# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARY THE VIRGIN, PETWORTH

England & Wales · Charity number 1188604

## Details

| | |
|---|---|
| **Status** | Registered |
| **Legal form** | Other |
| **Registered** | 2020-03-17 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | Church of St. Mary the Virgin<br>Church Street<br>Petworth<br>West Sussex<br>GU28 0AE |
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| **Website** | www.stmaryspetworth.org.uk |

## Activities

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

**Activities:** St. Mary the Virgin Church is the Anglican church serving the town of Petworth. As well as a range of weekly and seasonal services, it provides baptisms, marriages, and funerals for the community. It is open for private prayer. It hosts civic services such as Remembrance Sunday, and other special events and memorials. Its premises host the annual Petworth Festival and Literature Festival.

## Classification

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

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## Geography

- West Sussex

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-12-31 | £94,184 | £92,008 | - | - |
| 2024-12-31 | £99,630 | £78,318 | - | - |
| 2023-12-31 | £101,291 | £108,828 | - | - |
| 2022-12-31 | £89,085 | £106,273 | - | - |
| 2021-12-31 | £78,310 | £114,654 | - | - |
| 2020-12-31 | £72,754 | £101,816 | - | - |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| **Philip Mark Gilbert** | Chair | 2015-09-01 |
| Alan James Franklin Sutton | | 2022-05-11 |
| Andrew Charles Howard | | 2016-04-19 |
| Derek William Rudge | | 2021-05-11 |
| Diane Jane Parr | | 2024-05-08 |
| Eileen Patricia Lintill | | 2019-04-09 |
| Elizabeth Ann Jones | | 2024-05-08 |
| JEAN DOROTHY HUGGETT | | 2017-04-19 |
| Jacqueline Margaret Smith | | 2017-04-19 |
| Jill Easton BSc Hons. | | 2020-04-16 |
| Judith Penny Howard | | 2020-04-16 |
| Lewis Brian Parr | | 2025-10-20 |
| Matthew Henry Cooke | | 2019-04-09 |
| Nicholas Neil Wheeler | | 2021-05-11 |
| Paul Charles Hawtrey | | 2024-11-20 |

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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARY THE VIRGIN, PE**

England & Wales - Charity number 1188604

# Accounts

# The Parish Church of
# St Mary the Virgin, Petworth

# The Annual Parish Meetings
# Report on the Year 2025
# Wednesday 13th May 2026



# St. Mary the Virgin, Petworth

## Agenda for the Annual Meeting of Parishioners Wednesday 13th May 2026

1. Minutes of the annual meeting of Parishioners held on the 21st May 2025
2. The Election of Church Wardens

## The Annual Parochial Church Meeting 2026

1. Apologies for absence

2. The minutes of the meeting held on 21st May 2025

3. Election of Deanery Synod Members.

4. Election of Lay Members to the Parochial Church Council

5. PCC report

6. Electoral role report

7. Financial report

8. Fabric report

9. Reports – Parish Clerk, Deanery Synod, Choir, Bellringers, Safe-guarding, Parish Magazine, Coffee Mornings, Mother and Toddlers, PACT, Junior Church, Petworth C of E Primary School.

10. Father Mark's comments

11. Appointment of independent examiner

12. *Any other business – as previously notified to the Secretary.*

**St. Mary the Virgin, Petworth**

## Minutes of the Annual Meeting of Parishioners Wednesday 21st May 2025

1. Minutes of the annual meeting of Parishioners held on the 8th May 2024 were signed as correct.
2. The Election of Church Wardens:
Eileen Lintill was proposed by Nicholas Wheeler and Seconded by Derek Rudge. Derek Rudge was proposed by Lewis Parr and Seconded by Alan Sutton.
Father Mark fulsomely thanked Derek, and Eileen who had agreed to re stand.

## The Annual Parochial Church Meeting 2025

1. Apologies for absence – Liz Jones, Di Parr, Vic Constable. Twenty Four people attended the meeting.

2. The minutes of the meeting held on 8th May 2024 were signed as correct

3. Election took place of three members to the Parish Church Council:
Alan Sutton, proposed by Jackie Smith and seconded by Di Parr
Matthew Cooke, proposed by Jackie Smith and seconded by Di Parr
Paul Hawtrey, proposed by Eileen Lintill and seconded by Derek Rudge
Father Mark thanked all PCC members for the many jobs that they do. He commented that there is an award of St. Richard, but he can only put forward one or two people, and there are too many who work so hard for the Church Community.

4. There were no questions regarding the PCC reports.

5. There were 76 members on the Electoral role.

6. Financial report – Eileen Lintill spoke to the Financial Report, she again pointed out that she is not an accountant or treasurer but has tried to keep track of monies. Tulip still act as our Book Keepers. At the yearend there was £53k which is ours to spend, but the rest is ring fenced. The accounts show there was £21k above expenditure, however it was pointed

out that 13k was from bequests, and we had reduced our Parish share from £66,785359 to £15k. Heating and lighting was the biggest expenditure. It was vital to increase our income this year to keep afloat.
Our thanks to Alan Copus for auditing the accounts. Nick Wheeler proposed and Alan Sutton seconded the approval of the accounts.

7. Eileen Lintill also spoke to the Fabric report. She said that it was all as shown in the report, except the replacing of a window in the tower was also done. The Quinquennial had taken place. We need to clear foliage against the church building, and also have the gates painted. Eileen had negotiated with Chichester District Council who will do the work. It was recommended that redecoration would be preferable, but recognised that it would be too expensive. All the ceiling lights had been renewed and our thanks go to the Friends of St. Mary's for funding them. They are also funding the renewal of the Chancel lights.

8. Reports – Deanery Synod, Choir, Bellringers, Safeguarding, Parish Magazine, Mother and Toddlers, PACT, Petworth C of E Primary School. There were no questions regarding the reports. Jean Huggett was thanked for keeping the Magazine going despite being in hospital. Jackie Smith was thanked for running the Toddler Group and representing us on PACT. Eileen Lintill said that there were still one or two needing to do the Safe Guarding training. All those involved were thanked.

9. Father Mark's again expressed his thanks. He gave thanks for the witness of the URC over the many years. We are pleased that the PACT coffee morning is able to continue and take place here. He commented how good it is to see the large range of the Community use of the church. We have many visitors dropping in when seeing Petworth House. Vic Constable was thanked for doing the weekly sheet up until recently.

Father Mark then said a huge thank you to Fr Richard Hoyal, and Muriel. Father Richard had supported him for the last 13 years, and he is very much missed. However, it was the right time for him and Muriel to move. He again thanked everyone for all the work they do.

10. Alan Copus was appointed as the of independent examiner.

11. *Any other business – as previously notified to the Secretary.*

# REPORTS

## The Secretary's PCC report

During the year the PCC met on six occasions to oversee the worship, mission, finances and administration of the parish.
Our ecumenical Petworth Festival Service once again opened the Music Festival and, as ever, was well supported. In July Bishop Martin led a Confirmation Service at St Mary's, and it was a joy to welcome five candidates for Baptism and Confirmation.
The PCC regularly reviewed parish finances, stewardship, Parish Share and fundraising, together with the ongoing challenge of maintaining such a large and historic church building. Discussions included the Parish Magazine, advertising income, hire charges and ways of encouraging wider community support for St Mary's. The PCC also monitored important fabric matters including roof repairs, churchyard maintenance, health and safety matters and the continuing work regarding the bells.
Safeguarding remained a standing item at every meeting. PCC members continued safeguarding training and worked with the new Diocesan Dashboard system to ensure policies and procedures remained up to date. During the year the PCC approved several policies including Health and Safety, Safe Lone Working, Recruitment of Ex-Offenders and the parish Dog Policy. PACT activities, Family Support Work, Deanery Synod, church music and pastoral care continued to form an important part of PCC discussions and parish life also Lent groups and fundraising.

A number of successful fundraising and community events took place during the year including the Rectory BBQ, Quiz Night, monthly Coffee Mornings and the Town Christmas Cracker event. The PCC planed a Pilgrimage to Walsingham and a group of parishioners made a pilgrimage there during the summer.

Father Mark has continued to lead Thursday assemblies at Petworth Church of England Primary School, with regular school services taking place in church. At the end of the summer term Year 6 pupils will once again receive Bibles from the parish church. Father Mark also continued to lead monthly services at Rotherlea, whilst Father Datchler took over the Cottage Hospital services.

In September, for the Patronal Festival, a group from the congregation walked to the Virgin Mary Spring before returning to church for Evensong. Later that month the annual Remembrance Service took place at the Boys' Grave in Horsham Cemetery with pupils from Petworth Primary School taking part. On Christmas Eve the church was full for the Christingle and Nativity Service as children processed with candles and Christingles. During Holy Week and Easter many gathered for the Passover Supper and the beautifully decorated Easter celebrations in church.

The church continued to play an important role in the wider life of the town through concerts, festivals, school visits and community events. We remain grateful for the support of the many volunteers and organisations who help make St Mary's such a welcoming place for worship, music and community life.

In April Father Mark announced, with sadness, that he would be retiring on health grounds. The PCC wishes to record its deep gratitude for his faithful ministry and leadership over the past eleven years, and also to Margaret for all her support and encouragement within the life of the parish.

## Parish Report to Annual Parish Meeting

2025 proved to be a quiet year as far as occasional services were concerned.
We had just 2 Baptisms, 3 weddings, 10 funerals and 2 Thanksgiving Services. In addition, there were 5 candidates who were confirmed.

We remember those who passed away during the year, Angela Fortune, Dorothe Haverhals, John Hall, Allan Grimwood, Joyce Rendall, Robert Longmore, Fiona Ellis, Michael Adsett, Peter Jerrome, Shirley Morgan, Stella Temple and Ann Boxall.
Fondly remembered members of our community – may they and all the faithful departed Rest in Peace.

Two members of the Congregation Emma and Judy finished their training as Lay Ministers of communion

# Fabric report 2025-2026

**The key events have been**

**Roof**

Persistent rain towards the end of the year saw an ingress of water through the ceiling above the gallery. After a number of visits Mark Temple was able to stop the leaks.
The gulleys have been cleaned out.

**Churchyard**

Following a visit from CDC it was agreed they would cut back foliage from church walls and paint the gates.This was done but will need to be re-visited as there is still some ivy growing up the walls.
Both sets of gates have been painted which improves the look as you walk into the churchyard.

**Boiler**

Having worked well for a period the boiler broke down during a cold spell over the new year. It took a while to source a new part which delayed repair. To prevent this happening again a reserve part was ordered and is now held by the Churchwarden.
Eileen Lintill Churchwarden

# COFFEE MORNINGS

Monthly Coffee Mornings continue on the 2nd Saturday of each month from 10.00 am to 12.00 noon with refreshments, a sales table and a raffle. They bring in a minimum of at least £150, sometimes far more and, although 'a drop in the ocean' add to Church funds. Apart from that, there is a good social aspect which brings the community together as many who come are not church goers.
As usual my grateful thanks go to those who come to help every month. Jackie Smith, Sue Thomas and Jill Easton keep us well supplied with coffee and biscuits, Marjorie Etherington and Derek Rudge do a great job looking after the raffle. With her knowledge of selling, Anne Simmons is indispensable on the sales table. Andrew Howard or Lewis Parr erect the banner outside the church the previous week, and Andrew also helps by putting up and taking down the tables. The event wouldn't function without any of them.
Thank you all for your continuing support, for donating items for the sales table and the raffle, and for coming to buy. **Jean Huggett**

# PARISH MAGAZINE

It has been many years since the cost of producing the magazine was looked at and, due to current printing and associated costs, the PCC increased the price from 1st January 2026. The magazine has risen from 50p to £1 a copy, the yearly cost from £5 to £10, and postal rates from £15 to £20. The cost of advertising has also been increased. It was a difficult decision for the PCC to make but, an essential one. At the time of writing it seems these increases have been accepted, support for the magazine has continued, and this has been much appreciated.

Once again, I have to thank everyone who has supported me during the year. When I set off the print run I'm very grateful to those who fill the copier with paper when they unlock and lock the church. This helps to speed up the printing time. The magazines are then put into bags by Andrew and Judy Howard ready for collection from church. They also send off the postal ones and leave others for sale at the Newsagents. Austens are now selling the magazine, Liz Jones delivers to them each month. Lewis Parr has also been a great help in sorting out any computer or printer problems. Thank you all so much, I do enjoy producing the magazine, and it's only with your help and support I'm able to continue.

Carole Field looks after the advertisements and has managed to obtain several new ones this year. Those who deliver the magazines do a great job which is often challenging with the changeable and severe weather we've experienced recently! My grateful thanks to them all.

Lastly, but certainly not the least, I have to thank Fr Mark for all the help he has given me during the eleven years he has been our Rector. His support, especially during 2024 when I had my fall, has been invaluable. I've often struggled to find the right picture for the cover and he has never failed to come up with a suitable one, as well as helping when I've had a problem with the computer or printer. I'm going to miss him, and all the help he has given me.

Do keep sending your articles in and, to all my regular contributors, many thanks. During the past year I've received some from new sources which I'm always pleased to have. If you know of anything of interest, please contact me so I can follow it up or, if you have an article, send it to me.

Jean Huggett

## Bellringers' Report 2026

The good news is that a parishioner has come forward wishing to learn how to ring. The bad news is that even with this new ringer the parish still only has three resident ringers and, including myself, four. An ideal number for a ring of eight bells would be ten ringers. I repeat my request of previous years that members of the congregation should encourage potential ringers to come forward and give ringing a try. No great strength is required, and nor do potential ringers need to read music. All parishioners need do is refer the potential recruit to me. Ringers do not have to be members of the congregation, although a commitment to ringing for services is desirable. The lack of ringers means that we have only been able to ring for two or three services in the past year, as well as for weddings, when we can call upon ringers from other parishes to help out. We have maintained practice nights at Petworth on average about one a month. On these occasions we welcome ringers from Tillington and Fittleworth. The fourth bell is still out of action because part of the ringing mechanism (in effect a bolt) needs replacement. It continues to be a source of great frustration to the ringers that when a ringer from Fittleworth has agreed to carry out this repair without charge, the diocesan authorities have shilly-shallied in giving permission for this to go ahead. The Fittleworth ringer in question has kindly carried out some maintenance work on them which did not require diocesan permission, but he still cannot attend to the repair of the "four". It is now well over two years since the problem with the bell was spotted on a routine inspection of them all. I am informed they are otherwise in good order. It had been hoped that a peal might be organized during 2025 to celebrate the centenary of the founding and hanging of the bells, but with a bell missing this has had to be abandoned.

Andrew Brooke

## St Mary's Choir and Organ Report 2026

The Organ Appeal Fund is still quite healthy but further donations are always welcome - for contingency reserves above all. The St Mary's pianos and harmonium are in good order, the Bluthner having been reconditioned by the festival in advance of its use this coming summer.

St Mary's choir has continued loyally over the past year, an anthem being performed most weeks, as well as during the busier periods of Holy Week, Easter and Christmas, and occasionally at weddings and funerals. The quite well augmented choir for the festival service sang the unaccompanied 'View

me, Lord' by Richard Lloyd. St Mary's carol service took place once again just before Christmas, and a bigger choir than last year (over 20 singers) was mustered. Sarah assisted at the organ, enabling Matthew to conduct four manageable choir carol arrangements. We had some strong singers in all voice parts, and the soprano descants were ably supported by Iona Harrison on cornet. However, looking to the future, we ideally need to recruit some younger voices, so that the descants can ring out for many years to come.

We would, as ever, encourage others to join our small but friendly band (either as full time or occasional members). Aside from being a form of stewardship, there are many proven health benefits - physical, mental and social - to be gained by joining a choir. The ability to read music and sing in tune is useful though not essential, as full training is provided. However an enthusiasm for singing and an empathy for the purpose of music within the liturgy is far more important. Why not come along for a trial rehearsal on a Thursday evening? We rehearse at 6 30 for just under an hour so there is no need to rush your supper to get there.

My sincere thanks to Sarah for her invaluable assistance once again, to the choir for their loyalty, and to Fr Mark for his support and encouragement over the past eleven years.
Matthew Cooke
Director of Music

## Safeguarding Report 2025-2026

There has been one safeguarding issue raised from a member of the public but on referral to the Safeguarding team it was confirmed that it wasn't a safeguarding concern.
DBS checks are up to date.
All organisations hiring the church for festivals, concerts or such have been asked if they have safeguarding policies which they have to supply before booking is confirmed. This is a diocesan requirement.
Progress is being made on the Safeguarding dashboard.
Eileen Lintill
Safeguarding Officer

## Petworth Deanery Synod Report 2026

St. Mary's Petworth has continued to be well represented in the Synod's leadership team, with Father Mark Rural Dean, Judy the Deanery Secretary, and Andrew the acting Treasurer. Our third representative is Jill Lyon. Sadly, the decline in synod lay membership continues, which is a shame because a great deal of valuable information is disseminated, for onward transmission to parishes, through a wide range of speakers.

In September 2025 we met here at St. Mary's to hear the Venerable Philip Jones, retired Archdeacon of Hastings, speak about the work of The Friends of Chichester Cathedral. We then heard the Venerable Tom Carpenter, newly appointed Archdeacon of Chichester, speak of his journey in faith from rejection for ministry by the Bishop of Durham to his new post in Chichester, and in particular his experience as Vicar of Southport, when those three little girls were murdered.

In March we met at Kirdford for a most informative address by Srah Adams, CEO of Chichester Foodbank, who spoke about their highly important work, describing three typical scenarios where they become involve, sudden un-employment, domestic abuse, and loss of home. They work to strict criteria of need and assistance that can be given. *Andrew Howard May 2026*

## PACT

Since the Friday Coffee Mornings moved to St Mary's the attendance has been lower. Many, who went to the URC say the extra distance is a problem especially Lombard Street with uneven paving, some being disabled or have difficulty walking. Although we may not have quite as many people the atmosphere is friendly and relaxed, and we still have our regulars. Unfortunately, the couple who would normally bring eggs and home baking had a car accident some weeks ago and are unable to come. They have been missed.

The future events include the Festival Service when the speaker will be Sir Alex Beard Chief Executive of the Royal opera House, and Kid's Club at the Herbert Shiner Centre week beginning 27th July. The next PACT Lecture will be on 9th October at Wisborough Green.

## Family Support Work

It was greatly appreciated that the collection taken in Church for the Mothering Sunday service went to FSW.

Since loosing Kirsty our local support worker when she moved, the Monday drop-ins have not taken place. Our present practitioner, Michelle covers a larger area and found it difficult to continue with the Monday sessions, especially with the lower attendance recently.
We now have a collecting box for used domestic in cartridges, which hopefully will help raise funds for FSW.

## Electoral Roll

Our present list was compiled in April 2025. Sadly, four people have died since then and there are now 69 names on the Electoral Roll. This number was given to the Diocese when they requested our number before we held our AGM.



## Parents and Toddlers

Our group is not formal, we wish to provide a relaxed and friendly atmosphere and welcome families into St Mary's, where they can meet others especially if they are new to Petworth. We not only have mothers we have grandparents and even nannies. We provide snacks and there are crafts activities where children and their adults can make things together. We have decided this year we will not be meeting during the Festival for safety reasons. Staging is a problem, additional chairs and electrical cables.




## Junior Church Report 2026

Over the past year we have continued to celebrate the Jubilate on the first Sunday of each Month. We keep displays in our Junior Church corner throughout the year. At the major festivals of the church calendar to offer opportunities for children and families to engage with the life of the church.

New this year was the Diocesan family camp which was attended by a large group of the Parr family. It was a fantastic weekend.

Harvest
We celebrated Harvest with an all-age service that was warmly received. The church was beautifully decorated, and donations of food were collected and passed on to local charities supporting those in need.

All Saints
Our All-Saints service provided a reflective space for remembering loved ones and giving thanks for the saints who inspire our faith. The time of quiet remembrance and candle-lighting continues to be an important moment of pastoral care for the parish.



