

Charity Number: 1174718

**THE PAROCHIAL CHURCH COUNCIL OF  
ST MARY DE HAURA, NEW SHOREHAM**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

# **PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA**

## **LEGAL & ADMINISTRATIVE INFORMATION**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

<b>Trustees</b>	John Tyson Susan Clay
<b>Charity number</b>	1174718
<b>Principal address and registered office</b>	St. Mary De Haura Parish Office 1 New Road Shoreham-By-Sea BN43 6RA
<b>Independent Examiners</b>	TC Group The Courtyard Shoreham Road Upper Beeding Steypning West Sussex BN44 3TN
<b>Bankers</b>	HSBC Bank PLC 1/3 Warwick St Worthing BN11 3DE

# PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA

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# PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA

## TRUSTEES ANNUAL REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2021

The Parochial Church Council of St Mary de Haura present their annual report, together with the financial statements for the year ended 31 December 2021.

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## I. ST MARY DE HAURA THE CHARITY

### Aim and Purposes as a charity

1. The charity's full title is 'The Parochial Church Council of the Ecclesiastical Parish of St Mary de Haura, New Shoreham'. It is registered with the Charity Commission (No 1174718). Full details of its registration and its previous annual reports and accounts can be found on the Charity Commission website<sup>1</sup>.

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<sup>1</sup> Charity Commission website:

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5104466/governance>

## Trustees Annual Report for 2021

2. The primary objective of St Mary de Haura's PCC is "the promotion in the parish the whole mission of the church" that 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 Reverend Canon Ann Waizeneker, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical, besides the usual maintenance responsibilities that an ancient Grade I listed church building presents.
3. The PCC is required by the regulations to have a Standing Committee which has the power to transact the business of the PCC between meetings and when it is not practicable to convene a full meeting. No Standing Committee meetings took place during 2021. The full PCC met on seven occasions during the year, six times as part of its schedule of quarterly meetings and once to plan for the future as part of the Diocese of Chichester's Vision for Growth 2020 – 2025.
4. The PCC is also responsible for the Friends of St Mary's Church, New Shoreham<sup>2</sup> and the New Shoreham Church Trust which manages the church-owned premises in New Road and East Street. The Incumbent and Churchwardens are the sole trustees of both charities.
5. The PCC has one Committee ('Mission 2020') which was established in 2018 and is now focussed on plans for the redevelopment of the two-storey property close to the church. The freehold of this property is held in trust for the church by a separate charity<sup>3</sup> of which the Incumbent and the two churchwardens are the sole trustees. A summary of the work of this Committee is provided in paragraphs 33 - 36.

### Objectives and Activities

6. The principal objective in 2021 has once again been to support our congregation and wider community through a second year of learning to live with the Pandemic. While continuing to ensure sufficient funds are available to maintain the church and meet expenditure with restricted income streams.
7. We have been able to gradually bring back church services, groups and activities as the Covid restrictions were lifted, but all the time balancing this with care for those most vulnerable, both physically and mentally. We have achieved this by continuing with online worship side by side with a gradual return to church services. The PCC has taken all decisions on this journey, including numbers allowed at services, wearing of masks, when to reintroduce singing by choir and then the congregation. Our main aim has been to instil confidence in those returning whilst making provision for those still not ready to come to church physically.
8. We have continued to offer support to those who live on their own / are most vulnerable. Towards the end of the year we have been pleased that we have been able to resume limited hospital visiting and visiting local care homes.

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<sup>2</sup> Details of the charity The Friends of St Mary's can be found through this link:

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/280315>

<sup>3</sup> The New Shoreham Church Trust details of which can be found through this link:

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5160031>

## Trustees Annual Report for 2021

### II. REVIEW OF THE YEAR 2021

#### Highlights

9. The year was again heavily influenced by the pandemic. Many activities which we have come to see as part of the fabric of church life simply could not take place again. But although the range and scope of our physical activities were constrained, in many important respects the life of the church in pursuit of its charitable purposes continued to thrive. Sustaining this was our continued practice of prayerful reflection. A theme of this was learning to live with difficulty and difference, and how adversity can sometimes better nurture virtue than prosperity.
10. Our well-established arrangements for worship online, which probably no one would have thought would have worked as well, maintained our weekly services. We were though delighted gradually to resume worship in the church. The graduated relaxation of restrictions was the subject of continuous and careful consideration of the Ministry Team, the Churchwardens and the PCC. In retrospect, it appears that the measures we took to balance the risks with the natural desire to return to more conventional practices, worked well. Critically, the arrangements which were made had the intended effect of instilling confidence, particularly in those for whom a return to social contact may have presented greater risks. The relaxations also enabled pastoral care, including visits to hospitals and care homes, to resume a more natural form. Throughout the restrictions we were acutely aware of how those who live alone, particularly the more vulnerable, had been adversely affected by the pandemic.
11. An uplifting event occurred in September when our curate, Revd Steve Emerson, was ordained priest by Ruth, Bishop of Horsham, at Henfield Church alongside one of his colleagues, Revd Heather Wilkin. On the evening of the next day Steve celebrated his first Eucharist at St Mary's, which was followed by drinks in the churchyard. While these events were still subject to Covid restrictions, they did not prevent both from being joyous milestones in the church's year.
12. It was also in the autumn that Canon Ann announced plans to retire in January 2022 after almost 10 years as vicar. She explained that the time was right and that she planned to move to Worcester to be near close family and where she hopes to continue in ministry as a retired priest. Naturally, the announcement of an incumbent's intention to leave is a momentous one but given the depth and range of Ann's achievement as our vicar and the genuine warmth of fellow feeling for her which her skills as a pastor has engendered, the impact was profound.
13. However, it was recognised that as a parish we are well placed to manage the Vacancy. The fact that we have a full-time (and much loved) curate in Revd Steve, Revd Jane at the Church of the Good Shepherd (COGS, the other church in the benefice), Jonathan Smith our Lay Reader and retired clergy who contribute much, enabled us to plan for the Vacancy with greater confidence than we otherwise might. The Ven. Martin, Archdeacon of Brighton & Lewes, highlighted these points when he met both PCCs in early November to discuss arrangements for the vacancy.



