

Trustees Annual Report and Financial Report

Of

The Parochial Church Council of the Ecclesiastical Parish of

St Mary's Church, Walberton

Church Lane, Walberton, Arundel BN18 0UD

Church Office: Unit G William Booker Yard, The Street, Walberton BN18 0PF

Registered charity no. 1175197

For the year ended 31st December 2023

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Website: stmaryswalberton.org.uk

Incumbent: The Revd TJC Ward
The Vicarage, The Street Walberton Arundel BN18 0PQ

Independent examiner: Mrs A Bestente
Sunny Bank, Walberton, Arundel BN18 0PT

Bankers: NatWest Bank - Rustington (B) Branch
154 The Street Rustington West Sussex BN16 3ZZ

St Mary's Walberton

Trustees Annual Report for 2023

Our aims and purposes

The Parochial Church Council (PCC) has the responsibility of co-operating with the Incumbent, the Rev'd Timothy Ward, 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 Christ better and making him better known
- Offering practical and spiritual support and care for people in the parish , from the youngest to the eldest
- Providing financial support for those in need and to other organisations with similar objectives
- Looking after our Grade 1 listed church building.

What we planned to do to achieve our charitable objectives

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

For 2023 we planned to reach the new housing developments at Avisford Grange and Fontwell Meadows and to continue the new initiatives under our New Beginnings banner (See below). We also planned to repair our tiled roof line.

2023 was the first year when we were more or less back to normal after the pandemic Accordingly:

The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England

We offer services of worship to God

As a village church we seek to provide services at which people from all church traditions, or none, will feel comfortable. On Sunday mornings the usual pattern has been for there to be both a service using traditional liturgy, and a less formal service which appeals particularly to those with young families. The clergy and readers team also provide a service in the evening on Sundays. This can be Holy Communion or Evensong or, on the first Sunday of the month, a new service for children called Families at 5 which began in 2022.

We enable as many people as possible to worship at our church

We aim to ensure that our church is a safe and welcoming space for all age groups, and for those who have disabilities of some kind. The PCC makes every effort at all times to comply with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to safeguard children and vulnerable adults, following the guidance of the House of Bishops.

The church is the hub for formal teaching through sermons, some of which are also available on our website in written form. Young people are involved in services especially Families at 5 and also offered structured teaching when they separate into their age groups for Sunday School

In 2023 the median attendance in church on a normal Sunday was 66 adults, and 9 children including house communions. There is a monthly Communion service held at the Walberton Place care Home The average attendance for the whole benefice was 75 Adults per week and 11 children. On Easter Day 115 people attended and 215 people attended services on Christmas Eve and Christmas Day. All these figures showed a healthy increase on the previous year although not back to 2019 pre pandemic levels.

Three weddings and 4 funerals were held in church. The vicar conducted 10 further funeral services or burial of ashes elsewhere, in the churchyard or a crematorium. There were 6 baptisms of children and 8 confirmations. We opened the church to watch and celebrate The Coronation Service of King Chales III which was very memorable and attracted a variety of people. Other special services included a joint service with the Baptist Church for the Coronation of King Charles at the Village Hall the next day and activities for the children in the afternoon, Remembrance Sunday when the Earl of Woolton was commemorated; an All Souls Service of Remembrance for the bereaved; a Christingle Service to which the Walberton & Binsted CE Primary School children were invited and took part. The crib service this year was well attended.

About 10 people participated in a weekly prayer meeting online. Three Home Groups continue to meet weekly for Bible study on Wednesdays one of which is now a daytime group. There is also a Dad's Bible study which meets once a fortnight which studied John's gospel throughout the year.

We conduct monthly visits to Walberton Place Care Home for a time of singing hymns and songs, readings and memories. About 10, including pianist Gaye Reynolds, usually go and about 20 residents are pleased to see us.

Promoting in the parish the whole mission of the church: pastoral, social, evangelistic and ecumenical and knowing Jesus Christ better and making him better known

In 2023 we continued the initiatives that began under our Mission action Plan in 2022 and added some more

More open in worship:

Families at 5. This has been a considerable success a small team of laity and clergy prepare a service each month aimed directly at children. It involves children reading and acting out bible stories doing craft work and godly play activities. It attracts 10 -20 children each month.

