

# **THE OCTAGON PARISH**

## **West Sussex**

*Comprising the Parish Churches:  
of:*

**St Mary, Compton;**

**Marden**

**St Peter, East Marden;**

**Marden**

**Christchurch, Forestside**

**St Peter, Racton**

**St Mary, Stoughton**

*the Chapels of Ease*

**St Mary, North**

**St Michael, Up**

# **ANNUAL REPORT AND FINANCIAL STATEMENT of the PAROCHIAL CHURCH COUNCIL**

**For the year ended 31<sup>st</sup> December 2021**

## **INCUMBENT**

The Revd Lindsay Yates

The Vicarage, Compton, Chichester, West Sussex, PO18 9HD

## **INDEPENDENT EXAMINER**

Mr Charles Lawton

## **BANK**

NatWest Bank

## **WEBSITE**

<http://www.theoctagonparish.org.uk>

**Charity Registration No. 1156866**

## ***The Octagon Parish - Open for All***

*“Showing God’s love and caring for our community and churches in the beautiful South Downs National Park”*

## Administrative Information

The Parish is a Charity Registered with the Charity Commission under the name of

**The Parochial Church Council of the Ecclesiastical Parish of the Octagon,**

with the Registered Charity Number of 1156866.

During the year 2021 the following served as members of the Parochial Church Council (PCC):

[year of election/re-election]

Incumbent: The Revd Lindsay Yates

Churchwardens:

- Mr Patrick Balfour [2016]
- Mrs Sarah Lawton [2019]

Treasurer: Mr Edward Cottrell [2017]

Deanery Synod Reps:

- Mr Edward Cottrell [2017]
- Mrs Jennie Dolman [2017]
- Ms Pamela Payne [2017]

Elected members:

- Mrs Sally Ablewhite [2020]
- Mrs Annie Barnes [2020]
- Mr Tom Maier [2019]
- Ms Pamela Payne [2020]
- Mr Robert Sawers [2016] (until May 2021)
- Mrs Ros Veltom [2021]

Safeguarding Officer: Mrs Tracey Hodkin [2018]

Foundation Governor: Mrs Carolyn Costello [2021] (until Sept 2021)

Data Protection and Compliance Officer: Mr Patrick Balfour

Ex-officio members: Mrs Maria Sadler [2018]\*

Appointed roles: Ms Rachel Foister, Secretary and Electoral Roll Officer

Standing Committee: Rector, Churchwardens, Treasurer

*\*Lay readers are ex officio members unless requesting not to be on the PCC*

## **Contents**

### *Page*

|     |  |
|-----|--|
| 5)  | Structure, Governance and Management   |
| 7)  | Trustees Annual Report   |
| 11) | Financial Review   |
| 13) | Octagon PCC Accounts   |
| 14) | Independent Examiner's Report  |
| 15) | The Octagon PCC Investment Policy  |
| 16) | The Octagon PCC Reserves Policy  |
| 17) | Material State of the Octagon Churches   |
| 18) | Octagon Safeguarding Report  |
| 19) | Agenda - Annual Meeting of Parishioners and Annual Meeting of<br>the PCC   |
| 20) | Minutes of the Annual Meeting of Parishioners and the Annual<br>Meeting of the PCC, 27 <sup>th</sup> May 2021 <del>8</del> |

## **Structure Governance and Management**

### **PCC Membership**

The Parochial Church Council of the Ecclesiastical Parish of the Octagon (hereafter referred to as “the PCC”) is a corporate body established by the Church of England. It operates under the Parochial Church Council Power’s Measure. The PCC is a registered charity – Reg. No. 1156866. The method of appointment of PCC members is set out in the Church Representation Rules. For 2020~~8~~, the membership of the PCC of the Octagon Parish is detailed on page 2.

### **Parish Local Committees**

Each church in the Octagon Parish is run by a Parish Local Committee (PLC), comprising elected members. Each PLC is represented on the Octagon PCC by one of their members or by a Churchwarden and reports regularly on its activities.

### **Standing Committee**

The Standing Committee comprised the Rector: The Revd Lindsay Yates, the two Parish Churchwardens: Mrs Sarah Lawton and Mr Patrick Balfour and the Treasurer of the Octagon Parish Mr Edward Cottrell.

### **Members of Parish Local Committees (PLCs) in 2021**

| <b>Compton and Up Marden</b> | <b>East and North Marden</b> | <b>Forestside</b> | <b>Stoughton</b> | <b>Racton</b>      |
|------------------------------|------------------------------|-------------------|------------------|--------------------|
| Sally Ablewhite*             | Patrick Balfour              | Jennie Dolman     | Rosy Bell        | Anna Blencowe      |
| Fiona Baker                  | Edward Cottrell              | Linda Fulker      | Joanne Briffet   | Peter Blencowe     |
| Judith Davies                | Annie Judd*                  | Sarah Hutchinson  | Pamela Harry*    | Phillip Cooper     |
| Annabel Keville              | John Robinson                | David Parker      | Di Hughes        | Ros Gordon-Cumming |
| Amanda Jackson               | Valerie Robinson             |                   | Joan Langmead    | Audrey Hamilton    |
| Tom Maier                    | Penny Walder                 |                   | Sarah Lawton     | Elizabeth Stanley  |
| Steph Newell                 | Denise Watson                |                   | Maria Sadler     | Annie Barnes*      |
| Pamela Payne*                | Steve Watson                 |                   | Caroline Taylor  | Richard Barnes     |
| Robert Sawers                |                              |                   | Ros Velton*      |                    |
| Valerie Seddon               |                              |                   | Jane Venables    |                    |