## Trustees Annual Report for 2021

### Services and other church activities

14. The impact of the pandemic both this and last year is clearly seen in the numbers attending church services as set out in the table below. The numbers for previous years have been included to allow comparison to be made. What it does reflect encouragingly is that 2021 did mark the beginnings of the recovery. And we must remember that numbers alone only tell part of the story: behind them lie a strength of commitment which provides the confidence on which we look forward to 2022 and the challenges as well as the opportunities which the Vacancy will present.

Attendance at services	2018	2019	2020	2021
Baptisms	36	30	7	12
Confirmations	8	4	0	0
Admission to Communion before Confirmation	3	2	0	0
Easter Communicants	263	237	0	89
Christmas Communicants	179	227	0	144
Church attendance on an average Sunday	194	189	c.75	c.90
Weddings and Marriage Blessings	7	7	5	5

15. During Easter 2021 we were able to observe Holy Week through a combination of online and in-church services. Numbers attending church were restricted but 89 people attended the Easter Vigil and Easter Day service. It was truly uplifting to celebrate this most important Festival, particularly as no church services had been permitted at Easter in 2020.
16. We were also able to host the Town Remembrance service. Although this had to be with restricted numbers, it was good to restore this important civic tradition both in the church and at the War Memorial where many more people were able to gather to observe the two minutes silence. Restrictions imposed to manage the risks of the pandemic continued to the end of the year, so at Christmas alongside the usual Town Carol Service we introduced two shorter carol services on 23rd December. These were much appreciated and it was agreed that an afternoon service should be continued in years to come – it is more suitable for those who don't like being out in the dark and a good one for children.



## Trustees Annual Report for 2021

17.



By the end of the year we were able to increase numbers attending church in person and end the requirement for people to book to attend services. It is important to note here quite how constraining that requirement was. Although for those regularly attending services it may not have been much of an imposition, our tradition as a church is to be able to welcome people which a requirement to book in advance can easily impede. However, by the end of the year it was encouraging to see people returning to church if not yet in the numbers in which they had attended before the pandemic. The numbers attending our Teatime Worship, the Sunday afternoon service for children and young families, gradually began building up, helped by the Pop-up Nativity at the December Teatime service. We expect, as other churches have experienced, it may take longer for numbers to return to our Shine Sunday School and All Age Worship.



18.

In addition to church services and the range of pastoral work which underpins much of the reach of the church into the community, activities included Bible study and discussion groups. Perhaps because worship in church was more restricted, the number of people attending these groups throughout the year (not just in Lent and some of which were lay-led) was encouraging. We hope that even with a return to more regular church services, the interest in these groups will be sustained next year. For a second year we did not offer confirmation classes or preparation for admission to communion because meeting in person wasn't possible which for activities of these sorts is important.

19.



The restricted social activities which the Covid restrictions necessarily imposed severely constrained opportunities to raise money which have been important in the past. The generosity of church members has notably helped ease what would otherwise have caused greater pressure on our finances. However, a number of important fund-raising events were able to take place. First, Mark Potter again secured from his employer, Legal & General, match-funding up to £5,000, for the 30-mile sponsored walk he undertook one Saturday from St Mary's to Chichester Cathedral, and over £13,000 was raised. Revd Steve and friends also held the 'Duck Race' on the river Adur which raised over £500; and Keith and Val maintained a wonderful tradition for fundraising hospitality with their firework and prosecco evening which raised over £600.

20.

Wordfest, Shoreham's annual literary festival, was able to hold several of its events in the church, helping to cement our place at the heart of the community. Sadly, two key events in the church calendar couldn't take place for a second year because of the pandemic: the Art Exhibition and Turning Tides Christmas Tree Festival. In addition, a new event - Christmas Readings – had to be cancelled as we approached Christmas as a precaution to manage the pandemic.

21.

The 'Ride and Stride' sponsored event at which participants visited churches in the area on foot or on a bike, took place on Saturday 11th September. It raised a total of £706, half of which comes to St Mary's and half to Sussex Historic Churches Trust who provide grants for repairs and maintenance to churches in Sussex.



## Trustees Annual Report for 2021

### Children & Families

22. Our commitment to nurture new members of the church and to support family life has continued despite the pandemic. It has been spearheaded by the indefatigable efforts of Sarah Sayers, our Children & Families Coordinator. While the pandemic has, inevitably, restricted both the range and nature of the activities undertaken to reach out to young children and young families, much has been achieved.



23. During the lockdown, when it was not possible to meet, weekly updates and newsletters were sent to the children and families with whom we already have contact. As the restrictions on social and other activities were eased, events were planned and took place. These included the Scripture Union's 'Adventure through the Churchyard' over Easter; 'Shine' (Sunday School on the 2nd and 4th Sundays of the month) resumed; Mary's Music (a drop-in for preschool aged children and mums/carers) restarted in June; the Teddy Bears' Picnic in August; Mini Disciples in September; and in place of the 'Summer Club' during the school summer holidays, a range of different activities spread over several weeks took place which were well attended. Numbers initially attending events were slow to pick up but gradually returned to levels which existed before the pandemic – and a significant increase occurred when the requirement to book places was ended as this had inhibited several from attending.
24. It has been particularly pleasing to see the full range of all these activities return, and attract such interest. For example, the Teatime Worship in Sunday afternoons once a month saw 40 attending in November; and the Monday drop-in session now regular attracts 17 families.
25. Although we were concerned that the effect of the restrictions to manage the pandemic might diminish the interest in our Children and Families work, it has been heartening to see a level of interest and engagement return. We thank Sarah Sayers particularly for her resilience and fortitude throughout, to whom much of the continued success of this important part of our ministry is due.