Advent & Christmas
During Advent and Christmas, we continued to welcome families through our seasonal services and outreach. At the Crib/Christingle Service, we prepared and handed out around 90 goody bags, each containing activities and resources to help families engage with the Christmas story at home. These were very well received and helped us connect with a wide range of families.

Easter
We held an Easter Fun Morning, attended by 11 children, which included crafts, games, and a simple retelling of the Easter story. Each child received a gift bag containing activities and a child-friendly version of the Easter story. On Easter Sunday, we continued our tradition of giving out around 100 Easter eggs to children and visitors, helping to create a joyful and welcoming atmosphere.

Junior Church continues to run faithfully, though numbers remain small with a core part being my grandchildren and Henry with occasional additional children at festival services and special events.

I remain deeply grateful for the opportunity over the years and for the joy of serving the children of our church family.

Di Parr

## Petworth Church of England School

We continue to value deeply the close links between St Mary's Church and Petworth Church of England Primary School. The school remains an important part of the life of our parish and we are grateful for the commitment and dedication of our Church Governors.

We currently have three Foundation Governors from St Mary's who devote a great deal of time and care to supporting the school and its Christian ethos. Fr Mark leads a weekly assembly and regularly celebrates the Eucharist with the school, helping to strengthen the relationship between church and school worship.



Our other Church Governors are also deeply involved in school life, generously giving their time to support reading sessions and other activities with the children. Through these visits and regular contact, valuable relationships continue to grow between the school, the church, and the wider community. In the accompanying photograph we see Eileen with some of the children during one of the school's visits to St Mary's Church. It is always a joy to welcome the children into church and to share together in worship, learning, and fellowship.

## COMMUNITY USE OF THE CHURCH



St Mary's Church continues to play an important part in the wider life of the community and remains a place of welcome not only for worship, but also for visitors, music, culture, and local events. Throughout the year many people come into the church while exploring Petworth and visiting Petworth

House. Visitors frequently comment on the beauty, peace, and prayerful atmosphere of the building, and many take time to sit quietly, light a candle, or learn more about the history of the parish church.

The church continues to be well used by a variety of local organisations and musical groups. We are delighted to host concerts and performances as part of both the Petworth Music Festival and the Petworth Literary Festival, which bring many people into the church from across the region and beyond. These events enrich the cultural life of the town and help strengthen the church's connection with the wider community.

We are also grateful for the continuing support and involvement of local musical groups including the Leconfield Singers, the Chantry Quire, the Fernhurst Choral Society, and the Petworth Town Band, amongst others. Their performances make excellent use of the wonderful acoustic and setting of St Mary's and are greatly appreciated by audiences and parishioners alike.



In addition to concerts and festivals, the church is regularly used for school visits, civic occasions, exhibitions, community gatherings, and quiet reflection. We are pleased that St Mary's continues to serve not only as a place of Christian worship, but also as a valued focal point for the whole community.



# YTD with Annual Comparison Report

## St Marys Church Petworth

## For the year ended 31 December 2025

| | 2025 | 2024 | 2023 | 2022 |
|---|---|---|---|---|
| **Income** | | | | |
| Cash Collections in Church | - | 1,468 | - | 2,437 |
| Church Giving boxes | 1,627 | 788 | - | 770 |
| Coffee Mornings & Fund Raisers | 5,083 | 7,142 | 6,751 | 6,377 |
| Donations/Appeals with Gift Aid | 6,225 | 2,702 | 3,390 | 6,405 |
| Donations/Appeals without Gift Aid | 11,059 | 9,489 | 10,533 | 10,832 |
| In Church Giving/Donations with Gift Aid | 9,183 | 8,783 | 10,638 | 5,878 |
| In Church Giving/Donations wtihout GA | 1,913 | 69 | 60 | 1,531 |
| Interest Income | 2,727 | 2,291 | 2,539 | 2,219 |
| Legacies | - | 13,000 | 1,000 | 500 |
| Mother & Toddler | 291 | - | - | 148 |
| Other Revenue | 14,270 | 19,245 | 24,491 | 12,931 |
| Parish Magazine Advertisers | 670 | 1,325 | 1,862 | 200 |
| Parish Magazine Subscriptions | 645 | 580 | 555 | 867 |
| Parking | 960 | 1,140 | 1,050 | 520 |
| Standing orders with Gift Aid | 22,638 | 23,072 | 23,765 | 27,590 |
| Standing orders without GA | - | - | 1,175 | 1,875 |
| Weddings & Funerals | 5,679 | 3,666 | 6,785 | 5,085 |
| HMRC Gift Aid Recovered | 4,532 | 3,011 | 6,657 | - |
| **Total Income** | **87,502** | **97,770** | **101,251** | **86,164** |
| **Less Cost of Sales** | | | | |
| Bellringers | 335 | 270 | 150 | - |
| Church Service Running Costs | 2,843 | 2,201 | 2,233 | 3,065 |
| Diocese Fees for Weddings & Funerals | 2,315 | 1,787 | 3,298 | 1,503 |
| Flowers | - | - | - | 50 |
| Hospitality Gifts & Catering | 1,162 | 600 | 1,396 | 831 |
| Magazine Printing & Costs | - | 14 | 254 | 160 |
| Organist, Choir & Music Costs | 7,543 | 8,312 | 8,027 | 8,695 |
| **Total Less Cost of Sales** | **14,198** | **13,184** | **15,358** | **14,303** |
| **Gross Profit** | **73,304** | **84,586** | **85,893** | **71,861** |
| **Plus Other Income** | | | | |
| Unrealised gain/(loss) on Investments | 6,682 | 1,860 | 40 | (2,921) |
| **Total Plus Other Income** | **6,682** | **1,860** | **40** | **(2,921)** |
| **Less Operating Expenses** | | | | |
| Bank Fees | 120 | 109 | 119 | 148 |
| Bookkeeping & Audit fees | 4,592 | 4,417 | 3,742 | 3,975 |
| Charitable and Political Donations | 5,036 | 727 | 3,038 | 1,332 |
| Church Ground Repairs & Maintenance | 132 | 131 | 10,372 | 3,555 |
| Church Repairs & Maintenance | 5,178 | 9,419 | 11,524 | 9,939 |

| | 2025 | 2024 | 2023 | 2022 |
|---|---|---|---|---|
| Cleaning | - | - | 29 | 57 |
| Consulting | - | 1,143 | - | - |
| Council tax | 3,938 | 3,763 | 3,512 | 3,436 |
| Insurance | 6,286 | 6,212 | 5,980 | 5,491 |
| IT Software and Consumables | - | 8 | 40 | 37 |
| Legal Expenses | - | 12 | - | 21 |
| Light, Power, Heating | 16,512 | 18,317 | 16,317 | 10,469 |
| Ministry & Clergy Expenses | 2,686 | 651 | - | - |
| Office Costs | 5,687 | 4,346 | 5,803 | 9,341 |
| Parish Share | 16,042 | 15,000 | 32,000 | 43,540 |
| Postage, Freight & Courier | 126 | 86 | 23 | 30 |
| Subscriptions | 238 | 236 | 184 | 184 |
| Telephone & Internet | 555 | 556 | 788 | 797 |
| **Total Less Operating Expenses** | **67,128** | **65,134** | **93,470** | **92,353** |
| **Surplus/Deficit** | **12,858** | **21,312** | **(7,537)** | **(23,413)** |
| **Surplus/Deficit** | **12,858** | **21,312** | **(7,537)** | **(23,413)** |

**Signed by Chairman** _____

**Signed by Treasurer** _____

**Date 13th May 2026.**

**Parochial Church Council of the Ecclesiastical Parish of St. Mary The Virgin, Petworth**

**Independent Examiner's Report to the Trustees/Members of the PCC**

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**Report to the Trustees/Members of the Parochial Church Council of the Ecclesiastical Parish of St. Mary The Virgin, Petworth, a charity registered with the Charity Commission with the Registered Number 1188604**

I report to the Trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2025.

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

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

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 other 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.

Alan Copus, BSc (Hons.), ACMA, GCMA
36 Northend Close
Petworth
West Sussex GU28 9NS



Date: 12 May 2026








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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARY THE VIRGIN, PE**

England & Wales - Charity number 1188604

# Accounts

# The Parish Church of St Mary the Virgin, Petworth

# The Annual Parish Meetings Report on the Year 2024 Wednesday 21st May 2025



# St. Mary the Virgin, Petworth

# St. Mary the Virgin, Petworth

## Agenda for the Annual Meeting of Parishioners Wednesday 21st May 2025

1. Minutes of the annual meeting of Parishioners held on the 8th May 2024
2. The Election of Church Wardens

## The Annual Parochial Church Meeting 2025

1. Apologies for absence
2. The minutes of the meeting held on 8th May 2024
3. Election of Lay Members to the Parochial Church Council
4. PCC report
5. Electoral role report
6. Financial report
7. Fabric report
8. Reports – Deanery Synod, Choir, Bellringers, Safeguarding, Parish Magazine, Mother and Toddlers, PACT, Petworth C of E Primary School.
9. Father Mark's comments
10. Appointment of independent examiner
11. *Any other business – as previously notified to the Secretary.*

# St. Mary the Virgin, Petworth

## The Minutes of the Annual Meeting of Parishioners Wednesday 8th May 2024

1. The minutes of the annual meeting of Parishioners held on the 14th May 2023 were signed as correct.
2. The Election of Church Wardens:
Eileen Lintill was proposed by Judy Howard, and Seconded by Jill Easton. Derek Rudge was proposed by Eileen Lintill, and Seconded by Judy Howard. They were elected for 2024-2025.

Father Mark expressed his heartfelt thanks to Eileen for all her support and work during this last year. Eileen said that this would be her 10th year and her last! Father Mark also thanked Nick Wheeler for all the re-ordering work, on which he had led, but he now had to stand down due to health reasons.

## The Annual Parochial Church Meeting 2024

1. Apologies for absence were received from Jean Huggett. Eighteen people attended the meeting.

2. The minutes of the AGM on 14th May 2023 were signed as correct.

3. The election took place of 3 lay members to the Parish Church Council:
   Ruth Sneller was proposed by Tony Sneller, and Seconded by Jill Easton
   Di Parr was proposed by Jackie Smith, and Seconded by Derek Rudge
   Lewis Parr was proposed by Jackie Smith, and Seconded by Derek Rudge

   Carole Field had stood down, and was thanked by Father Mark
   Brian Parr who also stood down, was also thanked for all the wide range of jobs he had done in the church, prior to his illness.

   There continues to be no Treasurer. Father Mark appealed to anyone who would either like to volunteer, or be suggested for the role.

4. There were no questions of the PCC report. Judy Howard was thanked for her work. Comment was made that the Clerk, John Townsend could not recall so many funerals as during this past year. We have lost many sadly missed friends.

5. There were 86 members on the Electoral role.

6. Eileen Lintill spoke to the financial report. She said that she is not the Treasurer, but was trying to "hold the fort". The year had been something of a mine field, but basically the figures were correct although Tulip, who keep the books, had not detailed the monies as had previously been done. Having more than one person dealing with the finance had at times caused confusion, and we were under a lot of financial pressure not least to pay a great deal more towards our Quota than we were able to do this year. Tulip have been asked to provide the yearend figures, which had not come in time for this meeting. Andrew Howard said that

it may be of a little comfort that another 182 benefices were also unable to pledge their full Parish Ministry Costs.
Nick Wheeler proposed, and Tony Sneller seconded the approval of the accounts.

7. Eileen Lintill also spoke to the Fabric report. Emphasis during the last year had been to complete the reordering, which had been done. She thanked Derek Rudge for donating, and putting up the notice board in the porch. The Quinquennial review will be this year.

8. Reports – Deanery Synod, Choir, Bellringers, Safeguarding, Parish Magazine, Mother and Toddlers, PACT, Petworth C of E Primary School. There were no questions regarding these reports. Jean Huggett was thanked for both her work as Editor of the Magazine and leading a team of people who provide the coffee mornings. Jackie Smith commented that it was pleasing to see the Toddler Group continuing to grow. Eleen Lintill reminded new PCC members that they would need to do the Safeguarding Training; this can be achieved on line.
9. Father Mark again recorded his thanks to all those who work for and support the church. He thanked John Galvin Headteacher, Sara Bennie Chair of Governors, and Eileen Lintill and Judy Howard Foundation Governors. Di Parr was thanked for her work with the children, and providing the monthly breakfasts before Jubilate, also for the creation of the children's corner and supporting the Childrens Pilgrimage to Walsingham, 6 went from our Parish. She and her family were also thanked for the church cleaning.

10. Alan Copus was appointed as the independent examiner.

11. *There was no other business previously notified to the Secretary.*

# REPORTS

## The Secretary's PCC report

The PCC met five times during the last year.
It is with sadness that Father Richard Hoyal and his wife Muriel left Petworth in March to retire to the Clergy home in Hindhead. Father Richard will be very much missed by the congregation, and particularly by Father Mark whom he has supported for the last twelve years. St. Mary's is greatly indebted to him. The monthly Cottage Hospital Services are now to be taken by Father Colin Datchler. The monthly services at Rotherlea, continue to be led by Father Mark.
In May 2024 a special meeting regarding the re-instatement of the Spire took place. Although discussions were continued our priorities were firstly to increase our congregation and be able to pay our quota. It was not felt that we could go ahead whilst other parishes are effectively supporting us. The Chair of the Spire Committee said that with sadness their Committee accepted that the project could not go ahead at this time.
Father Mark continues to lead Thursday Assemblies at Petworth Primary School, with the whole school walking up to the church for their Christmas and Easter Services. At the end of the summer term he leads the leavers' service. This takes place on the School playing field where each Year 6 child is given a bible from the church.
The Quinquennial inspection took place this year with no major problems arising.
In September a group from the congregation walked down to the Virgin Mary Spring and partook of the water. Also in September there was the annual Remembrance service at the

Boys' grave in Horsham Cemetery. The pupils from Year 6 walked down from the school and the Headteacher read out the names of those lost, followed by the laying of a wreath by the two School Ambassadors.
Our ecumenical Petworth Festival Service once again opened the Music Festival, and was as ever was well supported. We also held an ecumenical service for the town, to commemorate VE Day, at which the Town Band joined us.
On Christmas Eve the Christingle and Nativity Service took place. The church was full and the children received their Christingles and processed with their candles as the lights were dimmed. A wonderful way to start the Christmas season.
The church was beautifully decorated with spring flowers as usual for Easter, and the two big crosses, one outside, and one inside, help us to focus on the meaning of Easter.
*Judy Howard*
*PCC Secretary*

## Fabric Report 2024- 2025

The emphasis for 2024 was to organise the quinquennial inspection.
This was completed in the autumn. The report highlighted some things that were required to be done immediately, some that needed to be addressed within the next eighteen months and finally some that were required to be considered by the end of the period (5 years).

The electrical inspection was organised and has been completed in 2025. The gully's have been cleared.

There are a number of issues concerning vegetation growing in the churchyard and the state of the gates. I have had a meeting with CDC who will help control the vegetation and paint the gates.

A dripping tap in the flower vestry has been repaired.

In October the boiler kept failing. Fortunately a new piece was scourced and the boiler has been working efficiently.

I would like to record my thanks to Richard Andrews (architect) and Mark Temple and David Hurst for assisting the architect when inspecting the roofs.

Eileen Lintill
Churchwarden

## COFFEE MORNINGS

Monthly Coffee Mornings continue on the 2nd Saturday of each month from 10.00 am to 12.00 noon with refreshments, a sales table and a raffle. They bring in a minimum of at least £150, sometimes far more and, although 'a drop in the ocean' add to Church funds. Apart from that, there is a good social aspect which brings the community together as many who come are not church goers.

As usual may grateful thanks go to those who come to help every month. Jackie Smith, Sue Thomas and Jill Easton keep us well supplied with coffee and biscuits, Marjorie Etherington and Derek Rudge do a great job looking after the raffle. With her knowledge of selling, Anne Simmons is indispensable on the sales table. Andrew Howard erects the banner outside the

church the previous week, and also helps by putting up and taking down the tables. The event wouldn't function without any of them.

Thank you all for your continuing support, for donating items and for coming to buy.

Jean Huggett

## PARISH MAGAZINE

It doesn't seem possible that it was a year ago when I wrote my last report. Since then my circumstances have changed as I had a fall before Christmas which has meant it has been difficult to carry out all aspects of the magazine. I've been very fortunate in the support I've had from all church members, but there are some I must mention by name. Firstly, Fr Mark, without him there wouldn't be a magazine, at least not one produced by me! Having completed the magazine he prints a proof and brings it to me, I then send him the final copy, which he prints. During the print run Andrew Howard and Eileen Lintill, who unlock and lock the church, fill the copier with paper. The magazines are then put into bags by Andrew and Judy Howard ready for collection from church. They also send off the postal ones and leave others for sale at the post office. Thank you all so much, I do enjoy producing the magazine, and it's only with your help and support I'm able to continue. I can't thank you enough.

Carole Field looks after the advertisements and has managed to obtain several new ones this year. Those who deliver the magazines do a great job which is often challenging with the changeable and severe weather we've experienced recently! My grateful thanks to them all.

Do keep sending me your articles and, to all my regular contributors, many thanks. During the past year I've received some from new sources which I'm always pleased to have. If you know of anything of interest, please contact me so I can follow it up or, if you have an article, send it to me.

Jean Huggett

## Bellringers' Report 2025

At present the bells are only being rung for occasional practices and a few special occasions, principally weddings. Pending a repair to the number 4 bell, we can only ring seven of the eight bells, but the main problem is not that we are one bell short, but that, with only three Petworth ringers, we are about eight ringers short. We rely on help from ringers from other towers, principally Tillington and Fittleworth. Whilst we would like to ring for service, especially at festivals such as Easter and Christmas, in practice we cannot "borrow" ringers from other parishes on Sundays as they have their own services to ring for.

During the year a proposal was put to the Archdeacon that one of the Fittleworth ringers should repair the number 4 bell, which he has offered to do without charge (other than for materials). The response from the Archdeacon has so far been to refuse permission for him to carry out the repair. This is disappointing, especially as 2024 was the centenary of the bells and we had hoped to arrange for the repair to be completed in time for all eight bells to be rung in a centenary peal. During the coming year we hope that a meeting can be arranged with the (new) Archdeacon to explain matters in more detail and persuade him that it is both safe and appropriate for him to grant the permission needed.

Whilst it is difficult to take an optimistic view of the prospects for more ringing in the years to come, the problems are not insuperable. It is hoped that if permission is once again refused for a volunteer to carry out the necessary repair, then grant funding may be available to cover some of the cost of having the repair dealt with professionally, though the ringers would prefer not to draw on charitable funds for the repair of bells unless absolutely necessary as the funds are limited and there are other calls on them. As for the shortage of ringers, this can be solved if sufficient recruits can be found. The experience of some other local parishes is that people are regularly coming forward and wishing to learn to ring, although the numbers are not great. I therefore continue to encourage anybody who is interested in learning, or who knows of anybody who might be interested in learning, to contact me so that lessons can be arranged. Teaching is free of charge. Initially the lessons might however need to be at another local tower where ringers qualified to teach basic bell-handling skills are available.
Andrew Brooke

## St Mary's Choir and Organ Report 2025

The Organ Appeal Fund is still quite healthy but further donations are always welcome - for contingency reserves above all. The St Mary's pianos and harmonium are in good order.. The organ at Egdean has had a new blower (the lungs of the instrument), this being funded in part by an organ-othon where Matthew played the Bach 48 preludes and fugues in just under 6 hours. At Egdean a smaller scale congregational carol service was appreciated once again.

St Mary's choir has continued loyally over the past year, an anthem being performed most weeks, as well as during the busier periods of Holy Week, Easter and Christmas, and occasionally at weddings and funerals. Whilst Jane Page now sings only occasionally we have been pleased to welcome Celia Lilly back into the fold. The choir for the festival service was augmented significantly by the Petworth Chorus, conducted by Tom Colwell, and we sang Locus Iste by Bruckner. St Mary's carol service took place once again just before Christmas, and a choir of around 16 was mustered, a few more than last year. Sarah assisted at the organ, enabling Matthew to conduct. We had very robust alto, tenor and bass sections, but miss having Lucienne Suter (now in St Andrew's) to bolster the sopranos.