\*served as Local Churchwarden in 2021

### **Octagon Voluntary Roles in 2021**

Octagon Tower Captain – Bell Ringing  
Licencing

Tim Wright and Joanna Woodcock

Octagon Magazine Editors

Caroline Taylor

Octagon Magazine Advertising

Roy Fulker

Octagon Music

Richard Barnes

Octagon Choir Lead

Martin Phillips

## **Sidespeople for Local churches 2021**

| <b>Compton</b>   | <b>East Marden</b> | <b>North Marden</b> | <b>Forestside</b> | <b>Racton</b>   | <b>Stoughton</b>   | <b>Up Marden</b>  |
|------------------|--------------------|---------------------|-------------------|-----------------|--------------------|-------------------|
| Barlie Adams     | Annie Judd         | Patrick Balfour     | Jennie Dolman     | Audrey Hamilton | Rosemary Bell      | Michael Ablewhite |
| Fiona Baker      |                    | Jean Balfour        | Linda Fulker      | Annie Barnes    | Donald Fowler-Watt | Sally Ablewhite   |
| Judith Davies    |                    |                     | Roy Fulker        | Richard Barnes  | Wendy Goodall      | Charles Robinson  |
| Amanda Jackson   |                    |                     | Sarah Hutchins on | Gill King-Smith | Steve Goodall      | Fiona Robinson    |
| Annabel Keville  |                    |                     | David Parker      |                 | Fiona Gowar        | Valerie Seddon    |
| Jessica Maier    |                    |                     |                   |                 | Barney Gowar       |                   |
| Tom Maier        |                    |                     |                   |                 | Pam Harry          |                   |
| Stephanie Newell |                    |                     |                   |                 | Di Hughes          |                   |
| Thomas Newell    |                    |                     |                   |                 | Joan Langmead      |                   |
| Pamela Payne     |                    |                     |                   |                 | Charles Lawton     |                   |
| Robert Sawers    |                    |                     |                   |                 | Sarah Lawton       |                   |
|                  |                    |                     |                   |                 | Olivia Pemberton   |                   |
|                  |                    |                     |                   |                 | Maria Sadler       |                   |
|                  |                    |                     |                   |                 | Ros Veltom         |                   |
|                  |                    |                     |                   |                 | Jane Venables      |                   |





## **Trustees Annual Report of the Parochial Church Council 2021**

### **Our Aims and Purposes as a Charity**

The PCC has the responsibility of co-operating with the Rector, the Reverend Lindsay Yates, 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;
- Knowing Jesus and making Him better known;
- Practical support and care for people in the parish, from the eldest to the youngest, irrespective of level of need or ability to pay;
- Providing financial support to those in need and, to other organisations with similar objectives.

### **What We Planned to do In Order to Achieve our Charitable Objectives**

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

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

For 2021 we discussed and planned the following objectives and activities to fulfil our aim. These included:

- Enabling as many people as possible to worship both in our churches when appropriate and within the Covid regulations and also at home via online platforms;
- Enabling as many people as possible to become part of our parish community;
- Teaching, baptizing and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the various groups that live in the parish;
- Putting faith into action, through prayer and scripture, music and sacrament;
- Assisting people from all walks of life to develop their knowledge of, and trust in Jesus;
- Reaching out to the community through provision of village events, festive services, support of the Octagon Choir, the Stoughton bellringers, the Octagon Magazine and the Octagon Parish Website and Facebook Group;

- Maintaining the fabric of the church buildings as historic centres and focuses of community life in our villages;
- Provision of pastoral care of people living in the parish;
- Providing assistance to the poor and needy of the parish.

### **What We Achieved and How We Affected Beneficiaries' Lives**

During 2021 the parish continued to benefit from a ministry team consisting of the Rector, Lindsay Yates, Honorary Assistant Priest, Will Adam and Lay Reader Edward Mynors who were assisted by those who read and intercede. Maria Sadler continued with her ordination training on the Part-time Portsmouth Pathway Cuddesdon and was also able to lead services occasionally. David Parker completed training as an Authorised Lay Minister (Worship Elective) in preparation for joining the Ministry Team in January 2022.

On the administrative side is the Standing Committee of the PCC, comprising the Rector, Rachel Foister, Administrator and PCC Secretary, Patrick Balfour and Sarah Lawton, Churchwardens, and Edward Cottrell, Treasurer. This team operates alongside committed local teams in our churches to ensure that we are able to keep running for our beneficiaries.

The Rector and Carolyn Costello remained involved as governors of the school as it joined the Downland Village Schools Federation in March 2021. Joining the DVSF both ensured the future of the school and also began to strengthen its offering. The numbers starting in reception increased substantially as a result and the school remains at the centre of the Octagon community.

Although we are continuing to upload historic documents, the Sharepoint project has now been largely completed and enables various church officers to access numerous documents at the touch of a button. The Church and Community website was launched during 2021 and is updated on a regular basis, helping the Church, community groups and businesses based in the Octagon to share their activities with those living in the parish and beyond. We are grateful to Rachel Foister for all her input into both these projects.

The Octagon Facebook Group continued to grow and was involved in enabling a number of people to stay connected with their neighbours during the Covid period including approaching a new dairy to take over delivering milk in the area when the existing dairy stopped delivering to the Octagon.

### **Attendance at Worship**

At the beginning of 2021 we continued to worship via Zoom with a mixture of Services of the Word and Eucharists from the Vicarage. Occasional pre-recorded services also continued and were made available via YouTube and Facebook. The parish provided the Church of England's national recorded service for Plough Sunday which included participation from members of our farming community and was broadcast via the Church of England's website. We returned to in person services on Palm

Sunday at Forestside and sang outside for the first time at Easter. Our full service pattern resumed at the beginning of June, and we were once more able to offer a wide variety of services including Eucharists and Services of the Word from both Common Worship and the Book of Common Prayer.

Our Tuesday morning online Morning Prayer services have continued and are now an established part of our weekly worship. Midweek Eucharist services resumed in person and were broadcast via the Octagon Parish Facebook page.

Our Christmas services were well attended despite the rise in the Omicron Covid variant.

*Recent Attendance Across the Octagon:*

|  | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> |
|--|-------------|-------------|-------------|-------------|
| Easter                                 | 196         | 228         | 0           | 120         |
| Christmas and Advent                   | 572         | 581         | 20          | 285         |
| October<br>(average Sunday attendance) | 52          | 45          | 7           | 53          |

*Numbers on electoral roll:*

|             |     |
|-------------|-----|
| <b>2022</b> | 127 |
| <b>2021</b> | 134 |
| <b>2020</b> | 138 |
| <b>2019</b> | 139 |

**Teaching, Baptizing and Nurturing New and Existing Believers**

There were 6 baptisms in 2021 which provided an opportunity to share the Christian faith with young families and to welcome visitors to our churches for the services and a young candidate was confirmed by the Bishop of Lewes at St Mary's Littlehampton in July.