## Trustees Annual Report for 2021

### Safeguarding





26. In January 2021 we were pleased to welcome Ash Sayers, a serving police officer, as our new Parish Safeguarding Officer (PSO); and we are equally pleased to report that no safeguarding matters of concern were raised in the course of the year.
27. The PSO has continued the tradition of working closely with the incumbent. Canon Ann was particularly grateful for the contribution the PSO made with advice on the implementation of the Covid regulations where the PCC had discretion to tailor them to local needs.
28. More formally, the parish continues to be registered with Thirtyone:Eight, the independent Christian safeguarding charity. The PSO reported that we are up to date with DBS certification, in spite of some administrative delays which the pandemic had caused. This includes, obtaining the checks for the ad hoc volunteers who assist at 'Shine'. We are also up to date with all mandatory safeguarding training, including for the two new Churchwardens.

### Church buildings

29. The maintenance of the fabric of the church has continued to require the constant attention which a building, parts of which dates back nine hundred years, inevitably requires. While the principal issues identified in the last quinquennial review (2017) were addressed, a number of other repairs and refurbishment projects remain to be done. These include major work on the tower, repairs and redecoration to the interior masonry and the re-leading of south aisle windows and repairs to choir east window.



## Trustees Annual Report for 2021

30.  A second application was made to Historic England under the second round of its Grants for Programmes of Major Works for repairs to the stonework around the south and west walls. However this was unsuccessful. Repairs were undertaken to the stonework around the south transept window and new guttering was fitted to the blower room roof, together with repairs to the existing guttering on the north side of the church.
31.  We continue to be grateful for the generous support provided by The Friends of St Mary's. This has enabled the repairs to the guttering and to the floor by the font and in St George's chapel to be undertaken. Minor works have included the replacement of the church alarm with a motion sensor; repairs to the flagpole; PAT testing of electrical equipment; and the incremental replacement of the floodlighting bulbs with more reliable and greener LEDs.
32. The PCC is also grateful for the diligence with which Sue Clay, both as Churchwarden and Parish Administrator, has ensured that necessary works are brought to its attention and the repairs commissioned and carried out. It also notes the valuable support Chris Davis has provided keeping a keen eye out for potential problems so that these can be nipped in the bud.

### Mission 2020

33. In spite of the pandemic, steady progress has been made in working up proposals for redevelopment of the New Road/East Street property, the freehold of which the church owns through the New Shoreham Church Trust. As reported before, the property has long been in need of substantial refurbishment. Until then its uses are severely restricted and the rents we obtain from the retail businesses occupying parts of the ground floor are much reduced. The Mission 2020 committee leads for the PCC on working up plans for the building's redevelopment following the failure, several years ago, to sell the building to a property developer. That Committee comprises the incumbent and John Tyson, Becky Allinson, Ian Tompkin, Sue Clay and Mark Potter, from the PCC, and is supplemented by local councillor Kevin Boram whose advice on preparing for the formal planning application was invaluable. Three important milestones in planning the redevelopment were passed this year.
34. In June the PCC spent a morning discussing the preliminary work the architect and other professional advisers had undertaken. This careful consideration examined a range of options which established the robustness of the basis on which the project will proceed. We remain therefore confident that the project will be affordable and, once completed (in three years, we estimate) will provide a steady income stream for the church and better facilities. As a result of this meeting further work was commissioned from our advisors to enable us to engage the Local Authority in what is called the 'pre-application' (or 'pre-app') stage before we will submit a formal planning application which will involve public consultation.
35. The next milestone was passed at the PCC meeting in September when the outline proposals were incorporated into the Mission Action Plan. We drew up this plan as part of the diocese's Vision for Growth 2020 – 2025 strategy. Although we face a Vacancy following Ann's retirement, it was agreed that it was necessary to push ahead now that we have got this far rather than pause before taking things further until the new incumbent is in post, which may not be for over 12 months.

## Trustees Annual Report for 2021

36. Finally in December, Revd Ann informally met representatives of the local planning authority to gauge the Local Authority's likely response to the project once developed. We are pleased to report that Ann met with a very warm reception. Plans to firm up arrangements for the 'pre-app' stage were then put in train.

### The Church School – St Nicolas and St Mary's

37. It has been another very busy year at St Nicolas and St Mary's managing the continued difficulties presented by the pandemic which included high numbers of staff and pupil absence. The whole school community worked tirelessly to address gaps in pupils' learning and provide an innovative, inspirational and inclusive curriculum.
38. However, as Covid restrictions were eased, it was wonderful to get back to whole-school worship and assemblies; and it was great that we were able to showcase Nativities by our Early Years and Key Stage 1 classes in December. Also just before Christmas we welcomed back the Brighton and Hove City Mission team and we again hosted an in-person Prayer Space for the children. Activities included thinking about what we are thankful and sorry for, shining a 'spot light' on parts of the world where there are problems such as war or poverty, asking 'Big Questions' and having the opportunity to breathe deeply, reflect and simply 'be still.'
39. Worshipping in smaller class bubbles has however helped the development the way we deliver 'Class worship' in classrooms. Using videos made by the Senior Leadership Team and discussions facilitated by teachers, children had more opportunity to talk and reflect on their faith more personally and deeply. One example of this is the new 'Spiritual Journals' which children have across Key Stage 2, where they can note down their ideas and prayers.
40. Other developments in the school have included the adoption of the Empowerment Approach. This is a research-based multi-disciplinary approach that incorporates neuroscience, psychology, coaching and education aimed at helping all children feel safe, happy and able to learn. It enables each child to build prosocial and pro-learning skills. Among other things, the approach teaches young people about their needs and how to manage well even when these needs aren't being met; how to prepare to be at their best for learning and socialising; and how to solve problems when things go wrong so they feel good and those around them do too. One of the principles behind the approach is that people who feel better, do better. We have already noticed a very positive impact on pupils and their understanding of themselves and their behaviour.
41. Looking forward, we are excited at the prospect of becoming part of the newly formed Bishop Otter Multi Academy Trust (or BOAT). Plans for this have been developed by our Executive Headteacher, David Etherton, and our Trustees.

## Trustees Annual Report for 2021

### Report from the Director of Music, Stuart Hutchinson

42. Music continues to play a significant and motivating role in the worship and life of St Mary's. Our Services are enriched by choral and organ music – and we support the local community in being able to provide high quality music at weddings, funerals, memorial, and school services. In addition, we host many concerts and other events, attended by large numbers of the local community and beyond. Many of these events are produced under the auspices of Music at St Mary de Haura.