We would, as ever, encourage others to join our small but friendly band (either as full time or occasional members). Aside from being a form of stewardship, there are many proven health benefits - physical, mental and social - to be gained by joining a choir. The ability to read music is not essential, just an enthusiasm for singing and an empathy for the purpose of music within the liturgy. Why not come along for a trial rehearsal on a Thursday evening? We rehearse at 6 30 for just under an hour so there is no need to rush your supper to get there.

My sincere thanks to Sarah for her invaluable assistance once again, to the choir for their loyalty, and to Fr Mark for his continued support and encouragement.

Matthew Cooke
Director of Music

## Safeguarding Report 2024-2025

There have been no safeguarding issues during the year.

DBS checks are up to date.

The Safeguarding Officer has completed the level 3 Leadership training.

The PCC were asked to complete basic training.

All organisations hiring the church for festivals, concerts or such will be asked if they have safeguarding policies. The diocese require us to do this.

Eileen Lintill
Safeguarding Officer

## Petworth Deanery Synod Report 2024/2025

The Deanery Synod met three times, in May and September 2024, and February 2025. At the first meeting held here in St. Mary's Gerald Gresham Cooke spoke about the work of PACT and its need for funding by parishes through their annual voluntary levy. Traditionally the Deanery Treasurer approached each parish individually, suggesting 1% of their Parish Pledge or FSW, 0.1% for PACT, and 0.1% for Deanery funds if required. Upon recommendation by GG-C he would make direct approaches for PACT funding.

The new Diocesan Secretary, John Preston, was then invited to speak about his work. He had previously been the Diocesan Secretary of Worcester. He also spoke about the harmful impact of COVID's lockdowns upon parish life across the whole church. Recruitment of volunteers was becoming ever harder, with consequent steadily increasing pressure on a dwindling band of aging volunteers. There were financial implications too, with the Diocese expecting a serious deficit this year. With a 35% reduction in church going since COVID there must be changes in the way we operate.

Interestingly, he said that a parish should be more proactive in appreciating the volunteers it did have!

The September meeting took place in Kirdford, hosted by the Reverend Clive Jenkins. The Venerable Luke Irvine-Capel, Archdeacon of Chichester, came to speak to us about his role as an Arch Deacon. (He has since been consecrated as Bishop of Dover.) An Archdeacon is responsible of overseeing various applications for Faculties for alterations in church buildings, and attends the DAC. Our care of our buildings and contents is an expression of our love to God. He saw the role as overseeing pastoral care, of being prayerful and judicial. He looks into disputes for parishes. He is a member of the College of Canons. Arch Deacon Luke said he never knew what's around the next corner, and needs to be flexible! He felt that it is an enormous privilege to be an Archdeacon.

He most enjoyed Sundays where he covers for vacancies in parishes, of which there are many at present.

The final meeting, again held here in Petworth, was a special Celebration of the Year of Faith, involving not only two bishops but Synod representatives, members of all congregations from across the Deanery, their primary schools, and the choirs of Dorset House School and Seaford College. It ended with copious tea and cakes! It was a truly memorable and moving occasion.

There are ongoing issues across the Deanery with currently more than 20 vacancies, and irregular attendance by a few of those elected by their parishes.

Andrew Howard
Synod Representative and Treasurer
May 2025

## Electoral Roll

The Electoral Roll was renewed this year, which must be done every 6 years. There are now 76 names on the Roll. Sadly, some have died or have moved away. There are a few who failed

to respond even though letters and renewal forms were sent to them. Most of those who did not respond have not been to St Mary's for a considerable length of time.

## PACT

The Friday coffee mornings, which are now held in St Mary's have had a good attendance, although there are some who were regulars at the URC found that the increase in distance is difficult for them, especially the walk-up Lombard Street. PACT will again sponsor the Kid's Club, working in partnership with the Sylvia Beaufoy Youth Centre. This will take place at the Herbert Shiner Community Hall during the first week of the school summer holiday.
The next PACT Lecture will take place at St Mary's on Friday 16th May, the speaker will be His Grace the Duke of Norfolk. It is likely to be very well attended.

## Family support Work

The Monday morning "drop ins" continue to be successful with a number of regular parents and small children. Kirsty Hewitt our local FSW support practitioner attends together with her co-worker Michelle. They will also have activities at the Sylvia Beaufoy Youth Centre during the Kid's Club week. FSW will always be pleased to accept contributions of food and household items, which can be passed on to local families.

## Parents and Toddlers

Parent and Toddlers meet every Thursday morning throughout the year, including school holidays. Parents, grandparents and nannies come, many of whom are regulars. We have refreshments includes fresh fruit and healthy snacks designed for small people. We offer craft activities in which children and their adults can work on together, apart from the usual colouring and drawing. There is a good selection of toys and sit and ride vehicles which the children enjoy. The safety of the children is very important so setting up takes time to ensure that all hazards and dangers can be eliminated. I am grateful to Joan and Sue for their support, and when work commitments allow to my daughter Elizabeth for all their help in running the group

## Junior Church

Junior Church continues to be a very small group who attend regularly at the Jubilate service. We take part in services throughout the year with the young people, being sidesman, prayers and readings. We hope to continue this with a bit more interactions with these services.

Christingle was well attended and was fun. We gave out 140 gift bags as they left. These bags included an activity book, crayons, a Christmas story and an invite to our Christmas services and when our jubilate services are during the year. We set up a craft table at the Christmas Cracker day which was enjoyed by all.

We had 3 children attend the children's pilgrimage in March as well as 4 adults and we hope to build on this for next year. We are attending the family camp at Stedham in July this year. We will have more youth next year and hope to go to the youth pilgrimage as well as the children's one. Thank you all who support us in this.

Over Easter we gave out 200 lollies and chocolate eggs to the children and the much older ones.

We are looking forward to the coming year coming and hopefully expanding the junior church with other activities within the year and seeking guidance on our children moving on to more youth orientated activities.

**Andrew Brooke**

## Petworth Church of England School




We have a very good relationship with our School. Fr Mark goes into school every week. We have three Church School Governors.
**Her is one of school Eucharists**

**<u>Junior Church</u>**
During the last year, we have changed our junior church. We now use the north aisle as a base, with the option to use the Marchant Room on non-Jubilate days. We use the notice board to display the children's work and crafts, as well as other display materials. We always have coloring available on the table for anyone who visits. On Sundays, we try to have activities and crafts related to the gospel of that week.
Our Jubilate services, once a month, start with breakfast, which we supply free for all those who come. We hope to build on this with more advertising at toddlers, around the town, and on social media. We aim to continue making the Jubilate service more family-friendly to encourage more families to come.
This year in March, we were able to take six of us to the Children's Pilgrimage at Walsingham. Those who went enjoyed all that the shrine offered, as well as lots of fun and games. We hope to build on this next year and maybe, as our young people get older, join in with the youth pilgrimage. We are very grateful for all the financial help which was given to us to allow us to go.

## COMMUNITY USE OF THE CHURCH

Our Church continues to be very popular with people exploring Petworth and Petworth House. Petworth Music and Literary Festivals we have the Leconfield Singers, the Chantry Quire and the Fernhurst Choral Society, Petworth Town band amongst others.






PETWORTH DEANERY
Celebrating the Year of Faith




PETWORTH











# Statement of Activites

## St Marys Church Petworth
## For the year ended 31 December 2024

| | 2024 | 2023 |
|---|---|---|
| **Income** | | |
| Cash Collections in Church | 1,468 | - |
| Church Giving boxes | 788 | - |
| Coffee Mornings & Fund Raisers | 7,142 | 6,751 |
| Donations/Appeals with Gift Aid | 2,702 | 3,390 |
| Donations/Appeals without Gift Aid | 9,489 | 10,533 |
| In Church Giving/Donations with Gift Aid | 8,783 | 10,638 |
| In Church Giving/Donations wtihout GA | 69 | 60 |
| Interest Income | 2,291 | 2,539 |
| Legacies | 13,000 | 1,000 |
| Other Revenue | 19,245 | 24,491 |
| Parish Magazine Advertisers | 1,325 | 1,862 |
| Parish Magazine Subscriptions | 580 | 555 |
| Parking | 1,140 | 1,050 |
| Standing orders with Gift Aid | 23,072 | 23,765 |
| Standing orders without GA | - | 1,175 |
| Weddings & Funerals | 3,666 | 6,785 |
| HMRC Gift Aid Recovered | 3,011 | 6,657 |
| **Total Income** | **97,770** | **101,251** |
| **Less Cost of Sales** | | |
| Bellringers | 270 | 150 |
| Church Service Running Costs | 2,201 | 2,233 |
| Diocese Fees for Weddings & Funerals | 1,787 | 3,298 |
| Hospitality Gifts & Catering | 600 | 1,396 |
| Magazine Printing & Costs | 14 | 254 |
| Organist, Choir & Music Costs | 8,312 | 8,027 |
| **Total Less Cost of Sales** | **13,184** | **15,358** |
| **Gross Profit** | **84,586** | **85,893** |
| **Plus Other Income** | | |
| Unrealised gain/(loss) on Investments | 1,860 | 40 |
| **Total Plus Other Income** | **1,860** | **40** |
| **Less Operating Expenses** | | |
| Bank Fees | 109 | 119 |
| Bookkeeping & Audit fees | 4,417 | 3,742 |
| Charitable and Political Donations | 727 | 3,038 |
| Church Ground Repairs & Maintenance | 131 | 10,372 |
| Church Repairs & Maintenance | 9,419 | 11,524 |
| Cleaning | - | 29 |
| Consulting | 1,143 | - |

| | 2024 | 2023 |
|---|---|---|
| Council tax | 3,763 | 3,512 |
| Insurance | 6,212 | 5,980 |
| IT Software and Consumables | 8 | 40 |
| Legal Expenses | 12 | - |
| Light, Power, Heating | 18,317 | 16,317 |
| Ministry & Clergy Expenses | 651 | - |
| Office Costs | 4,346 | 5,803 |
| Parish Share | 15,000 | 32,000 |
| Postage, Freight & Courier | 86 | 23 |
| Subscriptions | 236 | 184 |
| Telephone & Internet | 556 | 788 |
| **Total Less Operating Expenses** | **65,134** | **93,470** |
| **Surplus/Deficit** | **21,312** | **(7,537)** |
| **Surplus/Deficit** | **21,312** | **(7,537)** |

# Balance Sheet

## St Marys Church Petworth
## As at 31 December 2024

| | 31 DEC 2024 | 31 DEC 2023 |
|---|---|---|
| **Assets** | | |
| **Bank** | | |
| Petworth PCC St Marys Church | 32,608 | 14,869 |
| St Marys | 33,666 | 28,947 |
| **Total Bank** | **66,274** | **43,817** |
| **Current Assets** | | |
| CCLA CBF Church of England Deposit Fund 3660 (01D) | 381 | 362 |
| CCLA CBF Church of England Deposit Fund 3661 (02D) | 4,582 | 4,351 |
| CCLA CBF Church of England Deposit Fund 3662 (03D) | 603 | 573 |
| CCLA COIF Charities Deposit Fund 2881 | 4,977 | 4,516 |
| M&G Investments | 36,810 | 35,875 |
| Minor Charites Funds - CO3051205 (134820001T) - Lackman/Luttman 58 Units | 1,177 | 1,151 |
| Minor Charites Funds - CO3051206 (134820002T) - D Lee 265 Units | 5,378 | 5,259 |
| Minor Charites Funds - CO3051212 (134910001T) - Smith's 85 Units | 1,725 | 1,687 |
| **Total Current Assets** | **55,633** | **53,774** |
| **Total Assets** | **121,907** | **97,590** |
| **Liabilities** | | |
| **Current Liabilities** | | |
| Accounts Payable | 4,053 | 1,047 |
| Accruals | 250 | 250 |
| **Total Current Liabilities** | **4,303** | **1,297** |
| **Total Liabilities** | **4,303** | **1,297** |
| **Net Assets** | **117,605** | **96,293** |
| **Equity** | | |
| Current Year Earnings | 21,312 | (7,537) |
| Retained Earnings | 96,293 | 103,830 |
| **Total Equity** | **117,605** | **96,293** |

**Parochial Church Council of the Ecclesiastical Parish of St. Mary The Virgin, Petworth**

**Independent Examiner's Report to the Trustees/Members of the PCC**

---

**Report to the Trustees/Members of the Parochial Church Council of the Ecclesiastical Parish of St. Mary The Virgin, Petworth, a charity registered with the Charity Commission with the Registered Number 1188604**

I report to the Trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2024.

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

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

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 other 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.

Alan Copus, BSc (Hons.), ACMA, GCMA
36 Northend Close
Petworth
West Sussex GU28 9NS



Date: 15th May, 2025

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARY THE VIRGIN, PE**

England & Wales - Charity number 1188604

# Accounts

# The Parish Church of
# St Mary the Virgin, Petworth

# The Annual Parish Meetings
# Report on the Year 2022
# Sunday 14th May 2023



# St. Mary the Virgin, Petworth

## Agenda for the Annual Meeting of Parishioners Sunday 14th May 2023 12Noon

1. Minutes of the annual meeting of Parishioners held on the 11th May 20232
2. The Election of Church Wardens

## The Annual Parochial Church Meeting 2023

1. Apologies for absence
2. The minutes of the 11th May 2022
3. Election of 3 Deanery Synod Members.
4. Election of 5 Lay Members to the Parochial Church Council
5. PCC report
6. Electoral role report
7. Financial report
8. Fabric report
9. Reports – Deanery Synod, Choir, Bellringers, Safeguarding, Parish Magazine, Mother and Toddlers, PACT, Petworth C of E Primary School.
10. Father Mark's comments
11. Appointment of independent examiner
12. *Any other business – as previously notified to the Secretary.*

# MINUTES OF THE ANNUAL MEETINGS

held in St Mary's on Wednesday 11th May 2022

There were 15 parishioners present.

## THE ANNUAL MEETING OF PARISHIONERS

The Minutes of the Annual Meeting of Parishioners held on the 11th May 2021 were agreed and signed as a correct record of the proceedings.

## THE ELECTION OF CHURCHWARDENS

Both of the retiring Churchwardens, Eileen Lintill and Nick Wheeler were proposed and seconded to serve a further term in Office. There were no further nominations forthcoming and as a result they were duly re-appointed. A thank you was said to Brian for his work as Deputy Churchwarden.

## THE ANNUAL PAROCHIAL CHURCH MEETING 2022

**APOLOGIES FOR ABSENCE:** Vic Constable, Sue Thomas, Nick Wheeler, Jackie Smith and Mark and Anne Tarver.

**THE MINUTES** of the Annual Parochial Church Meeting held on 11th May 2021 were agreed and signed as a correct record of the proceedings.

**ELECTION OF LAY MEMBERS TO THE PAROCHIAL CHURCH COUNCIL** Brian Parr and Matthew Cooke were re-elected for a further term. Alan Sutton was appointed for the period 2022/2025; proposed by Eileen Lintill and seconded by Jean Huggett.

**PCC REPORT**

The first service in 2021 was on Ash Wednesday.. Grateful thanks have to go to Father Mark and Father Richard for keeping services on line and also the 9.00am services during the week. Thankfully 2021 turned out to be a better year than 2020 as far as covid was concerned although cases continue and none of us can predict what the future holds. The Parish Office opened two days a week from September. The loss of our Treasurer threw up several challenges but together with Tulip we are feeling our way. It was decided at the end of the year that a defibrillator should be purchased and positioned just outside the church. Talks with the council regarding this are on-going, led by Judy Howard. Hopefully it will not be long before this can be in place.

John Townsend continues in his role as Parish Clerk and recorded that 7 baptisms and 2 weddings had taken place in 2021. 7 Funerals took place, which was a marked reduction from the previous year.

**THE ELECTORAL ROLL REPORT** The current number of names on the Electoral Roll is 100

**FINANCIAL REPORT**

The additional bank account has now been closed. All fees will now be paid directly to the PCC. The account had not been audited in the past. No money was paid from the Morphy Trust in the last year. In the past £1,400 has been paid to John Townsend's account each November for him to distribute.

A lot has been spent on capital this year and costs have overrun, mainly due to the disabled access. A lot has also been lost due to covid.

A thank you was said to Alan Copus for auditing the accounts.

The accounts were approved and accepted. Proposed by Jean Huggett and seconded by Tony Sneller..

**FABRIC REPORT**

The faculty for the porch has now been granted. The font will be moved so that it can be used as it is not able to be used in the Baptistry. The Friends of St Mary's will be asked to help fund some of the cost, which is £84,000 + VAT. The VAT can be claimed back.

The clock on the tower is still not working, but plans for the repair are in hand. The flagpole was previously put up by the estate and Eileen will ask Nick to speak to the estate about re-erecting it.

A full Fabric Report was handed out at the meeting.

**REPORTS**

The following reports were handed out at the meeting and are available to any PCC member who was absent: Deanery Synod, Choir, Bellringers, Safeguarding, Parish Magazine, Mother and Toddlers, PACT, Petworth Church of England School and Event planning.

**FATHER MARK'S COMMENTS**

Fr Mark thanked Matthew and Sarah and the Choir for all their work. Thanks were also given to Andrew Brook and to the bellringers, and especially to Andrew who has now retired as Tower Captain. Emma and Lewis were thanked for their work both in serving and help with technology and Jill Easton was thanked for her work as Sacristan.

The School has kept the teaching going and the church ethos of the school has been fantastic. Eucharists are due to start again and the leavers ceremony will be in church. The good news is that at present there is no covid in the school.

**APPOINTMENT OF INDEPENDENT EXAMINER**

Alan Copus was again appointed.

**ANY OTHER BUSINESS**

Carole pointed out that the cost of postage has gone up and wondered if this should be reflected in the cost of the magazine.

It was noted that the Coffee mornings are still very successful and bring in much needed revenue or the church. The very least made at a coffee morning was £150.00.

**Forthcoming events:**

June 24th Jazz and Barbecue at the Rectory.

The October Fair last year was a success and will be repeated again this year. The Christmas Draw and the Summer Draw both contribute a lot towards church funds and will take place again this year.

A trip around Chichester Harbour is planned for the 8th September

Date of the next PCC Meeting is **Wednesday 29th June, 7.30p.m in St Mary's**

# REPORTS

## PCC REPORT

### Secretary's Report

During the Autumn of 2022 Diana Purcell decided that she would prefer to step down from her Administrative post. This resulted in also stepping down from her role as Secretary to the PCC. We thank her for the service that she has given.
In January 2023 I was appointed to the position of PCC secretary. This is inevitably quite a learning curve and my thanks to John Townsend for his advice regarding the AGM.
Six meetings of the PCC took place in 2022 where discussions took place regarding the upkeep, fabric and finances of St. Mary's. All of the re-ordering has taken place and been completed except the glass lobby for the south door which is to be built in the near future.
MAP, the Mission Action Plan was agreed at a separate meeting in 2021 and is ongoing.
Judy Howard

**PARISH CLERK'S REPORT TO THE A.P.C.M.**

Acts of communion during 2022 totalled 3,293 which show that numbers are gradually returning to pre Covid levels although there is some way to go yet.
There were 6 Baptisms and also 6 Weddings. The final Baptism of the year took place at the newly positioned font by the west door.



The tendency for 'outside' couples to have their services at St Mary's continued but it was a joy to have 2 local couples have their weddings here in their own parish church. And we recall that one was a joint baptism and wedding which was a particularly happy event.
There were 7 Funerals during the year, all being held at St Mary's. We recall the lives of Judy Quinnell, Caroline Spearman, Anne Tarver, Norman Thomas, Geoffrey Jenner, Cory Baker, and Barbara Marshall. Among other departed members of the Petworth community whose funerals took place were Mike Hubbard, Sybil Goodall, Larry Harwood, Chris Cobbold, Lena Brand, Jean Whittington, Roger Webb, John Wakeford, David Andrews and Michael Marter, Cyril Hamilton, Rob Jenkins and Ian McNeil.
The long awaited Memorial Garden received its first interment of ashes and to date there have now been 4 internments taken place.