Prayer Vigil for Ukraine Each month until September 2023 we met opposite the shops under the leadership of Kevin Durban Jackson (a Reader) to pray for Ukraine and witness to our village. People from other churches have become involved as we sing and share our concerns for Ukraine and its refugees. About 8 people usually attended.

iSingWorship services We have begun in 2023 using the iSingWorship digital programme which projects words and music allowing us to learn new songs. We have also begun to offer prayers after the 10.30am service.

More converted:

Listening to God group This group involves half a dozen people under lay leadership meeting once a month to spend time in silence before God. Their thoughts are recorded and relayed to the congregation at the next 10.30am service.

Barnabas Discipleship Groups There are two groups, one of men led by the vicar and one of women led by a reader, who meet about 6 times a year to be accountable to each other spiritually. Each person is able confidentially to say how they are doing in each four areas: prayer, fellowship, witness and bible. They then share whatever issues may be arising in their life and whatever opposition they may be experiencing for prayer.

New Wine a group of 15 attended in 2023 for the first time in many years for five days at the Kent Show ground. Rev Simon Ponsonby from St Aldates, Oxford gave the main addresses focusing us back on the Lord Jesus Christ.

More engaged:

Little Lambs This is a morning of storytelling singing and craft organised by one of our mums and supported by other laity. It is supported by Community Playcentre at Walberton who bring over a small group. There are usually 6-10 children present. It is valued by those who come but doesn't yet have a core group.

Games night. This attracts about 4 men who have enjoyed the camaraderie of playing various new games with each other and have deepened their friendships

Offering practical and spiritual support and care for people in the parish , from the youngest to the eldest

Our existing action groups met regularly to follow up and reinforce these aims as well as the Mission Action plan:

The **Communications Group** aimed to keep members of the church and the parish more connected with each other through the Pew Sheet and the Parish News: eg to keep the congregation informed about PCC business. It looked for ways to make better use of the media, eg Facebook and our website, to promote the Parish News, and to stimulate the various action groups. It updated the Welcome Packs for the Outreach Group.

The **Outreach Group** started to deliver Welcome Packs to each new resident as they settled into the new housing developments in Fontwell and at Avisford Grange. Groups went carol singing to these new estates and were well received. The packs now also contain flyers from a number of the village social groups who were delighted to seize the opportunity to make themselves known to newcomers.

The weekly Friday Coffee Stop enables church members to keep in touch in the midst of the village and to mix with other villagers during the weekly Post Office in the pavilion.

In late August we held a Golf and swimming afternoon at the Avisford Park Hotel which was well attended. Our thanks go to Isabel Sandieson who acted as our lifeguard.

In the autumn we held an *Alpha at Fontwell* course for the first time since 2020 which attracted 18 people to its first meeting at The Old Stables in Fontwell. We door knocked every house in Fontwell. Thereafter, 13 of us met at the Sewell's house in Fontwell for two months. We joined with St Wilfrid's Bognor for the Holy Spirit Day and enjoyed their hospitality.

In November there was families' fireworks and bonfire at the Sewell's house to whom our thanks are again due.

In December we went carol singing again handing out invitations to our Christmas services to the new housing in Avisford Grange. This was a very happy occasion and much appreciated by the residents

Members of our church family are to be found in virtually every local group and activity, and as such are known as ambassadors for godly living within our community. The church nominates a trustee to the Village Hall Trustee Board, the Community Play

Centre (CPAWS) and has three foundation governors at Walberton & Binsted CE Primary School.

Providing financial support for those in need and to other organisations with similar objectives

As well as the individuals helped by pastoral visiting , charitable and Christian organisations were supported by special collections made in church. The PCC also approved a number of specific donations. A list is included in the Supplementary Report.

St Mary's provides trustees for the Walberton, Binsted and West Barnham Support Fund which does the main work of meeting peoples physical and financial needs in the parish and supports Bognor Food bank.

Looking after our Grade 1 Listed church building

The main work of the year was the repair of the roof line which had been disturbed by a storm in February 2022. We were grateful to our builder who liaised with the insurance company on our behalf so that of the £20,000 spent all we needed to pay was the excess of £250, the work being done in early 2023 when the bats were absent.