During Lent 2021 we followed the Diocesan Lent Course and met together as a parish via Zoom. The course was led by our two new suffragan bishops and enabled us to engage with both them and the wider diocese.

Both the Rector and Mr Mynors, Lay Reader, continued to lead weekly assemblies at Compton and Up Marden CE Primary School which were online until June when they resumed in person at school. For the first time in a number of years pupils from the school made a pilgrimage from the school to St Michael's, Up Marden where the Rector introduced them to the history of the building and said a prayer with them.

### **Evangelism and Outreach**

As a result of the continuing pandemic the church was required to reach out to the community by providing short accessible services online which included an online Valentine's Day service from St Peter's Racton and a live broadcast from St Mary's Stoughton for Christmas Day on YouTube. This was our first ever live YouTube broadcast and was made possible by a generous donation enabling WiFi to be installed in the church.

The Octagon Magazine continued to be disseminated to members of the community via FlipSnack. The subscription fee for the Octagon Magazine increased to £10 per year which has increased its profitability. It now contains a cover and middle page with colour photos and businesses which advertise in the magazine are listed on the Parish website at no additional cost. The parish also continues to publicise its activities and those of other organisations in a weekly email bulletin which is received by around 230 individuals.

Each year there is at least one event such as a fête held in the parish, which is organized under the umbrella of the church and which involves many members of the church and wider communities. As well as fundraising, these events provide a good opportunity for the church and community to come together to offer fun, food and fellowship to those that live here as well as many visitors.

This year fêtes were held at Lordington House in August and in Compton at the Vicarage in September. Also in September the Friends of St Mary's Stoughton hosted a well-attended fundraising concert in the church featuring the young cellist Butterfly Patterson and one of our organists Richard Barnes.

Although the Octagon Choir was unable to sing for most of the year it was reconvened in the run-up to Christmas and sang at the carol service at Stoughton and Midnight Mass at Compton and their input was much appreciated by those who attended. St Mary's Stoughton also benefits from the input of a team of bell-ringers drawn from across the parish who resumed ringing as soon as this was permitted.

### **Provision of the Church Buildings for People to Enjoy**

During 2021 we have maintained our seven historic church buildings. Our churches remained open during the daytime for private prayer and were open more generally as soon as this was permitted. The offering of our church buildings for prayer and peace and quiet is an important part of our mission and outreach and we are grateful to all those across our villages who help to clean and maintain our churches as well as those who arrange the flowers and have opened and closed the churches when they have been open during the Covid period.

In the run up to Christmas St Mary's Stoughton was visited by two groups of pilgrims on pilgrimages organised by the British Pilgrimage Trust. The Rector welcomed each party and gave them a blessing. Their visit was mentioned in an article in the Guardian Newspaper on 22 December.

### **Provision of Pastoral Care for People Living in the Parish**

This is a vital part of what we offer to our beneficiaries and pastoral care has continued in person where possible and over the telephone. Monthly coffee mornings in Compton were unable to take place in 2021 due to the ongoing pandemic but pub lunches in Stoughton recommenced towards the end of the year. It was only possible to offer pastoral and sacramental care to those at Lordington Park on an occasional basis due to the ongoing Covid situation.

### **Provision of Tangible Support to the Poor and Needy and Charitable Giving**

We collected money for the RNLI service at St Peter's, East Marden on Sea Sunday in July. A number of donations were made from the Rector's Discretionary Fund to those in need across the parish at Christmas and throughout the year. This year we made a smaller number of more substantial amounts to assist with fuel bills of some of our less affluent parishioners.

*Summary of Birth, Marriage and Funeral Services Across the Parish:*

|                    | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> |
|--------------------|-------------|-------------|-------------|-------------|
| Marriage Services  | 7           | 9           | 0           | 9           |
| Marriage Blessings | 6           | 2           | 0           | 3           |
| Baptisms           | 6           | 9           | 3           | 6           |

|                            |   |   |   |   |
|----------------------------|---|---|---|---|
| Burials in our Churchyards | 6 | 6 | 2 | 6 |
| Interments of Ashes        | 3 | 6 | 4 | 2 |
| Funerals Services only     | 4 | 3 | 5 | 5 |

## **Financial Review**

Attached are the Consolidated Accounts for the Octagon PCC for the year ending 31st December 2021 based on the five constituent PLC annual statements and the Octagon central account. The statements have been prepared on a receipts and payments basis as follows:

|                           | <u>Treasurer</u> | <u>Independent</u> |
|---------------------------|------------------|--------------------|
| <u>Inspector</u>          |                  |                    |
| Compton and Up Marden PLC | Robert Sawers    | Sarah              |
| Hutchinson                |                  |                    |
| East and North Marden PLC | John Robinson    | George             |
| Papworth                  |                  |                    |
| Stoughton PLC             | Steve Barrett    | Ken Symons         |
| Forestside PLC            | Sarah Hutchinson | Robert Sawers      |
| Racton PLC                | Philip Cooper    | Helen              |
| Spilsted                  |                  |                    |
| Octagon Central Account   | Edward Cottrell  | Charles            |
| Lawton                    |                  |                    |

The consolidated accounts for 2021 show a surplus of just under £10,000. Once again, this disguises the uneven nature of the accounts at an individual church level where repairs and fund raisers saw deficits for some and surpluses for others. It also hides the relentless annual dilution of parish income from the inflation of our parish costs which as everyone will know from their own experience is accelerating in 2022.

Overall, after the shutdown of the previous year, 2021 was a more normal year with a bounce back in giving, fundraising and weddings. It is wonderful to see the community coming back together after lockdown and thank you on behalf of all the treasurers for your continued generosity.