#### Activity in 2021

43. Understandably, much of our musical activity in 2021 was suspended due to the Coronavirus pandemic. While Services were delivered via Zoom, Tim Williams (Cantor) provided a welcome weekly contribution to online singing. Director of Music, Stuart Hutchinson had been furloughed in April 2020 and continued to be until July 2021. Choir activity was suspended during this time. There was a brief but welcome intermission in this for Holy Week, when a Quartet of singers were able to sing, 'socially distanced' in St George's Chapel. Upon their return to Services in September the Choir have been remarkably adaptable, singing whilst wearing masks and visors. Having greatly missed the annual Christmas Eve Town Carol Service in 2020, it was a thrill to be able to deliver this again in December 2021. Due to the continued restrictions on congregation attendance, Director of Music and Choir volunteered to sing two additional Carol Services (slightly scaled down) in the form of Carols at St Mary's.

#### St Mary's Choir

44. The invaluable contribution of St Mary's Choir is key to the music in our worship. The Choir rehearses on Friday evenings (19.30-20.45) and sings at Sunday Eucharist, Choral Evensong (third Sunday) and important dates in the liturgical calendar – including Advent, Christmas, Ash Wednesday, Holy Week, Easter. The Choir is an Affiliated Member of the Royal School of Church Music and is committed to the RSCM Voice for Life training and awards scheme. The Choir is a voluntary organisation, and there is much musical reward in regularly singing the repertoire of cathedral-style music on just minimal rehearsal. A wide repertoire of music from all centuries is used during the Church year. We have a fine team of dedicated singers. Member numbers for Choral Evensong, weddings and funerals are augmented by the valued support of other local singers, and we regularly have 14-16 singers on such occasions. The annual Town Carol Service is particularly well supported by some 35 singers. During 2021, the Choir sang at 4 Weddings/Blessings and 4 Funerals/Memorials. Choir Rehearsals are held in the Study Room (St Mary's Hall) and the Choir benefits hugely from use of this facility, being a more practical and economic rehearsal space (especially in winter months!) than the large church. We are particularly grateful to Barbara Sealy and Louise Gill for giving many voluntary hours to the administration of music, to Pauline Cakebread for her maintenance of choir robes and to Tim Williams for his design, printing and editing skills.

#### Resources (St Mary's Choir)

45. Fees received for singing at weddings and funerals are distributed between our own Choir and other local singers who support us. The majority of singers chose not to take their personal fee, making generous donations to the St Mary de Haura Church Choir fund. The Choir banks with HSBC. Total Choir funds held as at 31 December 2021: £2,812 (2020: £2,400). From these personal funds the Choir spent £528 on music, resources and expenses in 2021 (compared with £456 in 2020).

## Trustees Annual Report for 2021

### Instruments

46. The church has a fine 3-manual Norman & Beard organ of 1894 (restored in 1994 by Pat Christian). Maintenance continues to be provided by Pat Christian, to whom we are grateful for his care and attention. The organ suffered a few mechanical and electrical faults in 2021, all due to humidity, resultant corrosion and shrinkage.
- Rehearsals in the Study Room are supported by a portable Roland digital piano, purchased in 2014 with funds from Music at St Mary de Haura.
- Currently, the church does not possess its own acoustic piano. The PCC benefits from the long-term loan of a Yamaha C3 grand piano. We are most grateful to Ann Wroe for this generosity, which greatly facilitates our music in worship and concert. Music at St Mary de Haura promotes at least one event a year raising funds for Gospel Oak Action Link (GOAL) - the charity founded in 1992 by Ann's husband Malcolm Wroe. The church will need to buy its own piano at some point in the future. Music at St Mary de Haura currently holds reserved funds of £7,221 towards the future purchase of a piano (a new piano comparable to the one on loan would cost £29,000).
- MASMDH also holds the David Bennet Memorial fund (£6,067), established in 1989 to encourage young organists with financial support for organ tuition.

## III. FINANCIAL REVIEW

### Income and expenditure

47. Due to the Covid-19 pandemic, the year once again presented many financial challenges and we are very grateful to finish the year in a strong financial position. We received a bequest totalling £90,000 which, together with the £11,000 from the Synod Holy Trinity Trust referred to below, has strengthened our finances substantially. We continued to receive regular giving through the Parish Giving Scheme (PGS) and standing orders and continue to receive donations through the contactless card terminal installed in 2020.
48. The total receipts received on the general unrestricted fund were £222,149 (2020: £128,530) and are detailed in the financial report. Total expenditure on the general unrestricted fund was £122,842 (£2020: £112,453). Grants have been received from:
- Coronavirus Job retention Scheme (CJRS) £7,815 furlough payments.
  - Historic England £3,697 exterior stonework repairs – final payment.
  - Hove Deanery SHTT (Synod Holy Trinity Trust) Distribution £11,000. The Trust was set up by Hove Deanery in 2016 to administer a capital sum for the Deanery being part of the sale proceeds received by the Diocese for the sale of Holy Trinity Church, Hove. The balance of the fund was distributed between the parishes in the Deanery.
49. The Government's CJRS scheme (for furloughing staff) enabled us to retain the staff we employed in 2021; and in the course of the year we are pleased they were able to return to work once restrictions to manage the pandemic were lifted.

## Trustees Annual Report for 2021

50. Fundraising, albeit restricted for much of the year, continued to provide much needed income in 2021 and the final total for the year was an incredible £12,600 excluding gift aid recovered (2020: £10,458) . This income stream is so important because we do not have a church hall or other facility which we can rent. Our grateful thanks go once more to everyone who contributed to this. Particularly thanks are owed to Mark Potter for his sponsored walk from St Mary's to Chichester Cathedral. With the money raised being match-funded by his employer, Legal and General a total of over £10,500 was received (rising to £13,000 after gift aid recovered). We also had a Duck Race (£300) and Prosecco and Sparkler's evenings (£850) and a mini Christmas fair (£500).

