

The Parish Church of St Mary Easebourne

West Sussex

TRUSTEES ANNUAL REPORT

AND

FINANCIAL STATEMENT

OF THE

PAROCHIAL CHURCH COUNCIL

For the year ended 31 December 2020

Incumbent

Revd Derek Welsman

Independent Examiner

Trevor James

Banks

Barclay's Bank Plc, Chichester

Charity Registration No 1151500

Parochial Church Council of St Mary, Easebourne

Registered Charity: 1151500
Trustees Annual Report for 2020

Structure, governance and management

The parish is a charity registered with the Charity Commission under the name of The Parochial Church Council of the Ecclesiastical Parish of St Marys, Easebourne with the Registered Charity Number 1151500.

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

Incumbent:	The Revd Derek Welsman	Chairman
Wardens:	Mrs Alison Davis	
	Mr Roger Sked	
Secretary:	Mrs Elizabeth Bounton	
Treasurer:	Mr Eric Bounton	
Deanery Synod Reps:	Mr Eric Bounton	
	Mr Roger Bricknell	
Elected Members	Mr Martin Dexter	
	Mrs Jan Harling	
	Mr Tony Craig	
	Mrs Veronica Jull	
	Mrs Sue Parry (Safeguarding Officer)	

Standing Committee: Vicar, Church Wardens, Treasurer, Secretary, Mrs Veronica Jull

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 6 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 Mary's 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 of co-operating with the incumbent, the Revd Derek Welsman, in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic, social and ecumenical.

Objectives and activities

Through its Mission Action Plan the PCC sets out the following objectives:

- **Community:** To continue to build a church community that is open to all and vibrant in worship and prayer; Gospel shaped, and Kingdom focused. Through continuing to provide a safe environment for all. Re-structuring our PCC's to reduce levels of bureaucracy. To develop our worship space with an emphasis on access for all. Promote a greater community use of our church buildings.
- **Children's Work:** To build on the good practise already in place. Strengthening our links with our local schools. Developing our Messy Church Community. Developing new ways of supporting local families through Toddler Groups, Sunday School and wider youth activities.
- **Outreach:** Proclaiming the Gospel to a new generation. Through a PCC focus on growing our church communities. Ensuring good practise in delivering Occasional offices. A focus on Back to Church Sunday. Making sure the church engages with all new housing developments within the local area.
- **Continuing Discipleship:** How we all grow as a church family. Through inspiring the congregations to study, engage and learn. Develop prayerfulness and spirituality. Recognise the gifting of the church family for serving each other and the wider community.
- **The PCC also committed to work with their mission partners in supporting those in society and world who require support and care in their lives.** This included supporting the work of those who support: the homeless, vulnerable families, those affected by war, vulnerable children and overseas aid.

The PCC maintains an overview of worship throughout the year and works with the vicar to promote services that match the needs of our local community. Our services and worship put faith into practise through prayer and scripture, music and sacrament. When planning our activities, the PCC and the incumbent consider the Charity Commissions guidance on 'public benefit' and in particular, the specific guidance on 'Charities for the advancement of religion'.

Achievement and performance

Church attendance

There are 149 parishioners on the church electoral roll, 79 of whom are not resident within the parish. The average weekly attendance of 50 during the year was much reduced because of Covid restrictions.

Review of the year

1. The full PCC met 7 times during the year with an average level of attendance of 80%. Committees met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.
2. **COVID 19:** As with all of society, 2020 was a year marked by the pandemic for our three churches. With closure of services for four months of the year, there was a huge impact upon worship and the life of the three church communities. When the churches were able to be

open – firstly just for private prayer and then for limited public worship – the church wardens worked tirelessly to make sure that our places of worship were safe for the congregations to enter; we cannot thank them enough for what they were able to achieve.

With closure of churches and subsequent restricted access to worship, there was a knock-on effect to our finances. Thankfully, we were able to cover our costs for the year and maintain our commitment as a charity to support local projects such as Stonepillow and the Midhurst Food Bank.

3. **Worship:** When possible, across our three churches, public worship was offered to support people in their daily life of faith. When churches were open only for private prayer, there is evidence that many from our villages found comfort and solace inside our ancient and historic churches.

The biggest casualty of the pandemic was a complete closure of worship for much of Lent and Easter. During these periods, worship was provided online using our wonderful webpage and Facebook pages. There is also evidence that during Lockdown, and subsequently during periods where people were still restricted because of being asked to isolate or shield, that our online services were used by many beyond our regular congregations.