Donations and income tax recovery were higher. The Stansted Foundation renewed its very generous donation. The new channels for donations such as Amazon Smile, Goodbox and the CAF donate button on the parish website that didn't exist a few years ago continue to build. The latter has benefited from the wonderful new and enhanced Octagon community website, for which the parish received a grant of £2000 from Chichester District Council.

Highlights of the year included a hugely successful Racton fete which raised over £11,000, enough to account for all of the consolidated surplus mentioned above. Without this the consolidated accounts would have shown a deficit for 2021. Hopefully this will keep Racton church afloat until 2023. On the expenditure end of the accounts, Forestside paid for their new roof at the expected cost of just under £20,000. The current year should see a pick-up in repairs and maintenance for the other churches as the results of several quinquennials are tackled by the parish local councils.

The Parish Mission Cost which is paid to the diocese continues to be the largest single item of expenditure for the parish to meet. 2021 saw a big increase to £47,000 as the standstill granted to the Octagon for 2020 was put to one side. Although this seems like a large sum it must be remembered that it includes the direct and indirect costs of employing the rector. Once this modest amount for a fully qualified professional is removed the residual amount of £19,000 for the support and membership of the Church of England appears entirely reasonable. However, it does highlight the main threat for the parish going forward, namely inflation. The Parish Mission Cost has grown at 2/3% per annum and this rate will probably increase to 5% or more than £2000 per annum going forward. Currently officially measured inflation is above 7% and forecasts point to inflation perhaps reaching double digits before long. Inflation is a problem for everyone except governments with debts in conventional bonds where their liabilities are diminished in real terms by inflation. As a result, it is likely that a period of financial repression will be prolonged. This is where interest rates remain below the rate of inflation. For the Octagon Parish inflation means higher costs from the Parish Mission Cost, the administration of the parish, the vicarage office, insurance, and the repairs needed for the buildings. Unfortunately, the parish income is predominantly static. The Octagon magazine managed 100% price increase last year to £10 for an annual subscription and that helped to raise an extra £1100. Some generous individuals do inflate their donations, but in the majority of cases the struggle to fill the shopping basket after the incredible jump in energy costs means that this is not possible.

After the shutdown from the Covid pandemic we now have a brutal and unjust war once again on the European continent. The horror of this terrible war in Ukraine is available to us to witness daily and there has been a fantastic response in donations of food, clothing and money from all quarters of the parish. It is perhaps of some comfort that our tranquil churches, which have witnessed so many dark periods over the centuries, are once again able to offer sanctuaries of peace for prayer as well as providing an infrastructure for the mobilisation of local communities. When household budgets are so tight and there are so many important calls for charitable donations both at home and abroad it is tempting to forego an appeal for yet another cause. However if we are to play our part in sustaining Christian belief in the face of evil and passing on the churches to future generations it is important to ask for financial support. Despite the half stipend establishment of the rector the costs of maintaining our parish are close to £100,000 each year. This requires a significant effort from our small community. If you are able to commit to a regular amount each month or year or can add a little inflationary increase to your existing donation then please get in touch with anyone listed at the front of the Octagon magazine or on the website.

<https://theoctagonparish.org.uk/>

#### Staff Costs

The PCC pays for an administrator who assists the Rector in running the parish. This is an important role in allowing the Rector to maximise her



time with her parishioners and the local community. The pandemic has underlined the importance of this position and as we shall have a vacancy from July this role will be vital.

#### Trustee payments and expenses

The PCC supports the clergy by paying council tax of £3247 as well as contributions towards the running costs of the vicarage where the parish office is located.

#### Reserves

Despite holding a large cash position during the year the continued support for investment markets from low interest rates and central bank purchases meant that reserves rose to £688,000. The natural consequence of these buoyant investment values is that income is low and so capital will be needed to supplement running costs in the parish. In 2022 there are quinquennials on at least three churches to pay for and this together with the recent fall in investment markets and rising interest rates will reduce reserves substantially. The current insurance valuation for the churches of £16,400,000 also provides a further perspective on the size of these reserves.

Many thanks to everyone who has donated or helped to raise money for our beautiful parish and thank you to all the treasurers and auditors for the individual churches. Let us pray for peace in Europe and lower inflation.

Also appended are the PCC Investment and Reserves policies.

*Edward Cottrell, Octagon Treasurer*

## **OCTAGON Parochial Church Council Accounts 2021**

|  | <b><u>TOTALS</u></b> |                |
|--|----------------------|----------------|
| <b>INCOME</b>  | <b>2021</b>          | <b>2020</b>    |
|  | £                    | £              |
| <u>Incoming Resources from Donors</u>                    |                      |                |
| Planned giving (Gift Aid)                                | 42,960               | 37,396         |
| Collections (inc. wall safes)                            | 7,969                | 4,084          |
| Income tax recovery                                      | 10,617               | 8,956          |
| <u>Other Voluntary Incoming Resources</u>                |                      |                |
| Fundraising  | 34,156               | 12,970         |
| Donations and miscellaneous                              | 20,986               | 30,732         |
| <u>Incoming Resources from Operating Activities</u>      |                      |                |
| Fees   | 4,868                | 5,053          |
| Investment Income  | 10,135               | 16,276         |
| <b>Total receipts</b>                                    | <b>131,690</b>       | <b>115,467</b> |
| <b>EXPENDITURE</b>                                       |                      |                |
| Grants to charities                                      | 4,045                | 1,404          |
| <u>Church Activities</u>                                 |                      |                |
| Parish contribution and Deanery expenses                 | 47,142               | 42,835         |
| Church running expenses (inc. administration)            | 34,806               | 20,206         |
| Octagon Central Costs (inc. Clergy expenses)             | 2,546                | 12,280         |
| Church repairs and maintenance                           | 33,198               | 18,571         |
| <b>Total payments</b>                                    | <b>121,737</b>       | <b>95,296</b>  |
| <b>EXCESS OF RECEIPTS OVER EXPENDITURE</b>               | <b>9,954</b>         | <b>20,171</b>  |
| <b>ASSETS</b> Including Investments and Restricted Funds | 688,918              | 613,231        |
| Movement over year                                       | 75,687               | 41,962         |