### Parish Share, staff costs and payments to Trustees

51. The largest expenditure of the PCC was the sum of £57,594 paid to the Diocese for our share of all churches' Parish Ministry costs and church insurance incurred by the Diocese (2020: £40,352). This amount covers the housing, stipend and pension costs of the clergy, the church insurance and also a standard sum for diocesan central costs and clergy training. In 2020 and due to the pandemic, we were only able to pay 80% of our Parish Share. We are extremely pleased to report that in 2022 we were once again able to pay in full.
52. The PCC employed four staff part-time: a Director of Music; a Parish Administrator; a Children & Families Coordinator; and a Verger. Two of those positions that of the Parish Administrator and the Children & Families Coordinator, are members of the PCC – Sue Clay and Sarah Sayers respectively.
53. Other costs incurred and paid included Council Tax, water charges and expenses for travelling and telephone for the vicarage together with the clergy expenses amounting to £6,647.

### Outward Giving

54. Most of the collections and events which produce funds for a range of charities were unable to take place this year and so our giving was once again greatly reduced:

	2021
Christian Aid	£600
British Legion	£281
The Children's Society	£371
St Mary's Pickering	£25
Turning Tides	£345

### Reserves and other funds

55. The PCC's policy is to maintain a balance in the general unrestricted funds which equates to approximately three months of unrestricted payments as contingency fund and to allow time to identify and develop new sources of income or to cut back on related expenditure. Three months' worth of essential expenditure, approximately £19,000, comprises salaries, utilities, photocopier rates and contingency. The unrestricted reserves are approximately equal to 10 (2020: 4) month's essential expenditure based on the expenditure of the year ended 31<sup>st</sup> December 2021 which is considered sufficient and in line with the policy. Free reserves totalled £129,169 (2020: 29,862) at the balance sheet date.

## Trustees Annual Report for 2021

56. St Mary de Haura is a Grade 1 listed building and the Friends of St Mary's is a separate charity with the responsibility for raising finance with which to support the on-going restoration of St Mary's. The Trustees are the Vicar and Churchwardens.
57. The PCC holds three designated (that is, restricted) funds which are invested within the Church of England Central Board of Finance Deposit Accounts:
- The Reginald Brown Bequest 1944: the balance at 31<sup>st</sup> December 2021 was £3,606. The conditions attached to the use of this fund are that a sermon must be preached from a prescribed text on Quinquagesima Sunday. The interest from this fund is used by the Incumbent at their discretion.
  - The Rice Bequest: the balance at 31<sup>st</sup> December 2021: £21,802. This fund is designated for the maintenance of a stained-glass window.
  - The Clement Bequest: balance at 31<sup>st</sup> December 2021: £1,142. This fund, the disbursement of which is at the discretion of the Vicar and Churchwardens, is designated for the maintenance of a grave in the churchyard.

### IV. MANAGEMENT OF THE CHARITY

#### Structure and Governance

58. The trustees of the charity are the ex officio and elected members of the PCC. The ex officio members are the priests of the benefice; the Churchwardens; and the members of the Deanery, Diocesan or General Synods. The other lay members of the PCC are elected at the Annual Parochial Church Meeting (APCM) by those on the electoral roll attending that meeting. The PCC may also co-opt additional members but it did not co-opt any additional members during 2021. The members of the PCC throughout 2021 were:

Revd Canon Ann Waizeneker	(Incumbent, ex officio)
Revd Jane Bartlett	(Associate Priest, ex officio)
Revd Steven Emerson	(Assistant Curate, ex officio)
Churchwarden	Mr John Tyson
Churchwarden	Mrs Sue Clay
Mrs Pauline Cakebread	(Until APCM 2022)
Mr Chris Davis	(Until APCM 2022)
Ms Gudrun Hansen	(Until APCM 2022)
Mrs Sarah Sayers	(Until APCM 2022)
Mr Terry Clark	(Until APCM 2023) PCC Treasurer
Mr Ed Downes	(Until APCM 2023)
Mrs Katie Westcott	(Until APCM 2023)
Mrs Jenny Innes	(Until APCM 2023)
Ms Rebecca Allinson	(Until APCM 2024)
William Payne	(Until APCM 2024)
Mark Potter	(Until APCM 2024)
Ian Tompkin	(Until APCM 2024)
Mr Jonathan Smith	(licenced Lay Reader)



## Trustees Annual Report for 2021

Ms Louise Gill	(member of the Deanery Synod)
Mrs Jenny Innes	(member of the Deanery Synod)
Mrs Edith Leslie	(member of the Deanery Synod)
Mr Mark Potter	(member of the Deanery Synod)

59. Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, 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.
60. The PCC has one Committee ('Mission 2020'), established in 2018, to plan for the redevelopment of the two-storey property close to the church. The freehold of this property is held in trust for the church by a separate charity<sup>4</sup> of which the Incumbent and the two churchwardens are the sole trustees. A summary of the work of this Committee is provided in paragraphs 33 - 36.
61. In addition, the responsibilities of the PCC for the maintenance and upkeep of the church, parts of which are nine centuries old, are supported by the work of another charity, The Friends of St Mary's Church, New Shoreham<sup>5</sup>. The Incumbent and Churchwardens are also the sole trustees of this.
62. In accordance with our duties as stated in section 17(5) of the 2011 Charities Act, we have considered the guidance provided by the Charity Commission in regard to public benefit. This public benefit has been demonstrated by the activities undertaken since the inception of the charity outlined in the 'Objectives and Activities' section above.

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<sup>4</sup> The New Shoreham Church Trust details of which can be found through this link:  
<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5160031>

<sup>5</sup> Details of the charity The Friends of St Mary's can be found through this link:  
<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/280315>

# **PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 DECEMBER 2021**


The trustees/executive committee are required by law of England and Wales to prepare financial statements for each financial year which give a true and fair view of the Association's financial activities during the year and the financial position at the end of the year.