The PCC has been exploring with the DAC replacing our wooden chairs with upholstered stackable chairs, removing the dais in the North aisle to create more space for Little Lambs and replacing our 50 year old heating system with a more efficient infrared system. After a meeting with congregation in September it was decided not to include removal of the organ. [The DAC has since been approached for formal advice enabling a faculty application to be made to the Chancellor which if successful we hope will enable work to begin in summer 2024 after a notice period.]

Financial Review

For 2023, the financial report follows the format specified by the Charities Commission (CC16a), for charities with an income of less than £250,000 and using receipts and payments accounting. The accounts are in three parts.

Part A - The Profit and Loss Account (Receipts and Payments)

Part B - The Balance Sheet showing our Assets and Liabilities

Appendix – Notes on the accounts

Part A - The Profit and Loss Account (Receipts and Payments)

The 2023 accounts show an overall deficit on the year of £5,395. We did, however, receive income of £9,997 restricted to work on the church fabric (including some outstanding gift aid tax recoverable on the Bell Tower repair gift and a legacy). Some, £6,683 was spent from this fund (including final Bell Tower repair costs and Quinquennial inspections).

In addition, the Bell Ringers Fund of £435 was brought under the governance of the PCC. The remaining £80 in the Churchyard Benches Fund (as at the start of 2023) was spent on Churchyard activities. Taking these into account, our General Fund (representing our day-to-day activities) saw an overall deficit of £9,199.

Part B - Balance Sheet (Statement of Assets & Liabilities)

As a result of this deficit, our current account balance (just over £1,000 at year end) meant we have very little in the way of contingency. We do, however, have just over £20,000 in our General Reserve Account, which can be accessed, if required.

Appendix - Notes on the Accounts

A detailed breakdown is available of receipts and expenditure, including all outward giving from plate collections and from the PCC.

Why we hold some money in reserve

We aim to hold reserves to maintain a balance on the general unrestricted funds (excluding property) which equates to at least two/three months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance of £1205 at Nat West at the end of 2023 does not meet this criteria. We also hold reserves to invest temporarily surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. At the end of 2023, £25,684 was invested in this way. As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on restricted purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the gift, depending on the specific objectives of the donor.

1.

Structure, governance and management of the charity

The PCC is registered with the Charity Commission (Charity Reg No. 1175197. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

The PCC is elected at the APCM by Church Members. There were 122 people on the Electoral Roll at the end of December 2023.

The PCC is supported by a Standing Committee and oversees the work of three sub committees, the Outreach Action Group, the Communications Group, and the Worship Action Group which report to the PCC. The PCC met 7 times during the year.

During the year, the following served as members of the PCC:

Ex officio members:

Incumbent:	The Revd Timothy Ward
Licensed Reader:	Julie Allday
Churchwardens:	Jean Strickland, Steven Phillips
Deanery Synod Representatives:	Julie Allday (Electoral Roll Officer)
Elected Membership:	Kevin Durban Jackson (Reader with PTO) Peter Brown Tom Evans (Hon. Treasurer) Graham Thrussell (PCC Secretary) Brendan Amesbury Emmie Huxtable Martin Sewell

Other officers with rights of attendance, but not trustees

Minutes Secretary	Alison Surrell
Safeguarding Officer	Kasia Nicholls

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest in charge, curate, readers licensed to officiate in the parish), the churchwardens and members of the Deanery, Diocesan or General Synods and 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM) and serve for three years. Church members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