I would just add that the first three months of 2023 has been a particularly sad time for St Mary's having lost a number of loyal members of the congregation including Keith Saunders, Peter Avern, Flora Parrack, Angela Hopwood, Mark Tarver and one of our band of Ringers, Chris Fynes.

John Townsend
Parish Clerk

## Electoral Roll

The number of names on the Electoral Roll is ninety-five. Since last year five people have died and one has moved away.

**FABRIC REPORT – 2022**

I. The Fabric emphasis for 2022 has been on the Re-ordering. The Faculty was finally granted in early Summer with work starting after the end of the Music Festival. The main contractor is Luckings.

To date the following has been achieved;

- A number of pews have been removed from the west end of the Nave and the Font moved there from the Baptistry,
- The pews have been removed from the North Aisle to give a flexible space for other uses.
- The panelling has been removed from the inner doors at the west end of the Nave and replaced with Glass. This has considerably brightened this area,
- The Oak lobby at the South door has been removed and certain other works carried out in preparation for the new glass lobby. Where possible wood from the lobby is being used elsewhere.
- A door has been put on the entrance to the Baptistry. The door came from the South lobby.
- The dividing panel between the south entrance and the South Aisle has been removed.
- The curtained alcove in the North Transept has been upgraded to a cupboard for the storage of chairs and tables, with bi-fold doors. This work has incorporated the plaque of dedication and wood from the oak lobby.

It is expected that the remaining works will be completed in the 2nd Quarter of 2023.

2. The Memorial Garden has been completed and the first interments have taken place.

3. I am pleased to report that there were no major issues with building. The roof works to the Sanctuary were successful and there has been no further leaks. There were some concerns at one time about leaks in the roof of the Leconfield Gallery, however, there has been no re-occurrence.
We did lose the flagpole on top of the tower during the February gales. Arrangements are being made for it replacement at ground level.

**NNW**
**May 2023**

**St Mary's Choir and Organ Report 2023**

The Organ Appeal Fund is still quite healthy but further donations are always welcome - for contingency reserves above all. We hope to receive a fresh quote for a self contained humidifier from Bishops soon. This would alleviate some of the problems caused by the blower room being next door to the boiler room, such as ‘running’ (ghost) notes when chords are played on the quieter swell ranks, and occasional cyphering on individual notes across the great ranks.



The organ at Egdean is in fine fettle, as are the church pianos and harmonium. Unfortunately the Egdean carol service band was not feasible at Christmas, due to Omicron, but a smaller scale congregational service was appreciated after last year's online event.

St Mary's choir has continued over the past year, an anthem being performed most weeks, as well as during the busier festivals Holy Week, Easter and Christmas, and occasionally at weddings and funerals. The music for the festival service was led capably by Sarah in July, although the impact of Covid has resulted in a shrinking 'augmented' choir. An anthem was sung nonetheless, with Maddie Chandler as soloist. . The carol service took place once again just before Christmas, and a choir of 12 was mustered. Sarah assisted at the organ, enabling Matthew to conduct, and the presence of a band of 8 players added an extra dimension, and their 'supporters' swelled the numbers in the congregation.

We would, as ever, encourage others to join our small but friendly band (either as full time or occasional members). Aside from being a form of stewardship, there are many proven health benefits - physical, mental and social - to be gained by joining a choir. The ability to read music is not essential, just an enthusiasm for singing and an empathy for the purpose of music within the liturgy. Why not come along for a trial rehearsal on a Thursday evening. We rehearse at 6 30 for just under an hour so there is no need to rush your supper to get there.

The new organ and choral scholarships' scheme may yet bear fruit. A Russian family with a 10 year old boy have shown interest in the organ and organ playing, although this has not yet translated into regular lessons. Although very musical (grade 4 piano with distinction) Nikita is clearly still quite young, and can only just reach the pedals, so I think the best thing at this stage is to maintain contact as well as occasional access to the organ.

My sincere thanks to Sarah for her invaluable assistance once again, to the choir for their loyalty, and to Fr Mark for his continued support and encouragement.

Matthew Cooke
Director of Music

**The Bellringers**

All eight bells, beautifully struck by the Chichester Cathedral ringers, rang for the funeral of Chris Fynes. He had continued to help at ringing practices even when too ill to ring, and his death brings the number of Petworth ringers down to three.

No surprise therefore that the bells are seldom heard on a Sunday these days, as we rely on ringers from other parishes in order to make up numbers and on Sundays they have their own towers to ring at. With their help we do occasionally manage a Thursday practice night, but it is difficult now to guarantee ringing even for special occasions such as last year's Platinum Jubilee or simply even for a wedding, though we do our best. We were able to toll a single bell for the passing of Her Majesty Queen Elizabeth II, but unable to ring all the bells (muffled) as is traditional on such an occasion. We hope to be able to provide some kind of coverage at the forthcoming coronation.

The difficulty in recruiting ringers is not limited to Petworth, but seems to be particularly acute here. I remain of the view that the best way to encourage people to learn is to suggest they come and see ringing in progress one practice night. If you, or anyone you know, would be interested then please put them in touch with me.

As a result of problems experienced in other parts of the country the diocese has quite understandably introduced new safeguarding requirements for ringers. Unfortunately the rules applicable to tower captains and those teaching ringing are perceived as being onerous to the point where none of the Petworth ringers is prepared to take these duties on. This should not be an excuse for defeatism however, and I will gladly arrange for any learner to be taught to ring by a ringer from another parish who meets the necessary safeguarding requirements.

As there is no longer a ringer who is qualified to advise on the state of the bells and their fittings, I have recommended to the churchwardens that they be given an "MOT" by Taylors bellfounders, who provide this as a service to churches. I do not expect them to discover any major defects or want of maintenance.

Andrew Brooke, Tower Correspondent.

**COFFEE MORNINGS**

The monthly Coffee Mornings, after a slow start following Covid, are becoming more established. Unless there is a church booking they continue to be held on the 2nd Saturday of each month from 10.00 am to 12 noon with a sales table, raffle and refreshments. As well as enabling those attending church to meet socially many are non-churchgoers, thus bringing the community together and raising much needed funds for St Mary's.

Many thanks to the organising team who do a great job, putting up and taking down tables, setting up the sales table, selling raffle tickets and providing tea, coffee and biscuits. Anne Simmons, who looks after the sales table, with her knowledge and expertise at selling is an invaluable member of the team. She has, on many occasions, found something of value, taken it to an outside sale and donated the proceeds to the next Coffee Morning.

The success of these mornings depends on the items given for sale and to those who come and buy, so many thanks for your continuing support.
***Jean Huggett***

**Parent and Toddler Group**

We have been getting a very good attendance on Thursday mornings. The parents have been very complimentary saying that there is an atmosphere both friendly and informal. We have introduced craft activities, where parents and children sit working together on projects. We now offer a choice of snacks from fresh fruit to pancakes and homemade biscuits.

**PACT**

The Autumn lecture was given by Roger Pask of Sanctuary (Chichester) a charity helping refugees, especially at the time people from Ukraine. Our recent Spring lecture was given by Helena Croft of Streetlight (UK), a Christian based charity focusing on the safety and care of vulnerable women. Both talks were very enlightening, with a good attendance. The next lecture in October will be given by Rev'd Steve Gurr, Chaplain at Ford Prison.
The Christian Unity Service was held at All Hallows Tillington. It was well attended. On the three following days prayers and lunch took place at the URC in Petworth.

The Palm Sunday procession was very well attended. This year we were able to have the town band, and two donkeys. Refreshments after, were served at St Mary's.
The Friday Coffee Mornings at the URC are now well attended after the quiet period with Covid.
PACT are at present looking for a new Treasurer and a News editor.

**PARISH MAGAZINE**
It doesn't seem possible that a year has gone by since I wrote my last report. Many of the magazines this year have been larger than usual, they are normally 40/44 pages, but I've produced some with 52 pages and, on occasions, I haven't been able to include some of the cartoons and illustrations Jackie sends me each month. I'd also like to thank Fr Mark, Vic Constable and Andrew and Judy Howard who've provided some of the cover pictures.

My thanks also go to Carole Field who sorts the magazines into bundles, brings them round to me for collection and takes the postal ones to the Post Office. She also looks after the advertisements and has managed to obtain several new ones this year. Those who deliver the magazines do a great job, not always very easy when there can often be several weather conditions in one day!

Do keep sending me your articles. To all my regular contributors, many thanks, please keep them coming each month. During the past year I've received articles from some new sources and am always pleased to receive a new one. If you know of anything of interest, please contact me so I can follow it up or, if you have an article, send it to me.
***Jean Huggett***

**Safeguarding Report for 2022-23**
There have been no safeguarding incidents during the period.
Jackie Smith and Eileen Lintill have renewed their certificates.
Judy Howard has been set up as an authoriser.
Eileen Lintill

**Event Planning Group Report 2022**
The Group got back into action again after the end of COVID restrictions upon socializing. Declining active membership of the Group has rather curtailed what it can tackle. Nevertheless, Grand Draws in June and December still raised substantial sums for church finances, as did Harvest Gift Day. Jean Huggett deserves very special mention for her major part in this aspect of the Group's work

A Harvest Lunch took place in October, as did another Quiz Night in October. Quiz Nights have proved to be very popular, as well as raising significant sums for church coffers, so much so that it is likely that two per annum wil become the norml. Our Christmas fund-raiser, held on the Town's Christmas events day, took on a new and successful format, proving teas and coffees during morning and afternoon sessions. We learned that a continuous event would be even better for December 2023. As ever the Group organised refreshments for the Christmas Carol Service.
*AH 25/4/2023*

**Deanery Synod Report 2022**
The Synod met twice during 2022. The Reverend Bob Dillingham addressed the May meeting held in Petworth Church about the Diocesan Mission Action Plan and its impact upon Petworth and vice versa. The Synod met again in September, this time at Wisborough Green. The guest speaker on this occasion was Dan Jenkins, Diocesan Youth Officer. His father, the vicar of St. Peter Ad Vincula Wisborough Green, gave the Parish report.

Petworth's Synod representatives for the past three years have been Jill Easton, Judy Howard who has been Secretary for some 15 years, and Andrew Howard, who has been treasurer for 5 years. Their term of office comes to an end this year. Father Mark is of course Rural Dean.
*AH 25/4/2023*

**Petworth Church of England School**



We have a very good relationship with our School. Fr Mark goes into school every week. We have three Church School Governors.

The School has had a very challenging year with covid a Huge thanks needs to go to Mr Galvin and all the Teachers and Staff.

80th Anniversary of the Bombing of Petworth School.

**THE ACCOUNTS FOR THE YEAR**

# Draft Profit and Loss

St Marys Church Petworth
31st December 2022
Prepared by Tulip Accounting

# Draft Profit and Loss

## St Marys Church Petworth
## For the 3 months ended 31 December 2022

| | Dec-22 | Sep-22 | Jun-22 | YTD |
|---|---|---|---|---|
| **Income** | | | | |
| Cash Collections in Church | 96 | 1,289 | 532 | 2,437 |
| Church Giving boxes | - | - | - | 770 |
| Coffee Mornings & Fund Raisers | 3,384 | 282 | 1,886 | 6,377 |
| Donations/Appeals with Gift Aid | 2,237 | 1,470 | 520 | 6,405 |
| Donations/Appeals without Gift Aid | 1,210 | 804 | 510 | 10,832 |
| In Church Giving/Donations with Gift Aid | 1,649 | 2,465 | 1,294 | 5,878 |
| In Church Giving/Donations wtihout GA | 523 | 553 | 292 | 1,531 |
| Interest Income | 749 | 544 | 608 | 2,219 |
| Legacies | - | 500 | - | 500 |
| Mother & Toddler | 36 | 14 | 42 | 148 |
| Other Revenue | 3,030 | 4,450 | 995 | 12,931 |
| Parish Magazine Advertisers | - | 100 | - | 200 |
| Parish Magazine Subscriptions | 65 | - | 75 | 867 |
| Parking | 105 | 160 | 130 | 520 |
| Standing orders with Gift Aid | 6,337 | 6,148 | 6,588 | 27,590 |
| Standing orders without GA | 500 | 525 | 525 | 1,875 |
| Weddings & Funerals | 1,780 | 1,875 | 96 | 5,085 |
| **Total Income** | **21,701** | **21,179** | **14,094** | **86,164** |
| **Less Cost of Sales** | | | | |
| Church Service Running Costs | 815 | 502 | 978 | 2,937 |
| Diocese Fees for Weddings & Funerals | 954 | 549 | - | 1,503 |
| Flowers | - | 50 | - | 50 |
| Hospitality Gifts & Catering | 310 | 341 | 179 | 831 |
| Magazine Printing & Costs | 45 | 7 | - | 160 |
| Organist, Choir & Music Costs | 1,980 | 2,300 | 2,505 | 8,695 |
| **Total Cost of Sales** | **4,104** | **3,749** | **3,662** | **14,175** |
| **Gross Profit** | **17,598** | **17,430** | **10,432** | **71,990** |
| **Less Operating Expenses** | | | | |
| Bank Fees | 38 | 41 | 24 | 148 |
| Bookkeeping & Audit fees | 1,178 | 697 | 1,087 | 3,725 |
| Charitable and Political Donations | 450 | 882 | - | 1,332 |
| Church Ground Repairs & Maintenance | 15 | 3,259 | 281 | 3,555 |
| Church Repairs & Maintenance | 1,528 | 4,229 | 865 | 9,939 |
| Cleaning | - | - | 57 | 57 |
| Council tax | 1,035 | 1,035 | 1,033 | 3,436 |
| Insurance | 1,373 | 1,373 | 915 | 5,491 |
| IT Software and Consumables | - | 30 | 8 | 37 |
| Legal Expenses | 21 | - | - | 21 |
| Light, Power, Heating | 2,303 | 406 | 2,028 | 10,469 |
| Office Costs | 1,396 | 1,784 | 2,906 | 9,341 |
| Parish Share | 10,884 | 10,884 | 10,884 | 43,540 |

Prepared for you by Tulip Accounting In accordance with your instructions we have compiled these unaudited financial statements in order to assist you to fulfil your responsibilities, from the accounting records and information and explanations supplied to us. We take no financial responsibility for any decisions taken thereon

10:44 am Sat 13 May 100%

# Draft Profit and Loss

| | Dec-22 | Sep-22 | Jun-22 | YTD |
|---|---|---|---|---|
| Postage, Freight & Courier | 25 | - | - | 25 |
| Subscriptions | 36 | 100 | 36 | 184 |
| Telephone & Internet | 200 | 197 | 210 | 797 |
| **Total Operating Expenses** | **20,482** | **24,918** | **20,333** | **92,098** |
| **Net Profit** | **(2,885)** | **(7,487)** | **(9,902)** | **(20,108)** |

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10:44 am Sat 13 May ••• 100%

# Draft Balance Sheet

## St Marys Church Petworth
## As at 31 December 2022

| | 31 Dec 2022 | 30 Sep 2022 | 30 Jun 2022 |
|---|---|---|---|
| **Assets** | | | |
| **Bank** | | | |
| Cash in Hand | 5 | 5 | 5 |
| Petworth PCC St Marys Church | 36,241 | 40,627 | 51,668 |
| St Marys | 15,308 | 13,885 | 11,301 |
| **Total Bank** | **51,555** | **54,517** | **62,974** |
| **Current Assets** | | | |
| CCLA CBF Church of England Deposit Fund 01D | 351 | 349 | 347 |
| CCLA CBF Church of England Deposit Fund 02D | 4,216 | 4,188 | 4,173 |
| CCLA CBF Church of England Deposit Fund 03D | 555 | 552 | 550 |
| CCLA COIF Charities Deposit Fund | 4,110 | 4,033 | 3,967 |
| M&G Investments | 38,905 | 38,905 | 38,905 |
| Minor Charites Funds - 134820001T - Lackman/Luttman 58 Units | 1,161 | 1,169 | 1,177 |
| Minor Charites Funds - 134820002T - D Lee 265 Units | 5,306 | 5,343 | 5,378 |
| Minor Charites Funds - 134910001T - Smith's 85 Units | 1,702 | 1,714 | 1,725 |
| **Total Current Assets** | **56,306** | **56,252** | **56,222** |
| **Total Assets** | **107,861** | **110,768** | **119,196** |
| **Liabilities** | | | |
| **Current Liabilities** | | | |
| Accounts Payable | 956 | 978 | 1,919 |
| **Total Current Liabilities** | **956** | **978** | **1,919** |
| **Total Liabilities** | **956** | **978** | **1,919** |
| **Net Assets** | **106,905** | **109,790** | **117,277** |
| **Equity** | | | |
| Current Year Earnings | (20,108) | (17,223) | (9,736) |
| Retained Earnings | (129) | (129) | (129) |
| Retained Restricted Funds | 127,142 | 127,142 | 127,142 |
| **Total Equity** | **106,905** | **109,790** | **117,277** |

Prepared for you by Tulip Accounting In accordance with your instructions we have compiled these unaudited financial statements in order to assist you to fulfil your responsibilities, from the accounting records and information and explanations supplied to us. We take no financial responsibility for any decisions taken thereon

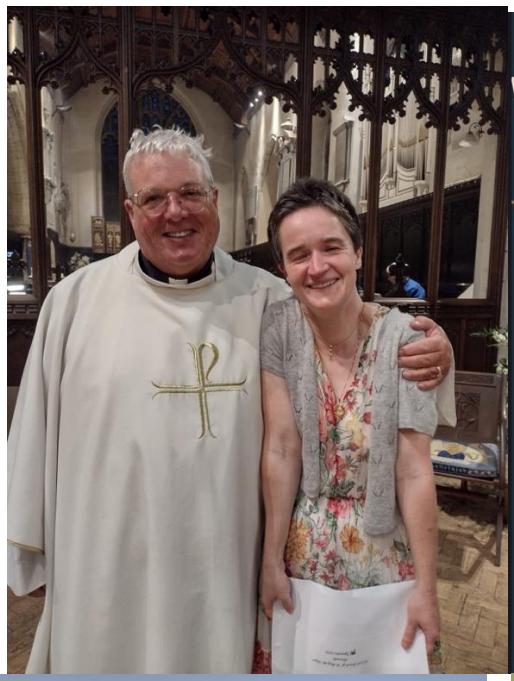
# St Mary's Petworth Financial Statements to 31 December 2021

**Receipts and Payments Account for the year ended 31st December 2021**

| | Ordinary activities | Restricted and/or legacies | Period Total | Annual 2020 |
|---|---|---|---|---|
| **RECEIPTS** | | | | |
| Voluntary receipts | | | | |
| Parish Giving Scheme | 23,124.55 | | 23,124.55 | 1,626.88 |
| Collections at services and boxes | 4,060.01 | | 4,060.01 | 2,886.19 |
| Other giving/voluntary receipts | 23,688.97 | 9,615.40 | 33,304.37 | 40,064.98 |
| Gift Aid tax recovered from HMRC | 1,464.25 | | 1,464.25 | 7,471.05 |
| | 52,337.78 | 9,615.40 | 61,953.18 | 52,049.10 |
| Fund-raising | 6,046.55 | | 6,046.55 | 10,854.38 |
| Church activities | 785.00 | | 785.00 | 1,634.00 |
| Investment income | 215.73 | 1,850.00 | 2,065.73 | 1,833.54 |
| Other income (incl. church lettings) | 7,460.50 | | 7,460.50 | 6,383.40 |
| **Total receipts** | **66,845.56** | **11,465.40** | **78,310.96** | **72,754.42** |
| **PAYMENTS** | | | | |
| Church activities | | | | |
| Diocesan & deanery | 43,540.00 | | 43,540.00 | 43,063.00 |
| Clergy & staffing costs | 11,819.03 | | 11,819.03 | 9,930.53 |
| Church running expenses | 32,528.65 | 515.11 | 33,043.76 | 37,823.75 |
| Services | 1,273.55 | | 1,273.55 | 1,457.38 |
| Mission & charitable giving | 88.00 | | 88.00 | 1,525.75 |
| Capital projects (legacy sourced) | | 102,712.04 | 102,712.04 | 7,062.69 |
| Cost of generating funds | 488.86 | | 488.86 | 952.62 |
| **Total payments** | **89,738.09** | **103,227.15** | **192,965.24** | **101,815.72** |
| **Surplus / (deficit) for the period** | **(22,892.53)** | **(91,761.75)** | **(114,654.28)** | **(29,061.30)** |