In preparing these financial statements, the Trustees are required to:


- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures, disclosed and explained in the financial statements; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees/Executive Committee are responsible for keeping accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by the Churchwardens John Tyson and Sue Clay following the retirement of Canon Ann in January 2022.



**John Tyson**  
Churchwarden



**Susan Clay**  
Churchwarden

Date: Tuesday 29<sup>th</sup> March 2022

# **PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF THE NEW SHOREHAM CHURCH TRUST**

I report on the charity trustees on my examination of the accounts of the Charity for the year ended 31 December 2021.

#### **Responsibilities and basis of report**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

*TC Group*

**Mr Jonathan Aikens FCA, DCHA  
for and on behalf of TC Group**

The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

Dated: 4 April 2022

# PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowed funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income and endowments from:</b>	<b>4</b>					
Donations and legacies		193,103	-	-	193,103	112,737
Charitable activities		8,962	19,136	-	28,098	17,823
Other trading activities		12,268	-	-	12,268	10,458
Investments		786	-	-	786	675
Other		7,030	1,526	-	8,556	9,300
<b>Total income</b>		<b>222,149</b>	<b>20,662</b>	<b>-</b>	<b>242,811</b>	<b>150,993</b>
<b>Expenditure on:</b>	<b>5</b>					
Charitable activities		122,886	17,463	-	140,349	133,533
Fundraising		236	-	-	236	1,123
<b>Total expenditure</b>		<b>123,122</b>	<b>17,463</b>	<b>-</b>	<b>140,585</b>	<b>134,656</b>
<b>Net gains/(losses) on investments</b>	<b>10</b>	<b>1,518</b>	<b>-</b>	<b>3,098</b>	<b>4,616</b>	<b>167</b>
<b>Net movement in funds</b>		<b>100,545</b>	<b>3,199</b>	<b>3,098</b>	<b>106,842</b>	<b>16,504</b>
<b>Reconciliation of funds:</b>	<b>14</b>					
Total funds brought forward		35,263	22,110	23,452	80,825	64,321
<b>Total funds carried forward</b>		<b>135,808</b>	<b>25,309</b>	<b>26,550</b>	<b>187,667</b>	<b>80,825</b>

The notes on pages 19 to 29 form part of these accounts.


**PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA,  
SHOREHAM-BY-SEA**

**BALANCE SHEET**

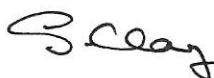
**AS AT 31 DECEMBER 2021**

	Notes	£	2021 £	£	2020 £
<b>Fixed assets</b>	<b>10</b>				
Unrestricted investments			6,919		5,401
Endowed investments			26,550		23,452
			<u>33,469</u>		<u>28,853</u>
<b>Current assets</b>					
Debtors	12	4,160		6,685	
Cash at bank and in hand		160,366		54,100	
			<u>164,526</u>	<u>60,785</u>	
<b>Creditors: amounts falling due within one year</b>	<b>13</b>	<b>(10,328)</b>		<b>(8,813)</b>	
<b>Net current assets</b>			<u>154,198</u>		<u>51,972</u>
<b>Total assets less current liabilities</b>			<u>187,667</u>		<u>80,825</u>
<b>Net assets</b>			<u>187,667</u>		<u>80,825</u>
<b>The funds of the charity</b>	<b>14</b>				
Endowed funds			26,550		23,452
Restricted funds			25,309		22,110
Unrestricted funds			135,808		35,263
<b>Total charity funds</b>			<u>187,667</u>		<u>80,825</u>

This Annual Financial Report, for the year ended 31st December 2021, including the notes following, was approved by the PCC and signed on its behalf by



**John Tyson**  
Churchwarden



**Susan Clay**  
Churchwarden

Dated 29th March 2022

Company number - 1174718

# **PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA**

## **NOTES TO THE ACCOUNTS**

***FOR THE YEAR ENDED 31 DECEMBER 2021***

### **1 Legal Status**

The Church is an unincorporated charity registered in England and Wales, further details can be found on the front cover of these accounts.

### **2 Accounting policies**

#### **2.1 Accounting convention**

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current (2015) Statement Of Recommended Practice, Accounting and Reporting by Charities SORP (FRS 102).

Parochial Church Council of St Mary De Haura meets the definition of a public benefit entity under FRS 102. There are no material uncertainties about Parochial Church Council of St Mary De Haura's ability to continue as a going concern. This conclusion takes into account the financial effect of the Covid-19 pandemic.

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. 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.

#### **2.2 Funds accounting**

Funds held by the PCC are:

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

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 the capital of which 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.

# **PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA**

## **NOTES TO THE ACCOUNTS (CONTINUED)**

### ***FOR THE YEAR ENDED 31 DECEMBER 2021***

#### **2 Accounting policies**

**(continued)**

##### **2.3 Income and endowments**

All income and endowments are 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 and the charity becomes entitled to the income.

##### **Charitable activities**

Income from charitable activities is recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

Fees are recognised as services are provided.

##### **Other trading activities**

Sales of magazines and study notes are recognised when received.

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 question, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place.

##### **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.

##### **Gains and losses on investments**

Realised gains are recognised when the investments are sold.

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

# PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 2 Accounting policies (continued)

#### 2.4 Expenditure

Expenditure is accounted for on an accruals basis and accounted for gross.

##### 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.

#### 2.5 Fixed Assets

##### Investments

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

#### 2.6 Cash Flow Statement

In accordance with Section 7 of FRS 102 the charity is claiming exemption from the requirement to prepare a cash flow statement on account of its size.

#### 2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. The Trustees seek to use short term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

#### 2.8 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

#### 2.9 Trustee remuneration

All the trustees donate their time spent running the charity on a voluntary basis and do not receive any remuneration for their work.

#### 2.10 Estimates and judgements

Estimates and underlying assumptions are reviewed by trustees on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.



# PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 3 Comparative Funds Statement of Financial Activities for the year ended 31 December 2020

	Unrestricted funds 2020 £	Restricted funds 2020 £	Endowed Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<b>Income and endowments from:</b>					
Donations and legacies	104,377	8,360	-	112,737	100,045
Charitable activities	6,735	11,088	-	17,823	12,110
Other trading activities	10,458	-	-	10,458	10,478
Investments	675	-	-	675	906
Other	6,285	3,015	-	9,300	25,385
<b>Total income</b>	<b>128,530</b>	<b>22,463</b>	<b>-</b>	<b>150,993</b>	<b>148,924</b>
<b>Expenditure on:</b>					
Charitable activities	111,330	22,203	-	133,533	137,942
Fundraising	1,123	-	-	1,123	1,054
<b>Total expenditure</b>	<b>112,453</b>	<b>22,203</b>	<b>-</b>	<b>134,656</b>	<b>138,996</b>
<b>Net gains/(losses) on investments</b>	<b>(1,305)</b>	<b>-</b>	<b>1,472</b>	<b>167</b>	<b>4,367</b>
<b>Net movement in funds</b>	<b>14,772</b>	<b>260</b>	<b>1,472</b>	<b>16,504</b>	<b>14,295</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	20,491	21,850	21,980	64,321	50,026
<b>Total funds carried forward</b>	<b>35,263</b>	<b>22,110</b>	<b>23,452</b>	<b>80,825</b>	<b>64,321</b>

# PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2021

4	Analysis of income and endowments:	Unrestricted Funds	Restricted Funds	Endowed Funds	Total Funds	Total Funds
		2021	2021	2021	2021	2020
		£	£	£	£	£
	Planned giving (excl. tax refunds)	20,933	-	-	<b>20,933</b>	27,343
	Loose cash collections	6,667	-	-	<b>6,667</b>	3,044
	Grants	18,815	-	-	<b>18,815</b>	27,127
	Gift Aid recoverable	11,462	-	-	<b>11,462</b>	14,193
	Sundry donations and appeals	113,234	-	-	<b>113,234</b>	23,935
	Parish Giving Scheme	21,995	-	-	<b>21,995</b>	17,095
	<b>Donations and legacies</b>	<b>193,103</b>	-	-	<b>193,103</b>	112,737
	Fees for weddings and funerals	5,541	-	-	<b>5,541</b>	3,568
	Wall Box	2,990	-	-	<b>2,990</b>	2,652
	Church Hiring Fees	-	-	-	-	230
	Stonework repairs/Historic England grant	-	19,136	-	<b>19,136</b>	11,088
	Regular Events	431	-	-	<b>431</b>	285
	<b>Charitable activities</b>	<b>8,962</b>	<b>19,136</b>	-	<b>28,098</b>	17,823
	Trading Activities	12,268	-	-	<b>12,268</b>	10,458
	<b>Other trading activities</b>	<b>12,268</b>	-	-	<b>12,268</b>	10,458
	Dividends and interest	786	-	-	<b>786</b>	675
	<b>Investments</b>	<b>786</b>	-	-	<b>786</b>	675
	St Mary de Haura Choir	-	940	-	<b>940</b>	717
	Music at St Mary de Haura	-	471	-	<b>471</b>	2,262
	Youth Group	-	-	-	-	200
	Belfy Fund	-	115	-	<b>115</b>	36
	Other (Shared costs – COGS)	7,030	-	-	<b>7,030</b>	6,085
	<b>Other</b>	<b>7,030</b>	<b>1,526</b>	-	<b>8,556</b>	9,300
	<b>Total received on all funds</b>	<b>222,149</b>	<b>20,662</b>	-	<b>242,811</b>	150,993

# PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2021

5	Analysis of expenditure on:	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Endowed Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
	Missionary and charitable giving	651	-	-	651	1,910
	Ministry:					
	Diocesan parish	57,594	-	-	57,594	40,352
	Other clergy costs	5,747	-	-	5,747	5,894
	Staff (note 7)	28,022	-	-	28,022	37,044
	Upkeep of services	11,234	-	-	11,234	8,395
	Church running	5,156	-	-	5,156	3,501
	Youth Group	-	-	-	-	146
	Belfy Fund	-	9	-	9	228
	St Mary de Haura Choir	-	528	-	528	1,053
	Music at St Mary de Haura	-	126	-	126	1,474
	Church maintenance and repair	3,232	-	-	3,232	3,463
	Parish office administration	9,590	-	-	9,590	7,274
	Stonework repairs/Historic England grant	-	16,800	-	16,800	21,215
	Church groups	220	-	-	220	-
	Support costs (note 8)	1,440	-	-	1,440	1,584
	<b>Charitable activities</b>	<b>122,886</b>	<b>17,463</b>	<b>-</b>	<b>140,349</b>	<b>133,533</b>
	Fundraising costs	236	-	-	236	1,123
	<b>Raising funds</b>	<b>236</b>	<b>-</b>	<b>-</b>	<b>236</b>	<b>1,123</b>
	<b>Total expended on all funds</b>	<b>123,122</b>	<b>17,463</b>	<b>-</b>	<b>140,585</b>	<b>134,656</b>
6	Missionary and charitable giving:					
		Unrestricted Funds 2021 £	Restricted Funds 2021 £	Endowed Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
	General	306	-	-	306	-
	The Children's Society	-	-	-	-	110
	Family Support Work	-	-	-	-	250
	Worthing Homelessness	345	-	-	345	250
	Ollly's Future	-	-	-	-	1,300
		651	-	-	651	1,910

# PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2021

#### 7 Staff costs

##### Remuneration

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Endowed Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Director of Music	12,751	-	-	12,751	12,545
Family Worker	6,969	-	-	6,969	13,853
Development and Project Manager	-	-	-	-	2,206
Verger	833	-	-	833	800
Parish Office Administrator	7,469	-	-	7,469	7,452
Other staff costs	-	-	-	-	188
	<u>28,022</u>	<u>-</u>	<u>-</u>	<u>28,022</u>	<u>37,044</u>

##### Summary of Staff Costs

	Total Funds 2021 £	Total Funds 2020 £
Gross Pay	27,438	36,206
Employer's contribution to defined contribution scheme	584	838
	<u>28,022</u>	<u>37,044</u>

#### Notes

During the year none of the staff earned more than £60,000pa (2020: none). An average of 5 staff were employed this year (2020:5).

