	2751	-	70557	114281	
<b>Bank accounts at 31 December</b>	<b>47545</b>	<b>-</b>	<b>12456</b>	<b>-</b>	<b>60001</b>	69968	A&L

Final total shows liability of £1752

This Annual Financial Report, For the year ended 31/12/2020, including the notes following was approved by the PCC and signed on it's behalf by Roger Frewin, acting PCC Chairman

*R. Frewin*

Date

5/5/21



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

St James the Less Church, Lancing

**On accounts for the year  
ended**

31<sup>st</sup> December 2020

**Charity no  
(if any)**

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2020**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Independent  
examiner's statement**

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

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

I have no material concerns and 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.

**Signed:**

*R Nulty*

**Date:**

5<sup>th</sup> March 2021

**Name:**

Rosanne Nulty

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

**Address:**

4 Below, 4 Heene Terrace

Worthing

BN11 3NP

**Section B**

**Disclosure**

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

No disclosures