**Statement of Assets and Liabilities for the year ended 31st December 2021**

| | 2021 | 2020 |
|---|---|---|
| **FIXED ASSETS** | - | - |
| **CURRENT ASSETS** | | |
| Cash in banks and in hand | 70,940.94 | 186,035.75 |
| Investments | 47,809.79 | 43,000.24 |
| **TOTAL CURRENT ASSETS** | 118,750.73 | 229,035.99 |
| Debtors (amounts falling due within one year) | 100.45 | 311.40 |
| **NET CURRENT ASSETS** | 118,851.18 | 229,347.39 |
| Creditors (amounts falling due within one year) | - | 125.00 |
| **NET ASSETS** | **118,851.18** | **229,222.39** |




Come to Petworth and celebrate
THE QUEEN'S
PLATINUM
JUBILEE
2 , 4 and 5 June
JUNE 2
Beacon Lighting at Rosemary Gardens 1pm; Nigel Flynn (Town Crier) for the proclamation 9.09pm; Hunter Davis (piper) to play Diu Regnare and lighting of the beacon 9.20pm; Leconfield Singers. Throughout the event Sylvia Beaufoy Youth Club will be serving refreshments.
JUNE 4
Market Square streaming the main Party at the Palace from 7pm onwards. Some seating will be provided but you are welcome to bring your own. Food and drinks will be available throughout the evening.
JUNE 5
Service of Thanksgiving at St Mary's Church at 10.30am followed by Big Lunch in Market Square from 12pm until 3pm. Entertainment will be provided by Wavy Davy. Food and drinks will be available or you are welcome to bring your own picnic. Tables and chairs










Carriage Gates
Visitor Entrance
Tower Entrance
Education Centre



# Statement of Activites

## St Marys Church Petworth
## For the year ended 31 December 2022

| | 2022 |
|---|---|
| **Income** | |
| Cash Collections in Church | 2,437 |
| Church Giving boxes | 770 |
| Coffee Mornings & Fund Raisers | 6,377 |
| Donations/Appeals with Gift Aid | 6,405 |
| Donations/Appeals without Gift Aid | 10,832 |
| In Church Giving/Donations with Gift Aid | 5,878 |
| In Church Giving/Donations wtihout GA | 1,531 |
| Interest Income | 2,219 |
| Legacies | 500 |
| Mother & Toddler | 148 |
| Other Revenue | 12,931 |
| Parish Magazine Advertisers | 200 |
| Parish Magazine Subscriptions | 867 |
| Parking | 520 |
| Standing orders with Gift Aid | 27,590 |
| Standing orders without GA | 1,875 |
| Weddings & Funerals | 5,085 |
| **Total Income** | **86,164** |
| **Less Cost of Sales** | |
| Church Service Running Costs | 3,065 |
| Diocese Fees for Weddings & Funerals | 1,503 |
| Flowers | 50 |
| Hospitality Gifts & Catering | 831 |
| Magazine Printing & Costs | 160 |
| Organist, Choir & Music Costs | 8,695 |
| **Total Less Cost of Sales** | **14,303** |
| **Gross Profit** | **71,861** |
| **Plus Other Income** | |
| Unrealised gain/(loss) on Investments | (2,921) |
| **Total Plus Other Income** | **(2,921)** |
| **Less Operating Expenses** | |
| Bank Fees | 148 |
| Bookkeeping & Audit fees | 3,975 |
| Charitable and Political Donations | 1,332 |
| Church Ground Repairs & Maintenance | 3,555 |
| Church Repairs & Maintenance | 9,939 |
| Cleaning | 57 |
| Council tax | 3,436 |

| | 2022 |
|---|---|
| Insurance | 5,491 |
| IT Software and Consumables | 37 |
| Legal Expenses | 21 |
| Light, Power, Heating | 10,469 |
| Office Costs | 9,341 |
| Parish Share | 43,540 |
| Postage, Freight & Courier | 30 |
| Subscriptions | 184 |
| Telephone & Internet | 797 |
| **Total Less Operating Expenses** | **92,353** |
| **Surplus/Deficit** | **(23,413)** |
| **Surplus/Deficit** | **(23,413)** |

# Balance Sheet

## St Marys Church Petworth
## As at 31 December 2022

| | 31 DEC 2022 | 31 DEC 2021 |
|---|---|---|
| **Assets** | | |
| **Bank** | | |
| Cash in Hand | - | 5.00 |
| Petworth PCC St Marys Church | 36,241.43 | 70,891.59 |
| St Marys | 15,308.35 | 44.35 |
| **Total Bank** | **51,549.78** | **70,940.94** |
| **Current Assets** | | |
| CCLA CBF Church of England Deposit Fund 01D | 350.81 | 346.25 |
| CCLA CBF Church of England Deposit Fund 02D | 4,215.66 | 4,160.93 |
| CCLA CBF Church of England Deposit Fund 03D | 555.27 | 548.07 |
| CCLA COIF Charities Deposit Fund | 4,109.76 | 3,849.54 |
| M&G Investments | 36,738.00 | 38,905.00 |
| Minor Charites Funds - 134820001T - Lackman/Luttman 58 Units | 1,054.14 | 1,192.85 |
| Minor Charites Funds - 134820002T - D Lee 265 Units | 4,816.35 | 5,450.10 |
| Minor Charites Funds - 134910001T - Smith's 85 Units | 1,544.87 | 1,748.14 |
| **Total Current Assets** | **53,384.86** | **56,200.88** |
| **Total Assets** | **104,934.64** | **127,141.82** |
| **Liabilities** | | |
| **Current Liabilities** | | |
| Accounts Payable | 855.13 | (100.45) |
| Accruals | 250.00 | - |
| **Total Current Liabilities** | **1,105.13** | **(100.45)** |
| **Total Liabilities** | **1,105.13** | **(100.45)** |
| **Net Assets** | **103,829.51** | **127,242.27** |
| **Equity** | | |
| Current Year Earnings | (23,412.76) | - |
| Retained Restricted Funds | 127,242.27 | 127,242.27 |
| **Total Equity** | **103,829.51** | **127,242.27** |

**Parochial Church Council of the**
**Ecclesiastical Parish of St. Mary The Virgin,**
**Petworth**

**Independent Examiner's Report to the**
**Trustees/Members of the PCC**

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**Report to the Trustees/Members of the Parochial Church Council of the Ecclesiastical Parish of St. Mary The Virgin, Petworth, a charity registered with the Charity Commission with the Registered Number 1188604**

I report to the Trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2022.

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

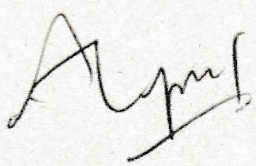
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

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

Alan Copus, BSc (Hons.), ACMA, GCMA
36 Northend Close
Petworth
West Sussex GU28 9NS



Date: 15 December, 2023

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARY THE VIRGIN, PE**

England & Wales - Charity number 1188604

# Accounts

# The Parish Church of St Mary the Virgin, Petworth

# The Annual Parish Meetings Report on the Year 2021 Wednesday 11th May 2022



**Harvest 2021**

***THE ANNUAL MEETINGS – WEDNESDAY 11TH MAY 2022 at 7.30p.m***

# *THE ANNUAL MEETING OF PARISHIONERS*

***Minutes of the Annual Meeting of Parishioners held in St Mary's on 11th May 2021***
***The Election of the Churchwardens***

**********

# *THE ANNUAL PAROCHIAL CHURCH MEETING*

***1.*** *Minutes of the Annual Parochial Church Meeting held in St Mary's on 11th May 2021*

***2.*** *Election of 3 members to serve on the Parochial Church Council for a 3 year period 2022 to 2025.*

***3.*** *P.C.C. Report*

***4.*** *The Electoral Roll Report*

***5.*** *To receive the Financial Report and to adopt the Accounts for 2021*

***6.*** *Churchwardens Report on the Fabric and other developments.*

***7.*** *Reports from:*

*The Choir*
*The Bellringers*
*Parish Magazine*
*Safeguarding Officer*
*Mother and Toddlers*
*Coffee Mornings*
*Deanery Synod*
*PACT*
*Petworth Church of England School*

***8.*** *Father Mark's comment*

***9.*** *To appoint an Independent Examiner*

***10.*** *Any other business – as previously notified to the Secretary*

**MINUTES OF THE ANNUAL MEETINGS**
**held in St Mary's on Tuesday, 11th May 2021.**

There were 25 parishioners present.

**THE ANNUAL MEETING OF PARISHIONERS**

The Minutes of the Annual Meeting of Parishioners held on the 16 th September 2020 were agreed and signed as a correct record of the proceedings.

**THE ELECTION OF CHURCHWARDENS**

Both of the two retiring Churchwardens, Eileen Lintill and Nick Wheeler were proposed and seconded to serve for a further term in Office. There were no further nominations forthcoming and as a result, they were duly re-appointed.

**Parish Church of St Mary the Virgin Petworth**

**THE ANNUAL PAROCHIAL CHURCH MEETING 2021**

THE MINUTES of the Annual Parochial Church Meeting held on 16th September 2020 were agreed and signed as a correct record of the proceedings.

**ELECTION OF 4 LAY MEMBERS TO THE PAROCHIAL CHURCH COUNCIL** After a number of years serving on the Council, Mark and Anne Tarver did not seek re-election for a further term and were both warmly thanked for their service.

Four nominations were received, and the following were appointed for the period 20021/2024. Michael Varvill, Carole Field, Derek Rudge and Ruth Sneller.

**ELECTION OF SIDES-PERSONS The following were re-appointed.**

Andrew Brooke, David Burrell, Desmond Fitzpatrick, Helen Fitzpatrick, Michael Follis, Jean Huggett, Brian Parr, Derek

Rudge, Jackie Smith, Michael Varvill, Guy Watkins, Nick Wheeler.

**SECRETARY'S REPORT** The Secretary, John Townsend referred to the difficulties caused by the Corona Virus and its effect on everyday lives, but how grateful the parish had been to Farther Mark for his efforts in making Services available on-line.

The limitation of numbers being permitted to attend weddings and funerals presented particular difficulties and hardships to those involved.

There were no baptisms at all during the year, but two weddings managed to take place. Of the seventeen funerals held during the year thirteen involved services in St Mary's.

In addition to those mentioned at the Annual Meeting in September we sadly recall the lives of Mavouna Mariller, Chris Thomas and Bob Spearman. Already this year we have lost two devoted members of our congregation, Gill Ticehurst and Jean Constable.

The Secretary commented that this was the forty-second report he had presented to an annual meeting in his forty-seven years as a member of the PCC and had now felt it was time to stand down from the roll. Warm expressions of appreciation were expressed.

He will, however, continue his role as Parish Clerk looking after arrangements for Baptism's, Weddings Banns Readings and Funerals.

**ELECTORAL ROLL REPORT** The number of names listed on the Electoral Roll total 100 - a reduction of 3.

**THE ACCOUNTS FOR THE YEAR** In presenting his final report as Treasurer, Andrew Howard, spoke of the effect of the Corona lockdown had had on church income. The total amount of unrestricted income was £69,364 against expenditure of £93,054. It had not been possible to meet our obligation to pay the Parish Contribution in full, however the launch, in October, of the Parish Giving Schema looked positive. Andrew was

warmly thanked for his 8 years in post and would hand over to the new Treasurer, Michael Varvill on 1st June. The Accounts were Adopted.

**THE FABRIC REPORT** In his annual Fabric Report, Nick Wheeler, was able to give some positive news on a number of fronts.

The cupboards in the Marchant Room are due for completion this week, and the Faculty for the Memorial Garden is expected to be received shortly with work due to begin in mid-June. The decision to extend the wheel-chair friendly path to the east gate and the DAC requirement for a ramp with hand railings has raised the cost substantially, but will be funded from the Jasper legacy.

Following PCC approval, the plans for the re-ordering are being finalised for submission to the DAC for consideration at their June meeting with the hope that the work will be carried out in September.

It has recently been agreed that the long delayed work on the Leconfield Steps will be carried out by an outside contractor to be supervised by St Mary's.

Clarke Roofing are scheduled to carry out the roofing repairs later this month.

There are a number of items from the 2019 Quinquennial Report remaining to be carried out, plus any possible re-decoration, if funds are available.

**CHOIR & ORGAN REPORT** Matthew Cooke reported that the Organ Appeal Fund is in a fairly healthily position, but further donations are always welcome for contingency reserves. A revised quotation from Bishop's for the self-contained humidifier is expected, the work will alleviate some of the problems caused by the blower room being next door to the boiler.

An online organ recital raised a decent sum for church funds.

The choir has continued as and when regulations have permitted with an anthem being performed most weeks. Matthew stressed the benefits to be gained by joining a choir and urged anyone interested to come along for a trial rehearsal.

He concluded by thanking Sarah (Barstow) for her invaluable assistance.

**BELLRINGER**S During the last year neither normal service ringing or ringing practice had been permitted. At the end of the year ringers were allowed to ring a maximum of only four of the eight bells and for only a period of 15 minutes. This made it possible to ring for half a dozen Sunday services and a wedding.

The Tower Captain, Andrew Brooke, reporting on the present situation stated that St Mary's now has only five ringers, of whom two may not be able to ring for a while. Ideally an eight-bell tower should have a band of twelve. With it not always possible to rely on ringers from other parishes for assistance, Andrew considered it highly likely that St Mary's bells could remain silent.

The need for new recruits was once again emphasised (as had been over a number of years) anyone interested should contact Andrew.

The bells together with the ropes and fittings are likely to be in good order but will need checking before ringing commences again. Thanks were expressed to John Bojanowski who attended to technical matters and to all the ringers for their efforts to keep things going in these extraordinary times.

**PARISH MAGAZINE** The Magazine had continued to be produced each month, despite at times, as a result of very few events taking place, a struggle to find copy. The Editor, Jean Huggett thanked Father Mark for his help over technical problems and also to Brian Parr, Andrew Howard, and Carole Field for help given in various ways. It was noted that Betty Exall, a long-time deliverer in the Grove Lane area has moved

to Chichester, but her grandson, Shaun Guy has taken over the round. Contributions will continue to be welcome.

**SAFEGUARDING T**he Safeguarding officer, Eileen Lintill reported that there were no incidents brought to her attention during the year.

Eileen has renewed her level 2 Safeguarding Certificate.

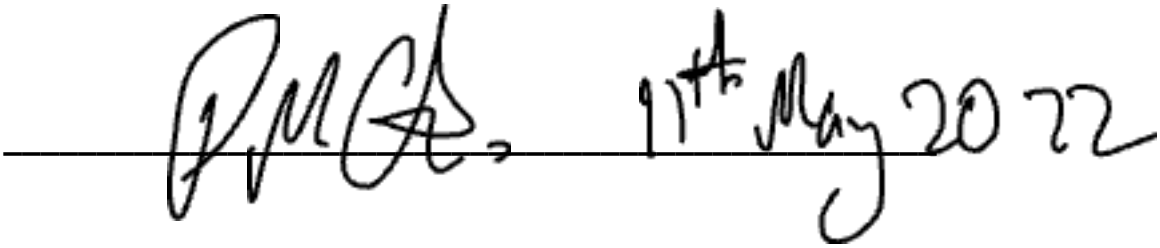
The church has passed its SOC assessment and the newly appointed Treasurer, Michael Varvill has been DBS checked and approved. Michael has also taken the safeguarding courses CO1 & CO2

**FATHER MARKS COMMENT In his remarks**, Father Mark offered particular thanks to all who had given their support in maintaining church life in the parish during such a difficult period.

From keeping the church open when permitted, to arranging social distancing for the congregation and in so many other ways.

He also spoke of the newly planned Mission Action Plan which will be a topic for further discussion in the year.

**APPOINTMENT OF INDEPENDENT EXAMINE** Alan Copus had indicated that he was willing to continue as the Independent Examiner and it was agreed that he should be re-appointed.

**SIGNED**  11th May 2022

## PCC SECRETARY'S REPORT

Having only started as Parish Secretary in September it is difficult to write this report covering the whole year. However, looking back on church records I can see that the first service was on Ash Wednesday and this must have been warmly welcomed by members of the congregation as the services at the beginning of the year were on line due to the large number of covid cases in the Petworth area. Grateful thanks have to go to Father Mark and Father Richard for keeping services on line and also the 9.00am services during the week. Thankfully 2021 turned out to be a better year than 2020 as far as covid was concerned although cases continue and none of us can predict what the future holds.

The Parish Office opened two days a week but is very quiet, slightly due, maybe, to the fact that very few people outside regular members of the congregation know that it is there. The loss of our Treasurer threw up several challenges but I am in touch with Tulip and together we are feeling our way.

It was decided at the end of the year that a defibrillator should be purchased and positioned just outside the church. Talks with the council regarding this are on-going, led by Judy Howard. Hopefully it will not be long before this can be in place.

We were given a lovely print by Terence Kearey (his picture of the church hangs in the office) and it was decided that this would be auctioned at an event and the proceeds given to church funds. I will be delighted if next year I am able to report that this has happened.
I am not going to list all that has happened throughout the year as that is covered by the various reports on the following pages and I am grateful to all those who submitted their reports.

Diana

## THE REPORT OF THE PARISH CLERK
## TO THE ANNUAL PAROCHIAL CHURCH MEETING 2022



With easing of restrictions numbers attending Services are gradually improving although they are not yet up to the figures of pre-covid

There was an encouraging increase in

the number of baptisms in 2021 with 7 taking place against a nil return for the previous year.
Weddings totalled 2 - the same number as in the previous year.
The tendency for couples living outside of the parish to get married here at St Mary's continues. Looking back at the last 14 weddings only 3 have involved Petworth couples.
2021 saw the ending of the traditional way of recording marriages.
The Marriage Certificate has been replaced with a Marriage Document and the Register of Marriages is now in a different form.

*Figure 1 One of our Baptisms*

Funerals showed a marked reduction, from a total of 17 (with 13 in St Mary's) to just 7 in 2021. We recall those who died by name and hold them in our thoughts. Gill Ticehurst, Audrey Moss, Jean Constable, Mary Savage, Paul Potter, Richard Pascoe and Jean Whitcomb.
Others from the parish who passed away included Ann Apps, David Huggett, Clive Thompson, Jill Drummond, Reg Withers and Dennis Phillips.



*Figure 2 Drawn by Jean Constable*

The possibility of establishing an area in the churchyard for the internment of ashes was first raised at the APCM in 2017. These matters do take time to become a reality but after 5 years the Memorial Garden is finally in place.

John Townsend

## THE ELECTORAL ROLL REPORT

The current number of names on the Electoral Roll is 100
Jackie Smith

## THE DEANERY OF PETWORTH

**FOUR MORES**

**01 MORE OPEN:** A SIGN OF BEING ONE

**02 MORE CONVERTED TO JESUS CHRIST:** A SIGN OF BEING HOLY

**03 MORE GENEROUS:** A SIGN OF BEING CATHOLIC

**04 MORE ENGAGED:** A SIGN OF BEING APOSTOLIC

The Petworth Deanery Synod has been disrupted by the pandemic, as has almost everything that we do! However we have had two meetings since the PCC meeting in 2021. Our first meeting together was in June, after the date had been moved three times! Archdeaconries have been reorganised, and we now have Archdeacon Luke who now oversees our seven Deaneries.
Elections took place and Father Peter Malinson was elected, representing Clergy, and Judy Howard and Michael Pavia for the

Laity. There is still one vacancy, for the Laity, if anyone would like to attend. There are normally three meetings a year.
The purpose of this meeting was to discuss and understand what is required of Parishes Mission Action, entitled Living in Love and Faith. We were asked to submit them by November 2021.
The title the “Four Mores” was to help us with our Plans.