#### 8 Support costs (including Governance costs)

	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2021 £	Total 2020 £
Independent examination	1,440	-	-	1,440	1,440
PAYE services	-	-	-	-	144
	<u>1,440</u>	<u>-</u>	<u>-</u>	<u>1,440</u>	<u>1,584</u>

# PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2021

#### 9 Trustees and Key Management Personnel:

Key management of the church consist of the Clergy and the Church Wardens. The Clergy are paid a stipend directly by the Diocese and the church wardens are voluntary positions. As such, the key management of the church did not receive any remuneration either in 2020 or 2021. The PCC are not remunerated for their services as PCC members and have not received any reimbursement for expenses. Sue Clay, Parish Administrator and Sarah Sayers, Families and Children's Worker, are both Trustees and salaried members of staff who each received a market rate payment for their work. The PCC paid Council Tax, water charges and expenses for travelling and telephone for the vicarage together with curate expenses amounting to £6,017 (2020: £5,894).

#### 10 Fixed Asset Investments

	Unrestricted Funds	Restricted Funds	Endowed Funds	Total 2021	Total 2020
	£	£	£	£	£
Fair Value 1 January 2021	5,401	-	23,452	28,853	28,686
Net gains and revaluation	1,518	-	3,098	4,616	167
Fair value 31 December 2021	6,919	-	26,550	33,469	28,853

#### 11 Analysis of net assets by fund

For the year ended 31 Dec 2021

	Unrestricted Funds	Restricted Funds	Endowed Funds	Total 2021	Total 2020
	£	£	£	£	£
Investment fixed assets	6,919	-	26,550	33,469	28,853
Current assets	139,217	25,309	-	164,526	60,785
Current liabilities	(10,048)	-	-	(10,048)	(8,813)
	136,088	25,309	26,550	187,947	(80,825)

#### Analysis of net assets by fund

For the year ended 31 Dec 2020

	Unrestricted Funds	Restricted Funds	Endowed Funds	Total 2020	Total 2019
	£	£	£	£	£
Investment fixed assets	5,401	-	23,452	28,853	28,686
Current assets	38,675	22,110	-	60,785	44,373
Current liabilities	(8,813)	-	-	(8,813)	(8,738)
	35,263	22,110	23,452	80,825	64,321

**PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA,  
SHOREHAM-BY-SEA**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

<b>12 Debtors</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowed Funds £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Income tax recoverable	2,582	-	-	2,582	1,882
Grant funds due	-	-	-	-	3,697
Shared Costs due from Good Shepherd	1,578	-	-	1,578	1,106
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	4,160	-	-	4,160	6,685
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>13 Creditors</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowed Funds £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Utilities	975	-	-	975	791
HMRC PAYE	1,069	-	-	1,069	1,128
Other creditors	3,809	-	-	3,809	2,419
Independent examiner	1,500	-	-	1,500	1,500
Hymn book loan	2,975	-	-	2,975	2,975
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	10,328	-	-	10,328	8,813
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

# PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA, SHOREHAM-BY-SEA

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2021

14	Statement of funds	1 Jan 2021	Income	Expenditure	Transfers	31 Dec 2021
		£	£	£	£	£
	General fund	35,263	222,149	(123,122)	1,518	135,808
	<b>Unrestricted Funds</b>	<b>35,263</b>	<b>222,149</b>	<b>(123,122)</b>	<b>1,518</b>	<b>135,808</b>
	St Mary de Haura Choir	2,400	940	(528)	-	2,812
	Music at St Mary de Haura	16,352	471	(126)	-	16,697
	Belfry	3,063	115	(9)	-	3,169
	Mission Giving	-	-	-	-	-
	Family Worker	-	-	-	-	-
	Historic England	-	19,136	(16,800)	-	2,336
	Youth Group	295	-	-	-	295
	<b>Restricted Funds</b>	<b>22,110</b>	<b>20,662</b>	<b>(17,463)</b>	<b>-</b>	<b>25,309</b>
	Browne Bequest	3,155	-	-	451	3,606
	Clements Bequest	1,223	-	-	(81)	1,142
	Rice Bequest	19,074	-	-	2,728	21,802
	<b>Endowed Fund</b>	<b>23,452</b>	<b>-</b>	<b>-</b>	<b>3,098</b>	<b>26,550</b>
		<b>80,825</b>	<b>242,811</b>	<b>(140,585)</b>	<b>4,616</b>	<b>187,667</b>

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

The Reginald Browne Bequest 1944, and is invested in the CBF Investment Fund shares. If a prescribed text is preached on the Sunday Next before Lent then the Vicar may claim the accrued amount of interest on the capital.

The Clements Bequest is invested in the CBF Investment Fund shares. The fund is held for the maintenance of a grave in the churchyard.

The Rice Bequest is invested in the CBF Investment Fund shares. The fund is held for maintenance of the stained glass window in St Mary's dedicated to Edwin Rice and for the Rice graves.

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

The Belfry Fund holds the funds of the St Mary de Haura bell ringers.

The Youth Group Fund holds funds for the Youth Group based at St Mary and St Nicolas' school.

The Family Worker Fund relates to grant income received towards The Family Worker's staff costs.

The Historic England Fund relates to grant income received towards repairs to the church fabric.

St Mary Church Choir holds funds for the church choir.

The Mission Giving Fund represents funds collected on and on behalf of, and passed on to other beneficiaries.

Music at St Mary de Haura holds funds relating to music at St Mary de Haura.

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

**PAROCHIAL CHURCH COUNCIL OF ST MARY DE HAURA,  
SHOREHAM-BY-SEA**

**NOTES TO THE ACCOUNTS (CONTINUED)**

***FOR THE YEAR ENDED 31 DECEMBER 2021***

**15 Control**

The charity is under the control of the Trustees.

**16 Taxation**

As a charity, Parochial Church Council of St Mary De Haura is exempt from tax on income and gains to the extent that these are applied to its charitable objects.

**17 Related party transactions**

Other than the items detailed in note 9 of the accounts, there are no related party transactions to report (2020: none).