**THE OCTAGON PARISH**  
**Compton & Up Marden, East & North Marden**  
**Forestside & Stansted, Stoughton, Racton**

**Independent Report by the appointed PCC Inspector of Accounts**

The Consolidated Accounts for the Octagon PCC for the year ending **31<sup>st</sup> December 2018** are based on the five constituent PLC annual statements and the Octagon Central Account. Separate statements have been prepared on a receipts and payments basis as follows:

|                            | <i>Treasurer</i> | <i>Independent Inspector</i> |
|----------------------------|------------------|------------------------------|
| Compton with Up Marden PLC | Robert Sawers    | Sarah Hutchinson             |
| East and North Marden PLC  | John Robinson    | George Papworth              |
| Stoughton PLC              | Joan Langmead    | Ken Symons                   |
| Forestside PLC             | Sarah Hutchinson | Robert Sawers                |
| Racton PLC                 | Philip Cooper    | Helen Spilsted               |
| Octagon Central Account    | Edward Cottrell  | Charles Lawton               |

As the appointed Independent Examiner of Accounts for the PCC, I have seen all of the separate accounts and copies of the reports by the six Independent Inspectors listed above. I have also checked that the published consolidated accounts of the Parish, as prepared by the Treasurer Edward Cottrell, are an accurate statement of the facts presented to me.

A copy of the inspected Consolidated Accounts 2018 is part of the annual report of the parochial church council.

Signed .....  .....

Date ..... 3rd April 2019 .....

*Inspector of Accounts*  
Mr Charles Lawton  
Walderton House  
Walderton  
Chichester PO18 9ED

Signed .....  .....

Date ..... 3 April 2019 .....

*Octagon PCC Treasurer*  
Mr Edward Cottrell  
Battine House  
East Marden  
Chichester PO18 9JE

**Compton & Up Marden, East & North  
Marden Forestside & Stansted,  
Stoughton, Racton**


**Independent Report by the appointed PCC Inspector of  
Accounts**

The Consolidated Accounts for the Octagon PCC for the year ending 31 December 2021 are based on the five constituent PLC annual statements and the Octagon Central Account. Separate statements have been prepared on a receipts and payments basis as follows:

|                            |                  |                                      |
|----------------------------|------------------|--------------------------------------|
|                            | <i>Treasurer</i> | <i>Independent</i>                   |
| Compton with Up Marden PLC | Robert Sawers    | <i>Inspector</i><br>Sarah Hutchinson |
| East and North Marden PLC  | John Robinson    | George Papworth                      |
| Stoughton PLC              | Steve Barrett    | Ken Symons                           |
| Forestside PLC             | Sarah Hutchinson | Robert Sawers                        |
| Racton PLC                 | Philip Cooper    | Helen Spilsted                       |
| Octagon Central Account    | Edward Cottrell  | Charles Lawton                       |

As the appointed Independent Examiner of Accounts for the PCC, I have seen all of the separate accounts and copies of the reports by the six Independent Inspectors listed above. I have also checked that the published consolidated accounts of the Parish, as prepared by the Treasurer Edward Cottrell, are an accurate statement of the facts presented to me.

A copy of the inspected Consolidated Accounts 2021 is part of the annual report of the parochial church council.

Signed: 

Signed: 

Date: 9<sup>th</sup> April 2022

Date: 9<sup>th</sup> April 2022

*Inspector of Accounts Octagon PCC Treasurer*  
Mr Charles Lawton Mr Edward Cottrell  
Walderton House Battine House  
Walderton East Marden  
Chichester PO18 9ED Chichester PO18 9JE

# **The Octagon Parish PCC Investment Policy**

*Adopted by The Octagon PCC, November 2017, reviewed March 2022*

## **Introduction**

The Parochial Church Council (PCC), as trustees of parish funds, is responsible for investment policy. The purpose of financial investment is to yield the best financial return within the level of risk considered to be acceptable - this return can then be spent on the charity's aims. It is recommended that PCC members read what the Charity Commission says on the matter:

<http://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/charities-and-investment-matters-a-guide-for-trustees-cc14/>

In order to act within the law, the PCC must:

- know, and act within, their charity's powers to invest
- exercise care and skill when making investment decisions
- select investments that are right for their charity
- take advice from someone experienced in investment matters unless they have good reason for not doing so
- review investments on a regular basis
- explain their investment policy in the annual report

The PCC manages an 'unincorporated charity' and as such the trustees are personally liable for their actions. However, if trustees can demonstrate that they have considered the relevant issues, taken advice where appropriate and reached a reasonable decision, they are unlikely to be criticised for their decisions, or for adopting a particular policy.

## **Parish Funds and Investment Policy**

Parish funds are currently managed in six separate 'pots': the five main churches (Compton, Stoughton, East Marden, Racton and Forestside) and a central fund. It is proposed, until otherwise instructed by the PCC, to continue to manage the six 'pots' separately but to set an investment policy based on the combined financial aims and needs of the parish. As such, the investment policy will allocate to a combination of suitable investments, taking into account particular needs of a church and the parish needs as a whole. All funds will be either deposited in recognised UK bank accounts or collective investment schemes managed by an authorised investment manager, approved by the trustees.

## **Investment Objective**

The combined investment objective is to protect the capital value of the funds in real terms and to provide sufficient income for any shortfall in cash flow raised annually by the parish. To this end, the PCC will determine from time to time the financial needs of the parish specifically:

- immediate cash needs (eg deposits)
- funds that can be invested for the short term (up to 2 years- eg fixed income)
- funds that are not required for the foreseeable future (longer term investments - eg balanced funds of equities, bonds and property)
- funding for unforeseen circumstances

## **Risk Policy**

In order to meet the investment objective, some risks need to be taken. These risks will be continually assessed guided by the parish's financial needs. The PCC may also give guidance on capital, market, valuation, liquidity, regulatory, counterparty and governance risks. Above all, the investment policy will be diversified across asset classes and sectors.