- More Open
- More converted
- More generous
- More engaged

Gabrielle Higgins, Diocesan Secretary attended the meeting to speak particularly about “More generous”. The financial situation in the Diocese as a result of the pandemic is dire. It was expected that the parish shares would be down by a million pounds. Consequently the Diocese is having to look hard at how money can be saved. The biggest expense is the clergy, each parish priest costing £74,000 including training and on costs, this is already considerably less than in many Diocese. In some Diocese the number of clergy is having to be cut. Gabrielle feels that Chichester can avoid this if we can find ways of creating more income by 2025.
So under the four headings we were asked to create a Mission Action Plans with aspirations!!
At the beginning of November we met again. Father Mark reflected on our June meeting and then each Parish spoke about their Plan. There was quite a variety of ideas, it had certainly made parishioners think. Some ideas were very practical, such as acquiring a toilet in the church, most were how to bring people back following COVID  and reaching out to new people especially the young. Being more Generous was undoubtedly more difficult as all Parishes were struggling financially and most were unlikely to be able to find their Parish quota in the foreseeable future. The Diocese had suggested that the better off Parishes might help those worse off than themselves. This idea has not met with great enthusiasm. Our Deanery Treasurer has sent out proposed targets for us to try and obtain over the next four years.
So to sum up the struggle that we are finding at St. Mary’s is largely being shared throughout the Diocese. We must hope and pray that it can be overcome.

Judy Howard
Deanery Secretary.

**FABRIC REPORT**

It is good to be able to report progress on a number of areas in St Mary’s fabric during 2021:-



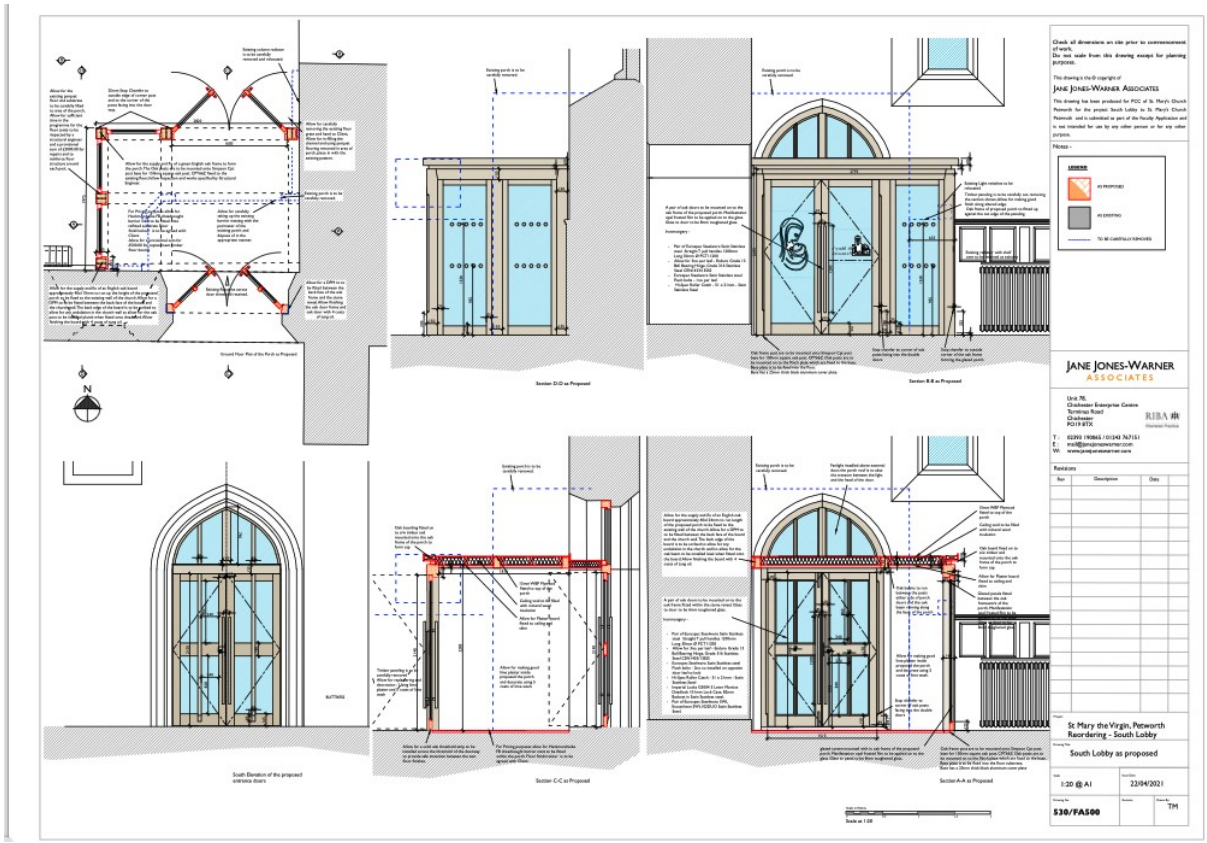
**The Memorial Garden** – Works on the Memorial Garden have been completed and the expectation is that this will be blessed at Easter

with the first interment following shortly afterwards. The total cost of the works came in higher than hoped, almost entirely because of the decision to construct a wheelchair friendly path round St Mary's, to include the ramp outside the West Door. The new path has been very well received by users.

- **Leconfield Steps** – The repair works to the Leconfield Steps have been completed. The work was carried out by Traditional Stoneworks and paid for by the Estate.
- **Chairs** – With the assistance of the Friends of St Mary's, new chairs were purchased for use at major church and other occasions. They arrived shortly before the Petworth Music Festival and were complemented on their comfort.



- **Rooves** – During 2021 and early 2022, Clarke Roofing have carried out various repairs to St Mary's rooves. The leaks to Sanctuary and South Aisle roofs have hopefully been stopped, but no guarantees! In addition, certain repair items from the last Quinquennial were carried out.




The main item on the to-do list for 2022 is the **Re-Ordering** to include the new South entrance and movement of the Font from the Baptistry. After a considerable amount of toing and froing the Faculty was received. The big difficulty is that between times the pandemic has damaged St Mary's finances. We now have to sort out the funding for the project. If successful, it is possible that the works would be carried out in early Autumn.

The other matter I should mention is **the Re-Instatement of St Mary's Spire**. The Working Group, on which I represent St Mary's, is waiting for the Feasibility Study, which is being carried out 'pro bono' by a leading firm of consulting engineers. If positive, this will be followed by a costing exercise by a firm of quantity surveyors, also to be carried out 'pro bono'. A decision will then have to be taken as to whether the project goes any further. The PCC will need to be actively involved in this decision.

Nicholas Wheeler

## ST MARY'S CHOIR AND ORGAN REPORT 2022

The Organ Appeal Fund is still quite healthy but further donations are always welcome - for contingency reserves above all. We hope to receive a fresh quote for a self-contained humidifier from Bishops soon. This would alleviate some of the problems caused by the blower room being next door to the boiler room, such as 'running' (ghost) notes when chords

are played on the quieter swell ranks, and occasional cyphering on individual notes across the great ranks.

The organ at Egdean is in fine fettle, as are the church pianos and harmonium. Unfortunately, the Egdean carol service band was not feasible at Christmas, due to Omicron, but a smaller scale congregational service was appreciated after last year's online event.

St Mary's choir has continued over the past year, an anthem being performed most weeks, as well as during the busier festivals of Holy Week, Easter and Christmas, and occasionally at weddings and funerals. The festival service returned in 2021, although concerns over Covid regulations meant this was led by a small choir, with the Jubilate being performed. A small-scale Carol Service took place once again just before Christmas. We hope to hold a larger scale choral event soon, now that Covid is in retreat, though still lurking in the background.



We would, as ever, encourage others to join our small but friendly band (either as full time or occasional members). Aside from being a form of stewardship, there are many proven health benefits - physical, mental and social - to be gained by joining a choir. The ability to read music is not essential, just an enthusiasm for / sympathy with the purpose of music within the liturgy. Why not come along for a trial rehearsal on a Thursday evening. We rehearse at 6.30pm for just under an hour so there is no need to rush your supper to get there.

The new organ and choral scholarships scheme has not yet born fruit at the time of writing, but we will advertise again soon. More importantly, if we all keep an ear to the ground suitable candidates could still be found. There is some flexibility to attendance, given our remote location - twice monthly is adequate in return for individual lessons with an authorised specialist teacher.

My sincere thanks to Sarah for her invaluable assistance once again, and, of course, to the churchwardens, the congregation and to Fr Mark for their continued support.

Matthew Cooke
Director of Music

## BELLRINGERS

It is unfortunate that although bellringing generally has resumed following Covid, in Petworth it has more or less ceased for lack of ringers.

We now have only two regular ringers resident in the parish, and we need at least five to ring at all, six to ring properly, eight to ring all the bells we have and twelve to allow for absences and illnesses.

Regrettably this means that on most Sundays the bells are not heard, sometimes not even on special occasions. I am drafting this report in advance of Easter and I cannot even promise that there will be ringing on Easter day this year. It was with difficulty that we were able to toll a bell to mark the death of HRH the Duke of Edinburgh as there were no ringers available to toll in the correct and traditional manner, but in the end we were able to toll a bell by adopting the expedient of striking it with the clock hammer.

As well as thanking the ringers we have, I would like to thank those who come from other parishes to visit us and help with ringing, for example for weddings. Unfortunately, we cannot always rely on them on Sundays as they have their own towers to ring at.

Thursday practice nights have also been affected, and to increase the chance of sufficient numbers turning up a decision has been taken to move every other practice either to Fittleworth or to Tillington. With many practice nights missed it has been difficult to improve the quality of ringing but most ringers in the locality are now able to ring Bob doubles and Grandsire doubles, the two simplest ringing methods.

I repeat the point I make every year that if the congregation wishes to hear the bells rung, they need to help by acting as recruiting-sergeants. Please ask anyone who might be interested in learning to ring to contact me, and reassure any who are not keen on attending church services that this is not a requirement. As part of a recruitment drive I plan to run a tower open day later this year, probably early autumn, and to invite local organisations to attend. This will, I hope, receive the active support of all members of St Mary’s congregation whether or not they personally are interested in ringing. Without that support I see little alternative but to propose next year that bellringing should be permanently discontinued.

Andrew Brooke

## PARISH MAGAZINE

It seems a long time since I was last able to report that I’m receiving enough articles to produce a decent sized magazine. It was a real struggle during lockdown, with no events or activities taking place, to

find enough copy to produce a viable one. But another year on, how lovely to be back in church, singing without masks, receiving communion in both kinds and enjoying a cup of tea or coffee together in St Mary's after the Sunday morning services.

Once again, thank you to Carole Field who sorts the magazines into bundles and brings them round to me where they are collected. My grateful thanks to all who distribute the magazine, especially as they all continued to do so during lockdown.

Do keep sending me your articles. To all my regular contributors, please keep them coming each month. If you know of anything of interest, please let me know, or if you have an article do send it to me.

Jean Huggett

## ST MARY'S COFFEE MORNINGS

It seems some while ago now that Gill Ticehurst, who is sadly no longer with us, and I took on the organisation of the Saturday Coffee Mornings, and it's pleasing that they're still taking place. Unless there is another event in church they're held on the 2nd Saturday of the month from 10.00 am to 12 noon with refreshments, a sales table and raffle.

Derek Rudge and Margery Etherington do a great job selling raffle tickets, and the sales table is looked after by Anne Simmons, whose experience in selling is invaluable. Her ability to find something of value and sell it at one of her outside sales, has raised a large sum of money for the church. Jackie Smith now helps me with the organisation, and she and Sue Thomas are also part of the team. Another invaluable member is Andrew Howard who kindly puts up the tables and, more often than not, takes them down again.

We all enjoy running the Coffee Mornings, they not only give church members the opportunity to socialise amongst themselves, but are attended by many non-church goers, thus bringing the community together and, just as important, raising funds for St Mary's.

Jean Huggett

## SAFEGUARDING REPORT

There have been no incidents of safeguarding issues during the year.
The following all have current DBS checks:

Fr Mark
Fr Richard
Jackie Smith
Eileen Lintill

Andrew Howard
Nick Wheeler

Any new DBS checks have to be renewed every three years. Existing ones are 5 years. Jackie and Eileen will need renewing this year.
Our website has the Safeguarding information on the front page as required.
The Safeguarding policy should be reconfirmed by the PCC at its next meeting.

Eileen Lintill
Safeguarding Officer

## MOTHER AND TODDLERS



The Mother and Toddler group started back in November, which was welcomed by many of the mothers. It has been well attended with the children enjoying the craft activities and the mother's enjoying coffee and a chat! There is a definite need for this as many young mothers feel themselves quite isolated at home and this is a place to meet other mothers and form new friendships.

Jackie Smith

## PACT

The PACT coffee mornings resumed at the United Reformed Church after the break because of covid. There are now fewer stalls, and also volunteers to make the coffee. It is a great meeting place for locals and it is good to see some familiar faces after so many months.

The last PCT lecture place on 15th October 2021. It was given by James Mildred from CARE (Christian Action for Research and Education). It was a very interesting lecture, given by the speaker with great enthusiasm. A lecture by Eddie Arthur from Global Connections will have taken place on Friday 6th May.

The PACT committee has decided that PACT will no longer be able to be responsible for the Teat Tent at the Fete inn the Park, due to the age of some member. The Palm Sunday event went very well; the weather was fine and the two donkeys who accompanied the procession were much admired. The tea served afterwards at St Mary's was much appreciated.;

There will be a Kid's Club in the school summer holiday from the 25th to the 28th July. The holiday club is always very well attended and is great fun for both the young people and the adult helpers.

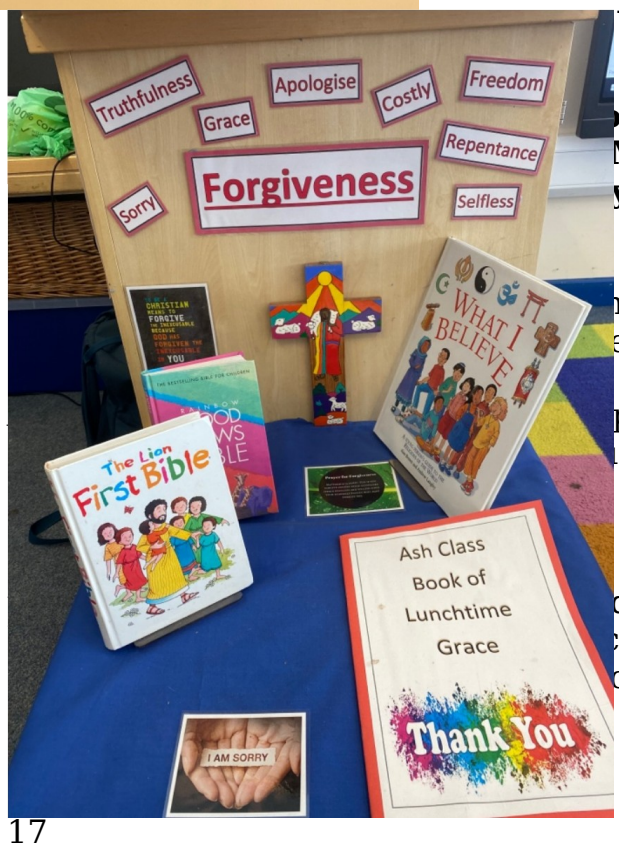
Jackie Smith

## PETWORTH CHURCH OF ENGLAND SCHOOL

We have a very good relationship with our School. Fr Mark goes into school every week and during Covid we had on Online Assemblies. We have three Church School Governors.




The School has had a very challenging year with covid a Huge thanks needs to go to Mr Galvin and all the Teachers and Staff.




## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/MEMBERS OF THE PCC

**f the Parochial Church Council**
**Mary The Virgin, Petworth, a**
**y Commission with the**

nation of the accounts of the above
ed 31 December 2021.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 been advised that an additional bank account exists which is not included in these accounts. The bank account has been used for many years, primarily for special services transactions (funerals, weddings etc). These receipts and the costs of related support services have not been accounted for completely and accurately. I am further advised that this bank account is no longer being used with effect from 1st January 2022

There are also no records kept which demonstrate that the receipts from the Morphy Trust investment are fully distributed in accordance with the Trust Deed

I have no other 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.

Alan Copus, BSc (Hons.), ACMA, GCMA
36 Northend Close
Petworth
West Sussex GU28 9NS

_____

Date: April, 2022

## Receipts and Payments Account for the year ended 31st December 2021

| | Note | Ordinary activities | Restricted and/or legacies | Period Total | Annual 2020 |
|---|---|---|---|---|---|
| **RECEIPTS** | | | | | |
| Voluntary receipts | | | | | |
| Parish Giving Scheme | | 23,124.55 | | 23,124.55 | 1,626.88 |
| Collections at services and boxes | | 4,060.01 | | 4,060.01 | 2,886.19 |
| Other giving/voluntary receipts | 2a | 23,688.97 | 9,615.40 | 33,304.37 | 40,064.98 |
| Gift Aid tax recovered from HMRC | | 1,464.25 | | 1,464.25 | 7,471.05 |
| | | 52,337.78 | 9,615.40 | 61,953.18 | 52,049.10 |
| Fund-raising | 2b | 6,046.55 | | 6,046.55 | 10,854.38 |
| Church activities | 2c | 785.00 | | 785.00 | 1,634.00 |
| Investment income | 2d | 215.73 | 1,850.00 | 2,065.73 | 1,833.54 |
| Other income (incl. church lettings) | | 7,460.50 | | 7,460.50 | 6,383.40 |
| **Total receipts** | | **66,845.56** | **11,465.40** | **78,310.96** | **72,754.42** |
| **PAYMENTS** | | | | | |
| Church activities | | | | | |
| Diocesan & deanery | | 43,540.00 | | 43,540.00 | 43,063.00 |
| Clergy & staffing costs | 3a | 11,819.03 | | 11,819.03 | 9,930.53 |
| Church running expenses | 3b | 32,528.65 | 515.11 | 33,043.76 | 37,823.75 |
| Services | 3c | 1,273.55 | | 1,273.55 | 1,457.38 |
| Mission & charitable giving | 3d | 88.00 | | 88.00 | 1,525.75 |
| Capital projects (legacy sourced) | 3e | | 102,712.04 | 102,712.04 | 7,062.69 |
| Cost of generating funds | 3f | 488.86 | | 488.86 | 952.62 |
| **Total payments** | | **89,738.09** | **103,227.15** | **192,965.24** | **101,815.72** |
| **Surplus / (deficit) for the period** | | **(22,892.53)** | **(91,761.75)** | **(114,654.28)** | **(29,061.30)** |

The notes on pages 14 – 16 form part of these accounts.

**On Behalf of the PCC**

_____

Canon Mark Gilbert, SSC Date: April, 2022

22

**Statement of Assets and Liabilities for the year ended 31st December 2021**

| | Note | 2021 | 2020 |
|---|---|---|---|
| **FIXED ASSETS** | 4a | - | - |
| **CURRENT ASSETS** | | | |
| Cash in banks and in hand | 4b | 70,940.94 | 186,035.75 |
| Investments | 4c | 47,809.79 | 43,000.24 |
| **TOTAL CURRENT ASSETS** | | 118,750.73 | 229,035.99 |
| Debtors (amounts falling due within one year) | 4d | 100.45 | 311.40 |
| **NET CURRENT ASSETS** | | 118,851.18 | 229,347.39 |
| Creditors (amounts falling due within one year) | 4e | - | 125.00 |
| **NET ASSETS** | | **118,851.18** | **229,222.39** |

The notes on pages 14 – 16 form part of these accounts.

**On Behalf of the PCC**

Carlon Mark Gilbert, SSC

Date: ~~April 2022~~ 11th May 2022

1. **Accounting Policies**

**Basis of accounting**
The accounts are produced on a Receipts and Payments rather than an accruals basis.
Consecrated and beneficed property is excluded from the accounts by s10(2) of the Charities Act, 2011. No value is placed on moveable Church furnishings and equipment held by the Churchwardens on special trust for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property. All expenditure, whether additions or improvements, is written off when incurred.