4. **Charitable giving:** COVID-19's lockdown happened at the beginning of Lent. This meant that our Lenten appeal for Education West Africa was severely affected. However, our three church communities, in spite of all that was happening in our country, still managed in 2020 to be active in supporting the wider work of the church. Our collection of food for the homeless in Chichester and the local area continued through our weekly produce collection in church - with food being gathered at our harvest Festivals (also including our two village schools) - with our collection at Christmas to provide the Christmas dinner. The churches also raised money for our deanery project to bring a family support worker to Midhurst Deanery. This project, working alongside Family Support Work - a Diocesan wide charity - will bring much needed support to local families who struggle. Sadly, although funds were raised, it is not possible for the charity to employ someone at this present time – but we look forward to being able to implement the project very soon. The three church communities also raised monies to support the Royal British Legion over the period of remembrance. There were also our regular collections for the work of the Children Society through our collection boxes. Sadly in 2020 the support of Macmillan, through providing remembrance services, the Tree of Hope and volunteer support was severely affected by the pandemic – it is hoped that once things return to some form of normality, that this important work will resume. Full details of Charity support can be found in the financial section of this document.
5. **Children's work:** Children's work was the biggest casualty of last year, with Messy Church, Family Services and our toddler group unable to take place. Thankfully, once allowed we did maintain a good relationship with our Church of England Primary school, providing

weekly Collective Acts of Worship and half-termly RE sessions with each class. The church also supported the work of the Governing body with two Foundation Governors. This link with our local Church of England school is a vital part of our work as a church community, supporting the education and wellbeing of our children and their families. This work also includes our local independent school Conifers.

6. **Occasional Offices:** One of the key elements of our work as a charity, is providing Occasional Offices to our village communities. The Occasional offices of weddings, baptisms and funerals are central to our community work; offering both the buildings and liturgical worship to facilitate these events. Sadly, once again in 2020, the pandemic affected our ability to provide these services. There were to be 17 weddings booked in 2020 – we achieved just 4 of these. There had been an expectation that the church would be busy with funerals – sadly in the light of reduced numbers allowed to attend, many families chose not to use the services of the church; subsequently there was only 25 across our three churches.
7. **Repairs to the church:** 2020 saw very little works needed for our three churches. At St Mary's the PCC is focused on repairing the bell tower steeple – however until we are out of COVID-19 restrictions, this work is suspended. At St James there was a minor repair to one capstone on the roof. At St Peter's there was no significant works. The three PCC's representing our churches recognise the importance of maintaining our three historic buildings for public use – through the dedicated work of our wardens and PCC's our three churches are in good shape and have been open for private prayer throughout this last year.
8. **Burial Grounds:** The PCC's continued to maintain their burial grounds across our benefice, with the contractors cutting the grass to a very high standard. The Parish Council continued to support the church with vital financial contributions to grass cutting. All five of our burial sites place a huge financial burden on the PCC's with routine cutting of grass and essential repairs. The three PCC's see the work of maintaining our church yards and burial grounds as essential to supporting our village life.
9. **Safeguarding:** All three PCC's fully comply with the Church of England's guidance on safeguarding all children and vulnerable adults. Through its Safeguarding Committee and the dedicated Safeguarding officers, the PCC's work using the Diocesan Simple Quality Protects mark to ensure good practise. This means that the PCC's follow all safer recruiting procedures: Using the DBS to check those who hold key roles in the church – using for key people all training pertaining to Safeguarding provided by the Church of England and ensuring that all places of worship are safe and secure for those who attend – especially children and vulnerable adults. Each year, before the APCM the PCC's review the Diocesan Safeguarding Policy, which when passed is posted in our churches in public view. In 2020 there were no Safeguarding incidents in our three parishes.

10. **One PCC:** In 2020, in spite of the difficulties caused by the pandemic, the PCC's were able to sign off on becoming One Parish and One PCC. This historic moment for our three churches, came after five years of hard work by all three PCC's. It is important to thank all members of our PCC's for the way in which this difficult discussions and decisions were undertaken. This important work should help all three churches to move forward with a new sense of purpose; empowered by their new sense of collective responsibility, fostering closer links but also providing new opportunities for mission and service across our One Parish.
11. **Diocesan Strategy:** 2019 saw the end of the Diocesan Five-year strategy called Vision for Growth. The strategy had sat at the heart of the PCC's work over the five years encouraged by the years of Mercy, Prayer, Bible and Vocation. The PCC looks forward to the new Diocesan strategy which will be launched in 2020. The strategy will encourage us to reflect upon our shared life – what we do, what we give and how we share the Gospel.

Financial review

1. The financial statement of the PCC has been prepared in accordance with the Charities Act 1993 and the Church Accounting Regulation 2006 using the Receipt and Payment basis.
2. The total receipts on general unrestricted funds received were £74676 and are detailed in the Financial Report.
3. The payments to mission include, Educating West Africa £690, Stonepillow £400, British Legion £250. Monies raised for FSW amounted to £1034, but this money is being held at present due to Covid.
4. The largest expenditure of the PCC was the sum of £39,756 paid to the Diocese to cover ministry costs; this annual amount covers the housing and stipend and pension costs of the clergy and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. In 2020 the cost of church insurance was paid directly by the parish.

Reserves Policy

1. 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 has than achieved this.
2. The designated fabric fund is retained towards the future cost of the upkeep of the church.
3. It is PCC policy to invest fund balances with the CBF Church of England deposit fund. A summary of these funds is attached to the financial statement.