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

Signed 

Date: 18 May 2024

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY'S WALBERTON
DIOCESE OF CHICHESTER**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDING 31ST DECEMBER 2023**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
INCOMING RESOURCES						
Donations & Legacies	2a	87,517	-	9,997	97,514	143,641
Activities for Generating Funds	2b	117	-	-	117	-
Investment Income	2c	663	135	-	798	322
Charitable Activities	2d	13,894	-	-	13,894	14,161
Other Incoming Resources	2e	425	-	435	860	88
TOTAL INCOMING RESOURCES		102,615	135	10,432	113,182	158,212
RESOURCES USED						
Cost of Charitable Activities	3a	109,051	-	6,763	115,814	157,357
Activities for Generating Funds	3b	437	-	-	437	633
Governance Costs	3c	2,326	-	-	2,326	1,718
TOTAL RESOURCES USED		111,814	-	6,763	118,577	159,708
NET INCOMING RESOURCES		-9,199	135	3,668	-5,395	-1,495
NET MOVEMENT IN FUNDS		-9,199	135	3,668	-5,395	-1,495
Balances Brought Forward		26,436	4,161	2,343	32,939	34,434
Transfer Between Funds		-	-	-	-	-
BALANCES CARRIED FORWARD		17,237	4,296	6,011	27,544	32,939

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY'S WALBERTON
DIOCESE OF CHICHESTER**

**BALANCE SHEET
AS AT 31ST DECEMBER 2023**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	31-Dec-23 Total £	31-Dec-22 Total £
Fixed Assets						
Tangible Assets	1	-	-	-	-	-
Current Assets						
Debtors & Prepayments	5	-	-	-	-	-
Cash at bank and in hand	4	17,237	4,296	6,011	27,544	32,939
Total Current Assets		17,237	4,296	6,011	27,544	32,939
Creditors: Due within one year	6	-	-	-	-	-
NET CURRENT ASSETS		17,237	4,296	6,011	27,544	32,939
TOTAL ASSETS less current liabilities		17,237	4,296	6,011	27,544	32,939
Creditors: Due within one year	7	-	-	-	-	-
NET ASSETS		17,237	4,296	6,011	27,544	32,939
Funds of the charity						
Unrestricted Funds		17,237			17,237	27,782
Designated Funds	8		4,296		4,296	4,161
Restricted Funds	9			6,011	6,011	997
		17,237	4,296	6,011	27,544	32,939

This Financial Report for the year ended 31st December 2023, including the notes following, was approved by the PCC and signed on its behalf by
The Revd. Timothy Ward, PCC Chairman:

Signed 

Date: 18 May 2024

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY'S WALBERTON
DIOCESE OF CHICHESTER**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDING 31ST DECEMBER 2023**

2. Incoming Resources

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
a) Donations and Legacies						
Gift Aid Donation		46,970	-	-	46,970	72,587
Gift Aid Tax Recoverable		11,713	-	5,039	16,752	20,267
Gifts & Donations		12,572	-	-	12,572	40,844
Collections Plate		7,289	-	-	7,289	5,424
Grants		8,878	-	-	8,878	4,435
Legacies		-	-	4,958	4,958	-
Visitors Box		96	-	-	96	84
		87,517	-	9,997	97,514	143,641
b) Activities for Generating Funds						
		£	£	£	£	£
Outreach		117	-	-	117	-
		117	-	-	117	-
c) Investment Income						
		£	£	£	£	£
Bank Interest	5	663	135	-	798	322
		663	135	-	798	322
d) Charitable Activities						
		£	£	£	£	£
Parish Magazine		6,745	-	-	6,745	7,468
Churchyard and Service Fees		7,149	-	-	7,149	6,693
		13,894	-	-	13,894	14,161
3) Other Incoming Resources						
		£	£	£	£	£
Sundry Income		425	-	435	860	88
		425	-	435	860	88

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY'S WALBERTON
DIOCESE OF CHICHESTER**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDING 31ST DECEMBER 2023**