**Incoming resources**
Rents received from the letting of the Church's premises are accounted for gross and when the rental is received. Interest and dividends are accounted for gross when received.

**Resources used**
The parish contribution payable to the Diocese is accounted for in the year to which it relates and no provision is made for any unpaid contributions. Remuneration and amounts due for goods supplied and services rendered are accounted for when paid. Grants and donations are accounted for when paid.

**Investments**
Investments are stated at market value. Gains or losses are recognised when they arise and not before.

**Taxation**
The charity is exempt from direct taxation on its charitable activities.

**Current assets and liabilities**

The accounts include all transactions, assets and liabilities for which the PCC is legally responsible. The accounts do not include the accounts of Church groups that are administered or run by informal groups of Church members or any group affiliated to another body.

**2. Receipts and Payments Account - Receipts**

**2a Other giving/voluntary receipts** consists of donations, gift-aid and non-gift-aid envelopes received but does not include gift-aid recoverable from HMRC.

**2b Income from Fundraising** consists of Parish Magazine income (sales & advertising), fêtes, bazaars and other fundraising events

**2c Church activities** consists of fees for weddings and funerals

**2d Investment income** consists partly of unrestricted income from CCLA/COIF deposits and units, which is retained in those accounts. In addition, there is restricted income from the Morphy Trust's M&G Charifund units, which is received by the PCC upon trust for distribution for external, charitable purposes (see Note 4c(1)(below).

## 3. Receipts and Payments Account - Payments

**3a Clergy and staffing costs** consists of the Rector's expenses and the expenses of the rectory and its grounds (tax, repairs and maintenance), and the payments and honoraria paid to relief clergy and organists.

**3b Church running expenses** consists of utilities (heating, lighting, water and broadband connection), insurance, the repair and maintenance of the premises and the organ, paper, photocopying and printing, Church maintenance, upkeep of churchyards

**3c Church services** consists of costs of religious observance including sheet-music

**3d Mission and charitable giving** consists of donations to churches in the UK and overseas, to other church societies and (insofar as concerns restricted funds) other trust objectives.

**3e Capital projects** consists of expenditure derived from legacies.

**3f Cost of generating funds** consists of the expenses of the production and distribution (incl. postage) of the Parish Magazine, and of fêtes, bazaars and other fundraising events.

## 4. The Statement of Assets and Liabilities

**4a Tangible Fixed Assets** The Church of St. Mary the Virgin is considered to be a heritage asset and is not shown at a valuation, moreover is excluded from the accounts by s10(2) of the Charities Act, 2011. No value is given in these accounts to other land that is vested in the Chichester Diocesan Board of Finance. Church equipment comprises a sound system and other electronic equipment, which have Nil book value.

**4b Cash in banks and in hand** The PCC operates bank accounts with CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ and Santander UK plc, 2 Triton Square, Regent's Place, London NW1 3AN. Cash in hand was £5.00.

**4c Investment Assets** consist of sums standing in the name of the PCC in the following five accounts:

(1) an account containing income units valued at £38,905.00 in M&G 'Charifunds', which were acquired for the benefit of the PCC from a bequest by Mr DW Morphy, who died in 1975 and which comprise an endowment fund, which is required by the donor to be kept invested and which is held by the PCC upon trust for distribution of income for external, charitable purposes;

(2) three accounts together valued at £5,055.25 in the CCLA/CBF Church of England Deposit Fund, which receive income derived from a second bequest by Mr DW Morphy and from a church fabric fund. These are restricted funds, of which the PCC may expend both the capital and the income for restricted purposes; and

(3) an account valued at £3,849.54 in the CCLA/COIF Charities Deposit Fund That account is operated by the PCC in its capacity of custodian/trustee of five other, registered charities and the account receives income from those charities' income units in the CCLA/COIF Charities Deposit Fund. Those five charities are Daniel Lee Charity (est. 1849) no. 212647, which is linked with John Avinal's (or Avenell's) Charity (est. 1681) no. 212647-1, Lackman Charity (of origin unknown) no. 212647-2, Henry 'Dog' Smith's Charity (est. 1627) no. 212647-3 and Henry Pylfold's (or Pylfolde's) Charity (est. 1565) no. 212647-4.

**4d Debtors** consists of receipts not yet having reached the bank account.

**4e Creditors** consists of payments made but not yet cleared through the bank account.

**5. Trustees' remuneration and benefits**

No member of the PCC received any remuneration in respect of his or her duties as a Trustee. One member of the PCC received remuneration in respect of his duties as Director of Music.

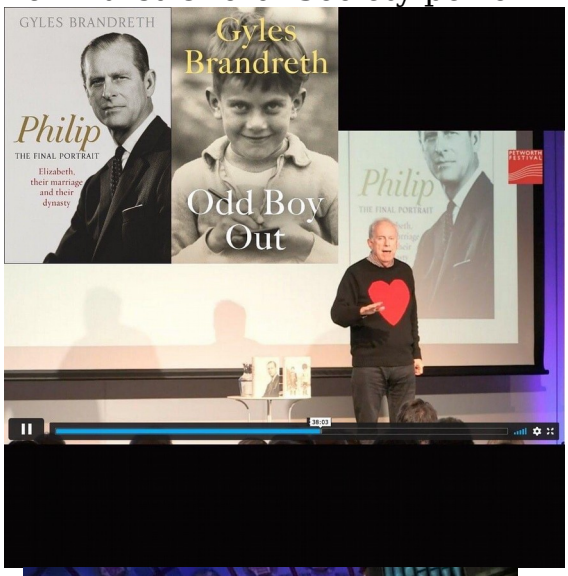
**6. Trustees' expenses**

No member of the PCC received contributions towards his or her expenses incurred in their duties within the parish.

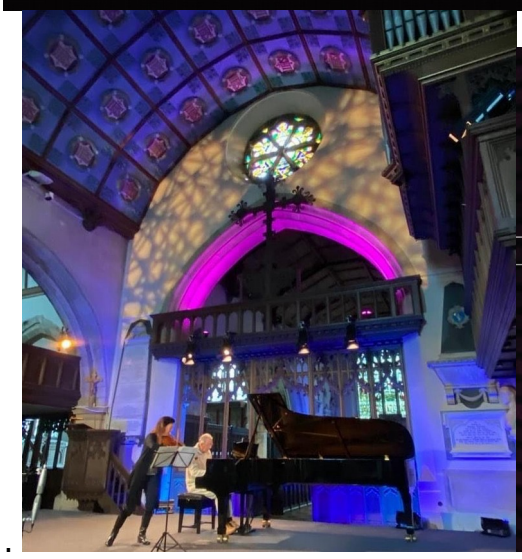
## COMMUNITY USE OF THE CHURCH

Oour Church continues to be very popluar with people exploring Peworth and Petworth House. Since the easing of the Lockdown on July 19th we have seen a big increase in visitors. The Church is has been open Tuesday to Sunday with Monday when the Church has been cleaned for Covid reasons Than ks to Brian Parr.

Here are some Photo's of the Communities use of our Church over the Year Petworth Fesiivals we have the Leconfield Singers, the Chantry Quire and the Fernhurst Choral Society performing in St Mary's








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## SOME PICTURES OF THE YEAR















## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/MEMBERS OF THE PCC

**Report to the Trustees/Members of the Parochial Church Council of the Ecclesiastical Parish of St. Mary The Virgin, Petworth, a charity registered with the Charity Commission with the Registered Number 1188604**

I report to the Trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2021.

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

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

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 been advised that an additional bank account exists which is not included in these accounts. The bank account has been used for many years, primarily for special services transactions (funerals, weddings etc). These receipts and the costs of related support services have not been accounted for completely and accurately. I am further advised that this bank account is no longer being used with effect from 1st January 2022

There are also no records kept which demonstrate that the receipts from the Morphy Trust investment are fully distributed in accordance with the Trust Deed

I have no other 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.

Alan Copus, BSc (Hons.), ACMA, GCMA
36 Northend Close
Petworth
West Sussex GU28 9NS

Date: April, 2022

31st May.

**Statement of Assets and Liabilities for the year ended 31st December 2021**

| | Note | 2021 | 2020 |
|---|---|---|---|
| **FIXED ASSETS** | 4a | - | - |
| **CURRENT ASSETS** | | | |
| Cash in banks and in hand | 4b | 70,940.94 | 186,035.75 |
| Investments | 4c | 47,809.79 | 43,000.24 |
| **TOTAL CURRENT ASSETS** | | 118,750.73 | 229,035.99 |
| Debtors (amounts falling due within one year) | 4d | 100.45 | 311.40 |
| **NET CURRENT ASSETS** | | 118,851.18 | 229,347.39 |
| Creditors (amounts falling due within one year) | 4e | - | 125.00 |
| **NET ASSETS** | | **118,851.18** | **229,222.39** |

The notes on pages 14 – 16 form part of these accounts.

**On Behalf of the PCC**

Canon Mark Gilbert, SSC

Date: 11th May 2022 ~~April 2022~~

## Receipts and Payments Account for the year ended 31st December 2021

| | Note | Ordinary activities | Restricted and/or legacies | Period Total | Annual 2020 |
|---|---|---|---|---|---|
| **RECEIPTS** | | | | | |
| Voluntary receipts | | | | | |
| Parish Giving Scheme | | 23,124.55 | | 23,124.55 | 1,626.88 |
| Collections at services and boxes | | 4,060.01 | | 4,060.01 | 2,886.19 |
| Other giving/voluntary receipts | 2a | 23,688.97 | 9,615.40 | 33,304.37 | 40,064.98 |
| Gift Aid tax recovered from HMRC | | 1,464.25 | | 1,464.25 | 7,471.05 |
| | | 52,337.78 | 9,615.40 | 61,953.18 | 52,049.10 |
| Fund-raising | 2b | 6,046.55 | | 6,046.55 | 10,854.38 |
| Church activities | 2c | 785.00 | | 785.00 | 1,634.00 |
| Investment income | 2d | 215.73 | 1,850.00 | 2,065.73 | 1,833.54 |
| Other income (incl. church lettings) | | 7,460.50 | | 7,460.50 | 6,383.40 |
| **Total receipts** | | **66,845.56** | **11,465.40** | **78,310.96** | **72,754.42** |
| **PAYMENTS** | | | | | |
| Church activities | | | | | |
| Diocesan & deanery | | 43,540.00 | | 43,540.00 | 43,063.00 |
| Clergy & staffing costs | 3a | 11,819.03 | | 11,819.03 | 9,930.53 |
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| Services | 3c | 1,273.55 | | 1,273.55 | 1,457.38 |
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| Capital projects (legacy sourced) | 3e | | 102,712.04 | 102,712.04 | 7,062.69 |
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| **Surplus / (deficit) for the period** | | **(22,892.53)** | **(91,761.75)** | **(114,654.28)** | **(29,061.30)** |

The notes on pages 14 – 16 form part of these accounts.

**On Behalf of the PCC**

Canon Mark Gilbert, SSC Date: 9/5/22 ~~April 2022~~ MAY 2022.

1. **Accounting Policies**

**Basis of accounting**
The accounts are produced on a Receipts and Payments rather than an accruals basis. Consecrated and beneficed property is excluded from the accounts by s10(2) of the Charities Act, 2011. No value is placed on moveable Church furnishings and equipment held by the Churchwardens on special trust for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property. All expenditure, whether additions or improvements, is written off when incurred.

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**4e Creditors** consists of payments made but not yet cleared through the bank account.

**5. Trustees' remuneration and benefits**

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**6. Trustees' expenses**

No member of the PCC received contributions towards his or her expenses incurred in their duties within the parish.

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/MEMBERS OF THE PCC

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

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

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
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Alan Copus, BSc (Hons.), ACMA, GCMA
36 Northend Close
Petworth
West Sussex GU28 9NS

Date: April, 2022

31st May.

**Statement of Assets and Liabilities for the year ended 31st December 2021**

| | Note | 2021 | 2020 |
|---|---|---|---|
| **FIXED ASSETS** | 4a | - | - |
| **CURRENT ASSETS** | | | |
| Cash in banks and in hand | 4b | 70,940.94 | 186,035.75 |
| Investments | 4c | 47,809.79 | 43,000.24 |
| **TOTAL CURRENT ASSETS** | | 118,750.73 | 229,035.99 |
| Debtors (amounts falling due within one year) | 4d | 100.45 | 311.40 |
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| **NET ASSETS** | | **118,851.18** | **229,222.39** |

The notes on pages 14 – 16 form part of these accounts.

**On Behalf of the PCC**

Canon Mark Gilbert, SSC

Date: 11th May 2022 ~~April 2022~~

## Receipts and Payments Account for the year ended 31st December 2021

| | Note | Ordinary activities | Restricted and/or legacies | Period Total | Annual 2020 |
|---|---|---|---|---|---|
| **RECEIPTS** | | | | | |
| Voluntary receipts | | | | | |
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| Collections at services and boxes | | 4,060.01 | | 4,060.01 | 2,886.19 |
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| Church activities | 2c | 785.00 | | 785.00 | 1,634.00 |
| Investment income | 2d | 215.73 | 1,850.00 | 2,065.73 | 1,833.54 |
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| **Total receipts** | | **66,845.56** | **11,465.40** | **78,310.96** | **72,754.42** |
| **PAYMENTS** | | | | | |
| Church activities | | | | | |
| Diocesan & deanery | | 43,540.00 | | 43,540.00 | 43,063.00 |
| Clergy & staffing costs | 3a | 11,819.03 | | 11,819.03 | 9,930.53 |
| Church running expenses | 3b | 32,528.65 | 515.11 | 33,043.76 | 37,823.75 |
| Services | 3c | 1,273.55 | | 1,273.55 | 1,457.38 |
| Mission & charitable giving | 3d | 88.00 | | 88.00 | 1,525.75 |
| Capital projects (legacy sourced) | 3e | | 102,712.04 | 102,712.04 | 7,062.69 |
| Cost of generating funds | 3f | 488.86 | | 488.86 | 952.62 |
| **Total payments** | | **89,738.09** | **103,227.15** | **192,965.24** | **101,815.72** |
| **Surplus / (deficit) for the period** | | **(22,892.53)** | **(91,761.75)** | **(114,654.28)** | **(29,061.30)** |

The notes on pages 14 – 16 form part of these accounts.

**On Behalf of the PCC**

Canon Mark Gilbert, SSC Date: 9/5/22 ~~April 2022~~ MAY 2022.

1. **Accounting Policies**

**Basis of accounting**
The accounts are produced on a Receipts and Payments rather than an accruals basis. Consecrated and beneficed property is excluded from the accounts by s10(2) of the Charities Act, 2011. No value is placed on moveable Church furnishings and equipment held by the Churchwardens on special trust for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property. All expenditure, whether additions or improvements, is written off when incurred.

**Incoming resources**
Rents received from the letting of the Church's premises are accounted for gross and when the rental is received. Interest and dividends are accounted for gross when received.

**Resources used**
The parish contribution payable to the Diocese is accounted for in the year to which it relates and no provision is made for any unpaid contributions. Remuneration and amounts due for goods supplied and services rendered are accounted for when paid. Grants and donations are accounted for when paid.

**Investments**
Investments are stated at market value. Gains or losses are recognised when they arise and not before.

**Taxation**
The charity is exempt from direct taxation on its charitable activities.

**Current assets and liabilities**

The accounts include all transactions, assets and liabilities for which the PCC is legally responsible. The accounts do not include the accounts of Church groups that are administered or run by informal groups of Church members or any group affiliated to another body.

2. **Receipts and Payments Account - Receipts**

**2a Other giving/voluntary receipts** consists of donations, gift-aid and non-gift-aid envelopes received but does not include gift-aid recoverable from HMRC.

**2b Income from Fundraising** consists of Parish Magazine income (sales & advertising), fêtes, bazaars and other fundraising events

**2c Church activities** consists of fees for weddings and funerals

**2d Investment income** consists partly of unrestricted income from CCLA/COIF deposits and units, which is retained in those accounts. In addition, there is restricted income from the Morphy Trust's M&G Charifund units, which is received by the PCC upon trust for distribution for external, charitable purposes (see Note 4c(1)(below).

## 3. Receipts and Payments Account - Payments

**3a Clergy and staffing costs** consists of the Rector's expenses and the expenses of the rectory and its grounds (tax, repairs and maintenance), and the payments and honoraria paid to relief clergy and organists.

**3b Church running expenses** consists of utilities (heating, lighting, water and broadband connection), insurance, the repair and maintenance of the premises and the organ, paper, photocopying and printing, Church maintenance, upkeep of churchyards

**3c Church services** consists of costs of religious observance including sheet-music

**3d Mission and charitable giving** consists of donations to churches in the UK and overseas, to other church societies and (insofar as concerns restricted funds) other trust objectives.

**3e Capital projects** consists of expenditure derived from legacies.

**3f Cost of generating funds** consists of the expenses of the production and distribution (incl. postage) of the Parish Magazine, and of fêtes, bazaars and other fundraising events.

## 4. The Statement of Assets and Liabilities

**4a Tangible Fixed Assets** The Church of St. Mary the Virgin is considered to be a heritage asset and is not shown at a valuation, moreover is excluded from the accounts by s10(2) of the Charities Act, 2011. No value is given in these accounts to other land that is vested in the Chichester Diocesan Board of Finance. Church equipment comprises a sound system and other electronic equipment, which have Nil book value.

**4b Cash in banks and in hand** The PCC operates bank accounts with CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ and Santander UK plc, 2 Triton Square, Regent's Place, London NW1 3AN. Cash in hand was £5.00.

**4c Investment Assets** consist of sums standing in the name of the PCC in the following five accounts:

(1) an account containing income units valued at £38,905.00 in M&G 'Charifunds', which were acquired for the benefit of the PCC from a bequest by Mr DW Morphy, who died in 1975 and which comprise an endowment fund, which is required by the donor to be kept invested and which is held by the PCC upon trust for distribution of income for external, charitable purposes;

(2) three accounts together valued at £5,055.25 in the CCLA/CBF Church of England Deposit Fund, which receive income derived from a second bequest by Mr DW Morphy and from a church fabric fund. These are restricted funds, of which the PCC may expend both the capital and the income for restricted purposes; and

(3) an account valued at £3,849.54 in the CCLA/COIF Charities Deposit Fund That account is operated by the PCC in its capacity of custodian/trustee of five other, registered charities and the account receives income from those charities' income units in

the CCLA/COIF Charities Deposit Fund. Those five charities are Daniel Lee Charity (est. 1849) no. 212647, which is linked with John Avinal's (or Avenell's) Charity (est. 1681) no. 212647-1, Lackman Charity (of origin unknown) no. 212647-2, Henry 'Dog' Smith's Charity (est. 1627) no. 212647-3 and Henry Pylfold's (or Pylfolde's) Charity (est. 1565) no. 212647-4.

**4d Debtors** consists of receipts not yet having reached the bank account.

**4e Creditors** consists of payments made but not yet cleared through the bank account.

**5. Trustees' remuneration and benefits**

No member of the PCC received any remuneration in respect of his or her duties as a Trustee. One member of the PCC received remuneration in respect of his duties as Director of Music.

**6. Trustees' expenses**

No member of the PCC received contributions towards his or her expenses incurred in their duties within the parish.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARY THE VIRGIN, PE**

England & Wales - Charity number 1188604

# Accounts

**Registered Charity no.: 1188604**

# Report of the Members of the Parochial Church Council and Financial Statements for the Year Ended 31st December 2020

**for**

**The Parish of St Mary The Virgin,**
**Petworth**

## CONTENTS OF THE REPORT & FINANCIAL STATEMENTS


| | Page |
|---|---|
| Contents | 2 |
| Report of the members of the PCC | 3 to 10 |
| Independent Examiner's Report | 11 |
| Receipts and Payments Account | 12 |
| Statement of Assets and Liabilities | 13 |
| Notes to the Financial Statements | 14-16 |

## Administrative information

The Parochial Church Council of the Ecclesiastical Parish of St. Mary The Virgin, Petworth ("the PCC") is a charity registered with the Charity Commission with the Registered Number 1188604. The Church of St. Mary The Virgin is situated in Church Street, Petworth, West Sussex GU28 0AE and the Church Office is located at that address. It is part of the Diocese of Chichester within the Church of England.