### **Delegation of Investment Powers**

The PCC is responsible for all investment decisions and risk assessment. It may take investment opinions from their appointed Finance Committee and it will delegate the day to day management of funds to the same committee. The PCC may also seek a third-party opinion. The day-to-day management will be based on the investment policy and risk profile the PCC determines from time to time based on the expected financing needs of the parish.

### **Investment Performance**

The PCC will review investment performance as a regular item on the Annual Meeting agenda.

## **The Octagon Parish PCC Reserves Policy**

*Adopted by The Octagon PCC, November 2017, reviewed March 2022*

The Octagon Parochial Church Council (PCC) is responsible for the upkeep and administration of seven churches (the upkeep of St Paul's, Stansted is the responsibility of the Stansted Estate) and for the pastoral care of its parishioners. The churches are old, some dating back to Saxon times, and require constant upkeep and repair. Their Collective insured value is over £16 million.

The PCC has determined to accrue for known expenses relating to the annual running repairs based on previous years' experience but has also set aside reserves of £70,000 per building, for unforeseen repairs exposed by the rota of quinquennial inspection reports.

The PCC has also determined to reserve an additional sum of £100,000 to administer the Octagon Parish in case of emergency.

The PCC has designated the responsibility of investing the reserves to the PCC Finance Committee, chaired by the Treasurer. The committee consists of the PCC treasurer, the local church treasurers and a churchwarden. All investment decisions will pass through the committee. The committee should meet at least once per year. Decisions between meetings, if they are necessary, can be made by email.

The reserves are generally to be allocated and invested in recognised and agreed funds of differing risk profiles, managed by UK regulated Fund Managers, or a bank deposit account. The asset allocation mix of the reserves takes into account the risk profile of each fund and an assessment of the date at which the reserves may be required.

The PCC, together with the Finance Committee recommendations, regularly reviews the policy and investments throughout the year based on a continual assessment of expense risks.





## **Material State of the Churches of The Octagon**

### ***Octagon parish church repairs report***

***May 2022***

The churches are generally in sound condition. The status of recent Quinquennial Inspections (QI) and consequent works is:

#### **Compton**

Phase 1 of the post QI works, consisting of the priority 1 and 2 items, has been completed. The work package for Phase 2, consisting of lower priority items and requiring a faculty by virtue of the repairs to the windows, and moving the flagpole, is under discussion with the architect, prior to her drawing up the work specification for inclusion with the faculty application. The next QI is due in 2024.

#### **Up Marden**

Phase 1 of the post QI works, consisting of the priority 1 and 2 items, has been completed. Phase 2, consisting of lower priority items and requiring a faculty by virtue of the repairs to the windows, and replacing the rain runoff drains, is under discussion with the architect, with the aim of drawing up the work specification for inclusion with the faculty application, and to embark on a tendering exercise. The next QI is due in 2024.

#### **North Marden**

Progress with repairs to defects reported after the QI carried out in October 2020 has been very slow. The smaller items have mostly been completed, but the most important one, replacement of the wooden casement of the bell tower has not begun. The contractor is unable to say when it will be started, citing post-covid backlog in their timber workshop, and adverse weather. The next QI is due in 2025.

#### **East Marden**

The report of the QI completed in October 2021 is being considered with a view to decision on what items are to be addressed. The single item of most concern is the continued ingress of water from above the recently repaired roof truss. The next QI is due in 2026.

#### **Stoughton**

The recent QI was completed in October 2021. The report is under consideration with a view to deciding the items requiring early repair. There is little of major concern in the report. The next QI is due in 2026.

#### **Racton**

The QI due in 2021 has been delayed by the architect's post-covid backlog. The architect has agreed to reschedule this summer.

#### **Forestside**

Following the failure of the previous architect to produce a report of his QI carried out in September 2020, a new architect has been engaged, and has carried out a QI in April 2022. The report is awaited. The next QI is due in 2027.

## Safeguarding in The Octagon Parish

Fundamentally, safeguarding is about the use and misuse of power, and the exploitation or protection of the vulnerable. Given this, safeguarding is very much about how 'healthy' our church life is. In the Octagon Parish we work within a good safeguarding culture and follow sound safeguarding practice.

Safeguarding was included as a key area on the Octagon community website and we continue to prioritise loneliness and isolation issues within our community

*The Revd Lindsay Yates, Octagon Rector*  
~~The aim this year has been to raise the profile of safeguarding in the Parish and not just as something to think about if there is a concern but also to think about safety and people in general. Two articles have been published in the Parish magazine and the Forestside newsletter – the first about battery safety and the 2nd concerning the Zero Suicide Alliance, promoting the free training resources available on their website.~~

~~Several parish safeguarding policies have been updated.~~

~~For the coming year – the aim is to continue to update all policies, to further promote safety and to consider the issues that affect rural areas such as loneliness and isolation and what we can do as a community to help.~~

*Tracey Hodkin, Octagon Safeguarding Officer*

## Westbourne Deanery Synod



**Our role:** to promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical

Locally we aim to help parishes grow together, become a mutual resource and feel part of the wider church.

**Our parishes:** Southbourne with W Thorney; Bosham; Chidham, from 2020 jointly staffed and financed with Funtington with W Stoke & Sennicotts; The Octagon (Compton, North Marden, East Marden, Up Marden, Forestside, Racton and Stoughton)

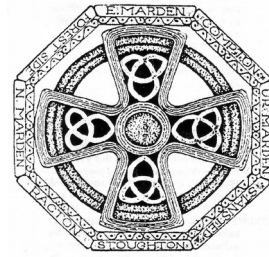
churches), Valley (East Dean, West Dean and Singleton churches), and Westbourne with Woodmancote; 20 churches.