This trustees' annual report was approved by the PCC and signed on their behalf by the Revd Derek Welsman, PCC Chairman:

Signed: _____

Date: _____

Independent Examiner's Report to the Members of the Parochial Church Council of St Mary's Church Easebourne

I report on my examination of the Accounts of the Parochial Church Council (PCC) for the year ended 31st December 2020.

This report is made solely to the PCC, as a body, in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the members of the PCC those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC and the members of the PCC as a body, for any work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As members of the PCC, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act") and the Church Accounting Regulations. You consider that an audit is not required for the year under the Church Accounting Regulations and section 144 (2) of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under the Church Accounting Regulations and section 145 of the Act;
- follow the procedures laid down in general Directions given by the Charity Commission under section 144(2) of the Act; and
- to state whether particular matters have come to my attention.

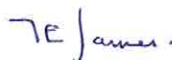
Basis of the independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC 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 you as members of the PCC 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:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.



Trevor James FCA DchA
Dormer Cottage
West Broyle
Chichester
West Sussex
PO19 3PR

4 May 2021

ST MARY'S, EASEBOURNE PCC
RECEIPTS AND PAYMENTS
31st DECEMBER 2020

	2020		2019	
	£	£	£	£
RECEIPTS				
Giving				
Planned giving	31,939		27,997	
Designated	3,121		10,825	
Collections/Other GASDS donations	4,735		8,970	
Donations	3,433		6,302	
Gift Aid Recovery	15,778		2,172	
Ministry contributions	1,000		4,000	
Legacies	0	60,006	15	60,281
Activities for general funds				
Refectory	1,035		1,815	
Fete, fair, etc	1,252		3,329	
200 Club income	10,000	12,287	7,582	12,726
Church activities				
Fees	6,956		14,542	
Other income	1,483	8,439	7,687	22,229
Investments				
Interest from deposit funds	3,165		459	
Campbell Trust – capital withdrawn	358	3,523	0	459
Total receipts		<u>84,255</u>		<u>95,695</u>
PAYMENTS				
Raising funds				
Fundraising expenses	330		282	
Administration costs	0	330	0	282
Church activities				
Mission	2,662		8,090	
Diocesan share	39,756		36,840	
Diocese fees	7,179		7,989	
Clergy expenses	8,889		9,164	
Ministry sundries	4,393		6,881	
Services – electricity, gas, etc	3,522		4,598	
Insurance	4,626		4,869	
Church running & misc expenses	7,382		7,993	
Building works & projects	9,115		4,314	
200 Club expenses	4,475	91,999	2,494	93,232
Total payments		<u>92,329</u>		<u>93,514</u>
Net Payments		<u>-8,074</u>		<u>2,181</u>
Cash funds at 31 December 2019		<u>120,799</u>		<u>118,618</u>
Cash funds at 31 December 2020		<u><u>112,725</u></u>		<u><u>120,799</u></u>

ST MARY'S, EASEBOURNE PCC
STATEMENT OF ASSETS AND LIABILITIES
31st DECEMBER 2020

Cash funds	Unrestricted Gen funds £	Restricted funds £	Endowment funds £
Bank No 1 current account	24,186	0	0
Bank No 2 current account	12,727	0	0
Bank deposit account	0	0	0
CBF deposit account	75,811	0	0
Total cash funds	<u>112,725</u>	<u>0</u>	<u>0</u>
Investment assets	Unrestricted funds £	Restricted funds £	Endowment funds £
Chancel Trust investments			
Unspent chancel income	0	34	0
CBF Investment fund	0	0	2,375
CBF Fixed interest securities fund	0	0	346
Total other monetary assets	<u>0</u>	<u>34</u>	<u>2,721</u>
	Unrestricted funds £	Restricted funds £	Endowment funds £
Sale Henley Mission Trust investments (Fabric)			
CBF Investment fund	0	0	16,472
CBF Fixed interest securities fund	0	0	3,999
Total other monetary assets	<u>0</u>	<u>0</u>	<u>20,471</u>
	Unrestricted funds £	Restricted funds £	Endowment funds £
Campbell Trust investments (Churchyard)			
CBF Fixed interest securities fund	0	0	0
Total other monetary assets	<u>0</u>	<u>0</u>	<u>0</u>
Assets for charity's own use	Funds to which asset belongs £	Cost (optional) £	Current value (optional) £
Total assets for charity's own use	<u>0</u>	<u>0</u>	<u>0</u>
Liabilities	Funds to which liability relates	Amount due (optional) £	When due (optional)
Creditors	Unrestricted	650	
Total liabilities		<u>650</u>	

ST MARY'S, EASEBOURNE PCC
STATEMENT OF ASSETS AND LIABILITIES
31st DECEMBER 2020

Signed on behalf of St Mary's Easebourne Parochial Church Council

.....

Print name

.....

Print name

Date

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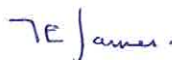
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STATEMENT OF ASSETS AND LIABILITIES
31st DECEMBER 2020

Signed on behalf of St Mary's Easebourne Parochial Church Council

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Print name

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Print name

Date