The PCC is a body corporate (s.3, Parochial Church Councils (Powers) Measure 1956) and is governed by the Church Representation Rules 2006, laid down by the General Synod of the Church of England under powers devolved by Parliament.

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

Ex Officio members:

| | |
|---|---|
| Incumbent: | The Reverend Canon Mark Gilbert, SSC (Chairman), who is also the Rector of St. Bartholomew's, Egdean and the Rural Dean of Petworth. |
| Wardens: | Mrs Eileen Lintill (Safeguarding Officer)<br>Mr Nicholas Wheeler |
| Elected members: | Mr Matthew Cooke<br>Mr Victor Constable<br>Mrs Jill Easton<br>Mrs Judith Howard (representative on Deanery Synod)<br>Mr Andrew Howard (Treasurer and representative on Deanery Synod)<br>Mrs Jean Huggett<br>Mr Brian Parr<br>Mrs Jacqueline Smith<br>Mrs Anne Tarver<br>Lt.-Col. Mark Tarver<br>Mr John Townsend (Secretary) |
| Standing Committee: | Incumbent, Church Wardens, Treasurer |
| Independent Examiner: | Mr Alan Copus BSc (Hons.), ACMA, GCMA |
| Bankers: | CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ<br>– and –<br>Santander UK plc, 2 Triton Square, Regent's Place, London NW1 3AN |

## Structure, governance and management

The PCC has the responsibility under the Parochial Church Councils (Powers) Measure (1956) as amended and the Church Representation Rules of co-operating with the Incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Parish Church and the Churchyard.

The method of appointment of PCC members is set out in the Church Representation Rules. At the Church of St. Mary The Virgin, the membership of the PCC consists of the incumbent (our Rector), churchwardens, the reader and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

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

The PCC normally meets in alternate months. The Standing Committee (the only formal committee required by law) also normally meets bi-monthly, alternating with the PCC. It has power to transact the business of the PCC between the PCC's meetings, subject to any directions given by the PCC. There are several sub-committees, which meet regularly for particular tasks such as social activities and fund-raising events, or *ad hoc* as the need arises.

Due to national Covid-19 restrictions it was impossible to hold in-person meetings for the entire year but virtual meetings took place via Zoom, with a very high attendance rate.

## Deanery Synod

Three members of the PCC sit on the Petworth Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church. The Deanery Synod operated in a very limited way over the period of Covid restrictions and its work has been focused on responses to the pandemic. Meetings have been on-line.

The Petworth Deanery is one of twenty-one deaneries in the Chichester Diocese. It covers twenty-five churches in parishes having a population of c. 13,500 and eight clergy including the Chaplain of Seaford College.

## Objectives

The PCC is committed to enabling as many people as possible to worship at our church and to become part of community of the parish of St. Mary The Virgin. The PCC maintains an overview of worship throughout the parish and discusses how our services can involve the population of the parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

We try to enable ordinary people to live out their faith as part of our parish community through:

- worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- the provision of pastoral care for people living in the parish.
- missionary and outreach work.
- the promotion of home groups of bible study
- developing community cohesion by reaching the wider community throughout the parish by advertising seasonal events, community events of all kinds.
- participation in ecumenical initiatives such as those organised by Petworth Area Churches Together ('P.A.C.T.')

When planning our activities for the year, we take due consideration of the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Further, the PCC takes due consideration of its duty as a 'relevant person' under s.5 of the Safeguarding and Clergy Discipline Measure 2016 to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

We recognise that, beyond its significance purely as a place of worship, the Church of St Mary the Virgin is an important, historical centre and focus of the Petworth community. As such, it is important that we maintain the fabric of the Church. It is a grade 1 listed building described by Historic England as "Large church comprising a chancel with north chapel and south vestry, north transept and tower in place of south transept and nave with aisles. The chancel is C13, the remainder mostly C14, restored by Sir Charles Barry in 1827 and again in 1902".

We intend that the church should continue ever-increasingly to provide a venue for cultural events which take place within the town of Petworth. These consist of the regular, major events organised by the Petworth Festival Committee as well as *ad hoc* events such as those organised by choirs. We also wish the church to enable foreign and British tourists as well as the local residents to appreciate the church's part in local history, the local history generally, and the archaeology of the area.

We intend to provide ongoing pastoral care for people whether or not church congregants and to provide financial assistance to the poor and needy of the parish. We will continue to spend the income of various ancient trusts, of which the incumbent and the wardens from time to time are believed to be the trustees, according to the objects established by their donors insofar as those objects can be established by presumption or otherwise with any degree of confidence.

We intend to take into account the needs of people served by other charities and overseas by giving grants to wider Christian charities and to missionary organisations.

**Mission and Evangelism**

Helping those in need is a demonstration of our faith.

Our monthly parish magazine is distributed to subscribers, freely available online and at many retail outlets. The magazine keeps our parishioners informed of the important matters affecting our Church and contains articles that help develop our knowledge and trust in Jesus.

**Ecumenical Relationships**

The church is an active participant in P.A.C.T., which does much to organise lectures and charitable fund-raining events.

In most years, but not in 2020 due to the lockdowns, we have held joint services, for instance the traditional service for the opening of the Petworth Festival in July that is attended by representatives of the Petworth Town Council, the Royal British Legion, the Petworth C. of E. Primary School and other local organisations.

**Summary and PCC decisions and activity**

Several significant and far-reaching decisions and actions were taken by the PCC after discussions and consultations, which continued throughout much of the year despite the lock-down's impediments to normal, in-person meetings:

- Resolutions were passed to suspend and modify the form of public worship in the church for the duration of the national lockdown.
- Resolutions were passed for furtherance of the various fabric projects with faculty submissions where necessary, all to be funded out of legacies and in part also by the Friends of St Mary's:

- A major rebuilding of the Memorial Garden to include a ramp and railings
- A wheelchair-friendly path to the East Gate
- Renovation of the Leconfield Steps
- Renovation and equipping of the Marchant Room to serve as an office and for other functions
- Works to the rooves, some of which were urgent
  A new bench outside the South Door, funded by the Friends
- A major and complex re-ordering project affecting various parts of the interior and the South Door.

- A contactless, online card-payment machine was ordered and installed near the South Door as a safer way to give.
- The Parish Giving Scheme was set up and heavily promoted with great success.

**Church attendance**

For extensive periods during this year, the Church of St Mary The Virgin was instructed by the national and/or the church authorities to remain closed for national 'lockdowns' resulting from Covid 19 and for other, restricted periods. Even when permitted to open, the church suffered a lower-than-normal attendance due to the natural reluctance of worshippers to attend public events and to a disinclination to attend services which were shrouded by irksome restrictions that affected singing, conversation and so on. However, the Rector was notably active in setting-up the outreach of regular services via Facebook, which were usually followed by coffee-mornings 'on Zoom'. This was effective.

There was one baptism, two weddings and fifteen funerals and requiem masses, lower numbers than in normal times, presumably some baptisms and weddings being delayed.

Other activity was gravely affected, such as the bible study group which meets at Mrs Rosemary Harris's home.

Acts of Remembrance were held out-of-doors at the War Memorial on Armistice Day and Remembrance Sunday.

**Electoral Roll**

This showed 103 names at the end of the year following three deaths during the year.

**Pastoral Care**

Some members of our parish are unable to attend church due to sickness or age. However in

the lock-down periods, Canon Mark Gilbert had to suspend his normal practices of home communion visits to the house-bound and his monthly communion services at Petworth Cottage Nursing Home. Regular visits to Rotherlea Nursing Home, and occasional minibus visits by residents to St. Mary's Sunday services were similarly suspended.

Fr. Mark has continued, when permitted, his regular attendance at Petworth C. of E. Primary School in South Grove and he was able to hold the usual Harvest Festival Service at the school on 13th October 2020. It was possible to hold only a few of the school's usual church services at St Mary's Church, for instance the Easter Service on 23rd April 2020 and the Remembrance Service of the Bombing of the Boys' School on 29th September 2020, but it was not possible to hold the usual Leavers' Service and baptisms at St. Mary's Church.

**Public Benefit**

The members of the PCC have paid due regard to the Charity Commission's guidance on public benefit and it remains committed to working to build the Kingdom of God for the good of the broad community in this place the Church is called to serve. Further, the wider congregation is committed to a shared vision to know Jesus, to discover the gift of His love and to follow in His way – the way that leads to life in all its fullness. This will be realised whenever the Church is felt to bring a blessing on the broad community it is called to serve.

During this year, and quite apart from the effect upon church services of all kinds, the national lockdowns resulting from Covid 19 caused severe, adverse effects to the Petworth community's events which normally make heavy use of the Church of St. Mary The Virgin. Chief amongst the disappointments was the necessary cancellation by the organisers of the annual Petworth Festival in July 2020, which normally makes heavy use of the church's premises over two weeks, but some events of the Petworth Literary Festival did proceed in October 2020 in St Mary's Church, albeit with reduced numbers owing to Covid spacing requirements. Other local, secular organisations were likewise obliged to cancel their events in the church.

Various secular groups' activities in the church, such as the art group, parents & toddlers and the exercise class were largely suspended.

Fundraising events, such as the fête and harvest fair & lunch, could not take place.

Members of the PCC and congregation undertook various kinds of social work, especially the telephoning outreach system, organised by Mrs Judith Howard. With the onset of lock-down, a telephone network was set up, arranging for volunteers from the congregation to take on frequent telephone contact with those in the parish known to be at home alone without their own support networks. In some cases, this extended to food shopping as well, where there was a need.

## Safeguarding statement required by the Church Representation Rules, Part 2, rule 9

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

## Financial review

Total receipts of unrestricted funds were £70,184 and of restricted funds £2,570, giving a total of £72,754. Those sums were dramatically lower than the £83,182 and £196,385, respectively, totalling £279,568 which were received in the previous year, due to the effect of Covid in 2020 and the very generous bequest which we had received in 2019.

The total of unrestricted expenditure in the year was £92,804 compared with £101,224 in 2019. The overall reduction was due to the permitted reduction of the parish's contribution to the diocese and the reduction in some other expenses, such as expenses upon events, as a result of the lockdowns and other restrictions caused by Covid. Nevertheless, there was a very substantial shortfall of £22,620 in unrestricted funds, which cannot be allowed to continue beyond what is, we hope, a relatively short-term period of losses caused by Covid.

The sum that the churches in the deanery have to find to support the diocese is shared between the churches according to a formula that is based mainly on a head-count of the congregations.

## Investment Policies

The PCC has authority and power to invest funds in accordance with its legal responsibilities. The investments held by the PCC are held in a manner appropriate for a Church of England parish, being in an M&G 'Charifunds' account, a CCLA/CBF Church of England Deposit Fund, and income units in a CCLA/COIF Charities Deposit Fund. The sums which are so held by the PCC are all legacy, restricted or endowment funds.

## Risks & Reserves

Whilst there were restricted services (or none at all) and based on the current level of regular giving, the monthly deficit averaged around £2,400. With substantial, unrestricted reserves at the December 2020 year end, there were sufficient funds to cover expected outgoings for the current year.

As well as holding general reserves, from time to time the PCC receives legacies for expenditure on restricted purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the legacy, depending on the specific objectives of the donor. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for expenditure is identified. Our investment accounts contain only restricted funds (of which we can expend the capital and income for restricted purposes) and endowment funds (which are required by the donor to be kept invested and of which we can expend only the income upon specific objectives).

**Statement of Responsibilities of the members of the PCC**

The Charities Act 2011 and the Church Accounting Regulations 2006 require the members of the PCC to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the PCC at the year end and of its incoming resources and application of resources for that year.

In preparing those financial statements, the members of the PCC should follow best practice and:-

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the PCC will continue its activities.

The members of the PCC are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the PCC and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the Church Accounting Regulations 2006. The members of the PCC are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**On Behalf of the PCC**

Canon Mark Gilbert, SSC

Date: 29th October, 2021

**Parochial Church Council of the**
**Ecclesiastical Parish of St. Mary The Virgin,**
**Petworth**

**Independent Examiner's Report to the**
**Trustees/Members of the PCC**

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## Report to the Trustees/Members of the Parochial Church Council of the Ecclesiastical Parish of St. Mary The Virgin, Petworth, a charity registered with the Charity Commission with the Registered Number 1188604

I report to the Trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2020.

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

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

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

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

Alan Copus, BSc (Hons.), ACMA, GCMA
36 Northend Close
Petworth
West Sussex GU28 9NS

Date: 28 October, 2021

## Receipts and Payments Account for the year ended 31st December 2020

| | Note | Unrestricted | Restricted | Period Total |
|---|---|---|---|---|
| **RECEIPTS** | | | | |
| Voluntary receipts | | | | |
| Parish Giving Scheme | | 1,626.88 | | 1,626.88 |
| Collections at services and boxes | | 2,886.19 | | 2,886.19 |
| Other giving/voluntary receipts | 2a | 39,169.78 | 895.20 | 40,064.98 |
| Tax recovered from HMRC | | 7,471.05 | | 7,471.05 |
| | | 51,153.90 | 895.20 | 52,049.10 |
| Fund-raising | 2b | 10,854.38 | | 10,854.38 |
| Church activities | 2c | 1,634.00 | | 1,634.00 |
| Investment income | 2d | 158.54 | 1,675.00 | 1,833.54 |
| Other income (incl. church lettings) | | 6,383.40 | | 6,383.40 |
| **Total receipts** | | **70,184.22** | **2,570.20** | **72,754.42** |
| **PAYMENTS** | | | | |
| Church activities | | | | |
| Parish contribution to diocese | | 43,063.00 | | 43,063.00 |
| Clergy & staffing costs | 3a | 9,930.53 | | 9,930.53 |
| Church running expenses | 3b | 37,175.30 | 648.45 | 37,823.75 |
| Church Services | 3c | 1,457.38 | | 1,457.38 |
| Mission & charitable giving | 3d | 225.75 | 1,300.00 | 1,525.75 |
| Capital projects | 3e | | 7,062.69 | 7,062.69 |
| Cost of generating funds | 3f | 952.62 | | 952.62 |
| **Total payments** | | **92,804.58** | **9,011.14** | **101,815.72** |
| **Surplus / (deficit) for the period** | | **(22,620.36)** | **(6,440.94)** | **(29,061.30)** |

The notes on pages 14 – 16 form part of these accounts.

**On Behalf of the PCC**

Canon Mark Gilbert, SSC

Date: 29th October, 2021

## Statement of Assets and Liabilities for the year ended 31st December 2020

| | Note | 2020 |
|---|---|---|
| **FIXED ASSETS** | 4a | - |
| **CURRENT ASSETS** | | |
| Cash in banks and in hand | 4b | 186,035.75 |
| Investments | 4c | 43,000.24 |
| **TOTAL CURRENT ASSETS** | | 229,035.99 |
| Debtors (amounts falling due within one year) | 4d | 311.40 |
| **NET CURRENT ASSETS** | | 229,347.39 |
| Creditors (amounts falling due within one year) | 4e | 125.00 |
| **NET ASSETS** | | **229,222.39** |

The notes on pages 14 – 16 form part of these accounts.

**On Behalf of the PCC**

Canon Mark Gilbert, SSC

Date: 29th October, 2021

## 1. Accounting Policies

### Basis of accounting
The accounts are produced on a Receipts and Payments rather than an accruals basis. Consecrated and beneficed property is excluded from the accounts by s10(2) of the Charities Act, 2011. No value is placed on moveable Church furnishings and equipment held by the Churchwardens on special trust for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property. All expenditure, whether additions or improvements, is written off when incurred.

### Incoming resources
Rents received from the letting of the Church's premises are accounted for gross and when the rental is received. Interest and dividends are accounted for gross when received.

### Resources used
The parish contribution payable to the Diocese is accounted for in the year to which it relates and no provision is made for any unpaid contributions. Remuneration and amounts due for goods supplied and services rendered are accounted for when paid. Grants and donations are accounted for when paid.

### Investments
Investments are stated at market value. Gains or losses are recognised when they arise and not before.

### Taxation
The charity is exempt from direct taxation on its charitable activities.

### Current assets and liabilities

The accounts include all transactions, assets and liabilities for which the PCC is legally responsible. The accounts do not include the accounts of Church groups that are administered or run by informal groups of Church members or any group affiliated to another body.

## 2. Receipts and Payments Account - Receipts

**2a Other giving/voluntary receipts** consists of donations, gift-aid and non-gift-aid envelopes received but does not include gift-aid recoverable from HMRC.

**2b Income from Fundraising** consists of Parish Magazine income (sales & advertising), fêtes, bazaars and other fundraising events

**2c Church activities** consists of fees for weddings and funerals

**2d Investment income** consists of income from M&G Charifund units and from CCLA deposits and units

## 3. Receipts and Payments Account - Payments

**3a Clergy and staffing costs** consists of the Rector's expenses and the expenses of the rectory and its grounds (tax, repairs and maintenance), and the payments and honoraria paid to relief clergy and organists.

**3b Church running expenses** consists of utilities (heating, lighting, water and broadband connection), insurance, the repair and maintenance of the premises and the organ, paper, photocopying and printing, Church maintenance, upkeep of churchyards

**3c Church services** consists of costs of religious observance including sheet-music

**3d Mission and charitable giving** consists of donations to churches in the UK and overseas, to other church societies and (insofar as concerns restricted funds) other trust objectives.

**3e Capital projects** consists of restricted expenditure, all derived from legacies.

**3f Cost of generating funds** consists of the expenses of the production and distribution (incl. postage) of the Parish Magazine, and of fêtes, bazaars and other fundraising events.

## 4. The Statement of Assets and Liabilities

**4a Tangible Fixed Assets** The Church of St. Mary the Virgin is considered to be a heritage asset and is not shown at a valuation, moreover is excluded from the accounts by s10(2) of the Charities Act, 2011. No value is given in these accounts to other land that is vested in the Chichester Diocesan Board of Finance. Church equipment comprises a sound system and other electronic equipment, which have Nil book value.

**4b Cash in banks and in hand** The PCC operates bank accounts with CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ and Santander UK plc, 2 Triton Square, Regent's Place, London NW1 3AN

**4c Investment Assets** consist of sums standing in the name of the PCC in the following four accounts:

(1) an account containing income units valued at £34,314.25 in M&G 'Charifunds', which were acquired for the benefit of the PCC from a bequest by Mr DW Morphy, who died in 1975 and which comprise an endowment fund, which is required by the donor to be kept invested and of which the PCC can expend only the income upon specific objectives; and

(2) three accounts together valued at £5,052.63 in the CCLA/CBF Church of England Deposit Fund, which receive income derived from a second bequest by Mr DW Morphy and from a church fabric fund. These are restricted funds, of which the PCC may expend both the capital and the income for restricted purposes.

(3) an account valued at £3,633.36 in the CCLA/COIF Charities Deposit Fund That account is operated by the PCC in its capacity of custodian/trustee of five other, registered charities and the account receives income from those charities' income units in the CCLA/COIF Charities Deposit Fund. Those five charities are Daniel Lee Charity (est. 1849) no. 212647, which is linked with John Avinal's (or Avenell's) Charity (est. 1681) no. 212647-1, Lackman Charity (of origin unknown) no. 212647-2, Henry 'Dog' Smith's Charity (est. 1627) no. 212647-3 and Henry Pylfold's (or Pylfolde's) Charity (est. 1565) no. 212647-4.

**4d Debtors** consists of receipts not yet having reached the bank account.

**4e Creditors** consists of payments made but not yet cleared through the bank account.

**5. Trustees' remuneration and benefits**

No member of the PCC received any remuneration in respect of his or her duties as a Trustee.

**6. Trustees' expenses**

No member of the PCC received contributions towards his or her expenses incurred in their duties within the parish.

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