**THE OCTAGON PARISH**  
**Compton & Up Marden, East & North Marden**  
**Forestsides & Stansted**  
**Stoughton, Racton**

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

The Vicarage, Compton, Chichester, PO18 9HD

**Tel: 023 9263 1252**



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**Annual Meeting of Parishioners to be held in**  
**Compton and Up Marden CE School Hall at 7:00pm on**  
**Thursday 12<sup>th</sup> May 2022**  
**AGENDA**

*The meeting will be chaired by Rachel Foister*  
*Secretary of The Parochial Church Council of the Ecclesiastical Parish of The*  
*Octagon*

1. To approve the minutes of the last meeting
2. To re-elect Mrs Sarah Lawton as Churchwarden of the Octagon Parish. To elect a new churchwarden for the Octagon Parish

*followed by:*

**Octagon Annual Parochial Church Meeting in**  
**Compton and Up Marden CE School Hall on**  
**Thursday 12<sup>th</sup> May 2022 at 7:05pm**  
**AGENDA**

*The meeting will be chaired by The Revd Lindsay Yates*  
*Chair of The Parochial Church Council of the Ecclesiastical Parish of The*  
*Octagon*

1. Opening prayer
2. Apologies for absence
3. To approve the minutes of The Octagon Annual Parochial Church Meeting 2021
4. Reports -
  - a) Annual report on the proceedings of the PCC and the activities of the Parish
  - b) Changes to the electoral roll since the last Annual Meeting
  - c) The independently examined financial statements of the PCC for the year ending the 31<sup>st</sup> December 2021
  - d) A report on the fabric, goods and ornaments of the churches of The Parish
  - e) A report on the proceedings of the Deanery Synod
  - f) Safeguarding report
5. Elections of parochial representatives of the laity to the PCC
6. Elections of Deanery Synod representatives

7. To appoint the independent examiner of accounts for next year
8. Notices

Closing prayer

**THE ANNUAL MEETING OF PARISHIONERS**  
**Minutes of meeting held on Thursday 27<sup>th</sup> May 2021**  
**at St Mary's Church, Stoughton at 7:00pm**

Present:

- |                        |   |
|------------------------|---|
| - Patrick Balfour (PB) | Parish Churchwarden                     |
| - Edward Cottrell (EC) | Octagon Treasurer                       |
| - Pamela Harry (PH)    | Local Warden, Stoughton Church          |
| - Sarah Lawton (SL)    | Parish Churchwarden                     |
| - Tom Maier (TM)       | Octagon fundraising advisor and Compton |

PLC Rep.

- |                        |                              |
|------------------------|------------------------------|
| - Pamela Payne (PP)    | Deanery Synod Representative |
| - David Parker (DP)    | Local Warden, Forestside     |
| - Maria Sadler (MS)    | Octagon Lay Reader           |
| - Ros Velton (RV)      | Local Warden, Stoughton      |
| - Lindsay Yates (LY)   | Octagon Rector               |
| - Rachel Foister (RDF) | PCC Secretary and Octagon    |

Administrator

7 members of the public were present.

The meeting was chaired by Rachel Foister, PCC Secretary

Apologies were received from:

- |                        |                                     |
|------------------------|-------------------------------------|
| - Sally Ablewhite (SA) | Local Warden, Compton and Up Marden |
| - Annie Barnes (AB)    | Local Warden, Racton                |
| - Jennie Dolman (JD)   | Deanery Synod Representative        |
| - Tracey Hodkin (TH)   | Octagon Safeguarding Officer        |

1. The minutes of the Annual Meeting of Parishioners held on the 22<sup>nd</sup> October 2020 were approved unanimously.

2. Election of Churchwardens of The Octagon Parish:

Patrick Balfour and Sarah Lawton were re-elected by unanimous vote

The meeting closed at 7:00pm

Approved by



Date: 12<sup>th</sup> May 2022

**ANNUAL MEETING OF THE  
OCTAGON PAROCHIAL CHURCH COUNCIL  
Minutes of meeting held on 27<sup>th</sup> May 2021  
held at St Mary's Church Stoughton at 7:00pm**

Present:

- |                        |   |
|------------------------|---|
| - Patrick Balfour (PB) | Parish Churchwarden                         |
| - Annie Barnes (AB)    | Local Warden, Racton                        |
| - Edward Cottrell (EC) | Octagon Treasurer                           |
| - Pamela Harry (PH)    | Local Warden, Stoughton Church              |
| - Sarah Lawton (SL)    | Parish Churchwarden                         |
| - Tom Maier (TM)       | Octagon fundraising advisor and Compton PLC |

Rep.

- |                        |   |
|------------------------|---|
| - Pamela Payne (PP)    | Deanery Synod Representative            |
| - David Parker (DP)    | Local Warden, Forestside                |
| - Maria Sadler (MS)    | Octagon Lay Reader                      |
| - Ros Veltom (RV)      | Local Warden, Stoughton                 |
| - Lindsay Yates (LY)   | Octagon Rector                          |
| - Rachel Foister (RDF) | PCC Secretary and Octagon Administrator |

7 members of the public were present.

The meeting was chaired by Rachel Foister, PCC Secretary

The meeting was chaired by The Revd Lindsay Yates, Rector of the Octagon

1. The meeting was opened at 7:02pm with a prayer.

2. Apologies for absence were received from:

- |                        |                                     |
|------------------------|-------------------------------------|
| - Sally Ablewhite (SA) | Local Warden, Compton and Up Marden |
| - Jennie Dolman (JD)   | Deanery Synod Representative        |
| - Edward Mynors (EM)   | Octagon Lay Reader                  |
| - Tracey Hodkin (TH)   | Octagon Safeguarding Officer        |

3. To approve the minutes of The Octagon Annual Parochial Church Meeting of the 22<sup>nd</sup> October 2020.

PB proposed and PP seconded – all voted unanimously to accept the minutes.

4.a) Annual Report on the Proceedings of the PCC and the Activities of the Parish. LY gave an overview of activities across the parish and presented her report for the meeting. She expressed thanks to the Standing Committee for their dedicated work over the year, Sarah Lawton (Churchwarden) for her help in ensuring that the parish responded appropriately and in a timely fashion to Covid security arrangements and to Patrick Balfour (Churchwarden) for his continued care of our church buildings. She noted that it was PB's last year as Churchwarden and that it had been suggested that a buildings committee be formed to take over this aspect of his role in 2022. The PCC was also actively involved in looking for a replacement as Churchwarden. LY noted that working in teams and responding to the needs and preferences of volunteers was important in encouraging new members to our PLC's, groups and committees. LY went on to thank all local church wardens and all those involved in leading worship, noting

the Plough Sunday service at Stoughton shared nationally on the CofE website. She especially thanked our organists for their efforts in the previous year. She also remarked on the success of our online services with 1,500 views on Facebook for our BCP service at Racton.