3. Resources Expended

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
a) Cost of Charitable Activities						
AudioVisual Costs		14	-	-	14	17
Charitable Giving		6,983	-	-	6,983	6,520
Church Layout & Modernisation		1,629	-	-	1,629	-
Church Running Costs		1,555	-	-	1,555	1,543
Churchyard Expenses		784	-	80	864	917
Clergy Expenses		852	-	-	852	995
Communication Costs		2,774	-	-	2,774	368
Diocese Quota		63,797	-	-	63,797	62,344
Junior Church		158	-	-	158	215
Music Costs		420	-	-	420	389
Office Costs		683	-	-	683	190
Office Rent		3,520	-	-	3,520	2,640
Organist Fees		218	-	-	218	340
Parish Magazine Costs		50	-	-	50	-
Photocopiers Costs		6,137	-	-	6,137	6,756
Quinquennial Costs		1,830	-	6,683	8,513	54,737
Repairs and Maintenance		250	-	-	250	233
Salary Costs	10	1,762	-	-	1,762	6,210
Service Fees		2,396	-	-	2,396	2,351
Telephone & Internet Costs		1,054	-	-	1,054	2,029
Utility Costs		8,346	-	-	8,346	4,791
Vicarage Expenses		3,738	-	-	3,738	3,648
Visiting Speakers Expenses		101	-	-	101	123
		109,051	-	6,763	115,814	157,357
b) Cost of Generating Funds						
		£	£	£	£	£
Outreach		437	-	-	437	633
		437	-	-	437	633
c) Governance Costs						
		£	£	£	£	£
PCC Governance		-	-	-	-	76
Bank Charges		266	-	-	266	-
Insurance		2,060	-	-	2,060	1,642
		2,326	-	-	2,326	1,718

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY'S WALBERTON
DIOCESE OF CHICHESTER**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDING 31ST DECEMBER 2023**

4. Cash at bank and in-hand

	31-Dec-23	31-Dec-22
	£	£
Cash at bank and in hand	27,544	32,939
	27,544	32,939

5. Debtors & Prepayments

The PCC held no debtors during this or the previous financial period.

6. Creditors: Amounts Falling Due Within One Year

There were no short term liabilities held during this or the previous financial period.

7. Creditors: Amounts Falling Due In More Than One Year

There were no long term liabilities held during this or the previous financial period.

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY'S WALBERTON
DIOCESE OF CHICHESTER**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDING 31ST DECEMBER 2023**

8.Designated Funds	Balance 31-Dec-22	Income	Expenditure	Transfers	Balance 31-Dec-23
	£	£	£	£	£
Quinquennial Fund	4,161	135	-	-	4,296
	4,161	135	-	-	4,296

The churches designated funds are wholly represented by cash reserves held and are to be expended as described above

9. Restricted Funds	Balance 31-Dec-22	Income	Expenditure	Transfers	Balance 31-Dec-23
	£	£	£	£	£
Bell Tower	2,263	9,997	6,683	-	5,576
Bell Ringers Fund	-	435	-	-	435
Churchyard Benches	80	-	80	-	-
	2,343	10,432	6,763	-	6,011

The churches restricted funds are wholly represented by cash reserves held and are to be expended as described above

10. Analysis of Net Assets By Fund	Unrestricted Funds	Designated Funds	Restricted Funds	31-Dec-23 Total	31-Dec-22 Total
	£	£	£	£	£
Fixed Assets and Investments	-	-	-	-	-
Current Assets	17,237	4,296	6,011	27,544	32,939
Liabilities (due in more than one year)	-	-	-	-	-
	17,237	4,296	6,011	27,544	32,939

11. Staff Costs and Numbers	2023	2022
	£	£
Gross Wages and Salaries	1,528	6,210
Employer's National Insurance Costs	-	-
Pension Contributions	-	-
	1,528	6,210

Employees Who Were Engaged in each of the following activities:

	2023	2022
Activities in furtherance of organisations objectives:	2	2

The organisation operates a PAYE scheme to pay all employed members of staff and the organisation also employs members of staff on a self employed basis. No employees received emoluments in excess of £60,000. (2022: None)

Independent Examiner's Report to the PCC of St Mary's Church, Walberton for the Year Ended 31st December, 2023

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary, Walberton, on the annual report for the year ended 31st December 2023 set out on this and the following page

Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention (~~other than that disclosed below in Section B below~~ *) which gives me cause to believe that in, any material respect:

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

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

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

Examiner's signature



Examiner's name CAPITALS

ALISON BESTENTE CeFA CeMAP CeRER DipFA

Date

16/5/24

Relevant professional qualification(s) or body if any

Independent Financial Adviser FRN755733

Examiner's address

Box 147 Arundel BN18 8DL

Independent Examiner's Report to the PCC of St Mary's Church, Walberton for the Year Ended 31st December, 2023

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

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