Those retiring from their roles in the Parish were thanked, including David Parker after 16 years as Local Warden for Forestside Church, Pam Harry as Local warden for Stoughton Church, Audrey Hamilton as Local Warden for Racton Church, and Edward Mynors retiring from running the Octagon Parish website.

#### 4.b) Changes to the Electoral Roll.

Numbers now stood at 138, remaining the same as the previous year.

#### 4.c) The independently examined financial statements of the PCC for the year ending

the 31<sup>st</sup> December 2020.

EC expressed thanks on behalf of the PCC to all to all those who had donated money to the church in the previous year. He also thanked the local treasurers and their auditors for their efforts throughout the year as well as Charles Lawton who audits the central account and has oversight of the local church accounts. He thanked RDF and Caroline Taylor for their efforts in continuing to make the Octagon Magazine available during the pandemic.

EC remarked that there had been some negatives due to the pandemic. Collections have been lower, as well as tax reclaims. There have been fewer opportunities for fundraising events and marriages had all been cancelled in 2020. Revenues from the magazine have been reduced although the move to online publication has helped with reducing printing costs. Other savings have been made in church supplies and music licencing and the remaining costs for the licences are being covered by a donation. Alongside this, parishioners have been generous with donations and with a legacy for Forestside as well as a donation from Stansted and planned building works not done in 2020, we have made a small surplus. An appeal for donations in the Spring went well with £1830 donated to The Octagon and £7000 to the Rector's discretionary fund. He also noted that the 'Donate Now' button on the website was working well. Looking forwards EC noted that costs in 2021 will increase as building repairs recommence.

Reserves are currently at £600,000 with the various funds performing well. He summarised priorities for the coming year, which included:

- Increasing regular giving, both numbers of givers and amounts given
- Fundraising at the Local and Octagon levels
- Raising awareness of legacies

New pew cards (different colour) have been produced and will be circulated shortly.

d) A report on the fabric, goods and ornaments of the churches of The Parish PB presented his report.

**East Marden St Peter** - The quinquennial inspection has been delayed until 2021. An excellent repair job was completed by Trevor Couzens after the dramatic roof beam failure, which had required an emergency faculty.

**North Marden St Mary** - The quinquennial inspection has been completed and a quote for works costing £6000 has been received from Trevor Couzens

**Compton St Mary** - The quinquennial inspection was completed 2 years previously. Works will start this coming Thursday.

**Up Marden, St Michael** - The quinquennial inspection was completed 2 years

previously and a contract with the builders has been signed. The Friends of UP Marden church will be covering the costs for the necessary repairs, and it is hoped that the works will be completed before a planned wedding this summer.

**Christchurch Forestside** – Sections of the roof have now been replaced. The quinquennial inspection was completed 6 months previously, but the report is still pending. Replacement of the cast iron guttering with modern aluminium has met with faculty issues, so the works are still pending

**Racton St Peter** – The quinquennial inspection is due in 2021. Various minor works have been completed including pruning the Hornbeam in the churchyard and repairs to the door latch.

**Stoughton St Mary** – The quinquennial inspection has been delayed and will be completed in 2021. A significant amount of works from the previous inspection have not been completed, so it is expected that the recommended work from a new inspection will be costly.

LY thanked PB for all his hard work.

e) A report on the proceedings of the Deanery Synod.

PP remarked that Deanery Synod had been notably quiet despite the move to online meetings. LY noted that the Mission Action Plan will be completed on a Deanery basis and that the rural Dean will collate input from the various parishes. The next Deanery Synod meeting will be held on the 16<sup>th</sup> June via Zoom. LY noted that she has received a lot of help from the Deanery incumbents and Martin Lane during the previous year. PP remarked that the Synod prayer gatherings continue on the 1<sup>st</sup> Tuesday of each month touring the different churches of the Deanery. Those interested should contact PP or MS for details.

f) Safeguarding update.

LY thanked TH for ongoing help and expertise.

5. Elections of parochial representatives of the laity to the PCC.

Election of Ros Velton to the PCC as Local Warden and PLC rep for Stoughton Church. SL proposed and PB seconded. All voted in favour.

6. Elections of Deanery Synod representatives.

All voted in favour of re-electing the current Deanery Synod members. It was noted that the position for a 4<sup>th</sup> representative remained vacant.

7. To appoint the independent examiner of accounts for next year.

All voted in favour of re-electing Charles Lawton.

8. Notices.

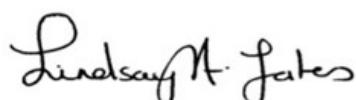
SL announced the Open Gardens event at Walderton to raise money for Stoughton Church, noting that any volunteers to help on the day would be very welcome.

PP noted a plant and baked goods sale at Noredown House in West Marden on the 26<sup>th</sup> June to raise funds for Compton Church.

9. The meeting closed with The Grace.

LY thanked all for attending.

The meeting ended at 8:21pm

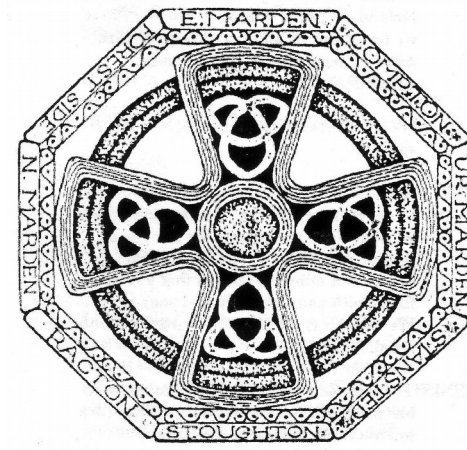




Signed:

Date: 12<sup>th</sup> May 2022

***The  
Parish -***



***Octagon  
Open for All***