

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST PETER'S CHURCH WESTHAMPNETT

England & Wales · Charity number 1191476

Details

Other names	PCC OF WESTHAMPNETT, ST PETER'S CHURCH, WESTHAMPNETT
Status	Registered
Legal form	Other
Registered	2020-09-25
Register	View on the Charity Commission register

Contact

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Activities

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

Activities: We promote the mission of the Church of England in the parish of Westhampnett through the provision of public services in our church and village hall, and outreach including pastoral care in the community, religious education and volunteering with and donations to other local charities and organisations.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** Religious Activities
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£132,760	£39,189	-	-
2023-12-31	£33,328	£34,846	-	-
2022-12-31	£31,785	£33,742	-	-
2021-12-31	£34,141	£39,497	-	-

Trustees

Name	Role	Appointed
REV'D RACHEL HAWES	Chair	2017-09-06
Ann Kent		2020-09-27
Benjamin Kevin Pope		2026-04-26
Hazel Mary Bate		2022-03-12
Jane Lilian Stone		2018-04-08
Laura Jane Bradley		2018-04-08
Mark Leyland		2024-04-14
Neil Alan Richard Donaghy		2026-04-26
Peter James Alexander Davison		2025-05-11
Rev Paul Stephen James Doick		2024-04-23
Tara Clare Atkins		2024-04-14
Valerie Diane Edwards J.P.		2021-04-18

Accounts

Trustees Annual and Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31st December 2024



St Peter's Church, Stane Street, Westhampnett, Chichester, PO18 0NT

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St Peter's is part of the United Benefice of St Paul, Chichester with St Peter, Westhampnett

Website: www.stpeterswesthampnett.uk

Rector of the United Benefice: The Revd. Canon, Paul Doick, St Paul's Church, Churchside, Chichester, PO19 6FT (from 23 April 2024 – before which the Benefice was in vacancy.)

Associate Rector of the United Benefice: The Revd. Rachel Hawes, Downcote Cottage, Summersdale Road, Chichester, PO19 6PN

Independent Examiner: Rachel Bryan, 22 Maplehurst Road, Summersdale, Chichester PO19 6QL.

Bankers: HSBC, 94 East Street, Chichester, PO19 1HD

St Peter's Westhampnett:

Trustees Annual Report for 2024

Our aims and purposes as a charity

The Parochial Church Council (PCC) has the responsibility of co-operating with the Rector and the Associate Rector, in

- the promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- the promotion in the parish of the whole mission of the church, pastoral, social, evangelistic and ecumenical;
- the promotion in the parish of the ethos of the Mission Statement of the Diocese of Chichester - *To know, love, follow Jesus*;
- the practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay;
- the provision of financial support to those in need and, via mission giving to other organisations with similar objectives.

Registration

Until 2020 we were an Excepted Charity as our annual income did not exceed £100,000. In 2020 however, we successfully applied for voluntary registration. We did this in preparation for the fundraising we are undertaking for our Re-Ordering Project.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, the Rector, the Associate Rector and the PCC have had regard to the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

For 2024 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church;
- Enabling as many people as possible to become part of our parish community and in particular reaching out to those who are newly part of the parish, as a result of the recent extensive housing development there;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;

- Providing religious educational input and pastoral support to The March Church of England Primary School;
- Providing pastoral care for people living in the parish;
- Giving grants to missionary organisations and private individuals in need;
- Reaching out to the 'unchurched' through 'open to all' activities;
- Maintaining the fabric of the church building as an historic centre for the village; and
- Planning a major Re-Ordering Project for the church, to provide it with facilities which will enable it to fulfil its objective to be a centre of worship and mission, serving the rapidly growing community in Westhampnett.

Our vision for the future in our Mission Action Plan

Our work throughout the year, both within our church community and within the wider community that we serve, continues to be underpinned and inspired by the vision of our 5-year Mission Action Plan, agreed in 2017 and reviewed and readopted in 2021. This Plan draws upon both theological and practical ideas, as well as on existing St Peter's statements and documents and is inspired by the siting of our church on Stane Street – the ancient Roman road from Chichester to London. As a church community we identify ourselves as being on a journey and part of God's pilgrim people and we identify pilgrimage with three elements: companionship with God; companionship with each other; and companionship with those we meet along the way.

What we achieved and how we affected beneficiaries' lives

Benefice in vacancy

In April 2023, the Revd Canon Simon Holland, the Rector of the United Benefice, left St Paul's to take up the post of Interim Dean of Chichester Cathedral. Since then, and until 23 April 2024, the Benefice was in vacancy. During this period the Associate Rector liaised closely with the Churchwardens of St Paul's and has been available to them if required. On 23 April 2024 the Revd Canon Paul Doick was installed as Rector of the United Benefice at a service in St Paul's. We are very glad to welcome Fr Paul and have enjoyed working with him as he settles into his new role.

Attendance at worship and our services

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and it is our great pleasure to welcome everyone to take part in the life of the church. We contend that voluntary attendance at Christian worship is a major demonstration of the public benefit of our activities.

We keep St Peter's open daily. We feel strongly that the role of the Church (in both meanings of the word - as a sacred building and as a worshipping community) is to be open, visible and functioning. We are aware that, whether they attend regularly or not, it matters to many people, especially in times of trouble, to feel that the Church is still there for them. Those who visit the church are able to leave prayer requests and light candles and we have found that many do this and obviously find it helpful.

The Church Electoral Roll was revised in March/April 2024. On revision, there were 88 names on the Roll (9 additions and no removals). By the end of the year, the number remained at 88. Of these, 58 were not resident within the parish.

The average regular weekly attendance, counted during October, was 46 (broadly the same as in 2023, when it was 47). We are noticing a significant increase in numbers in the last 2 years, attributable to

large numbers of young families attending our regular Family Service on the first Sunday of the month. The completion of the Madgwick Park estate in Westhampnett is the major factor in this increase as it has brought a large number of new families into the village. We are delighted to welcome them and they are enriching our worship.

Our children's ministry is especially important to us. Throughout 2024 we have continued with the Family Eucharist, on the first Sunday of every month. We design this service to ensure participation by children of all ages. Children read the lessons, give presentations based on the Lectionary theme for the Sunday and write and lead the prayers. We believe that participating and 'performing' in church helps to grow children's confidence in a way which feeds

into all other parts of their lives, including school. At a time when the mental health and well-being of children has given cause for concern, this was never more important. It was lovely to see children, who had been initially reluctant to take part, suddenly engaging and blossoming as a result. We were also very pleased to be able to offer Sunday School for the increasing number of very young children who are now attending St Peter's. This has been ably led by one of our Churchwardens, Jane Stone, who is a former teacher.

Our children's Serving Team continued to support the liturgy in 2024. Theirs in an important role in our worship and it is a delight to see how enthusiastic they are about it.

Our Church Year began as usual, with a well-attended Family Service for Epiphany, in which the children read the lessons, delivered the prayers and gave a presentation on the meaning of Epiphany and the gifts of The Magi. Our beautifully decorated Kings (from our Nativity set) were then processed to the Crib for Epiphany season.

As always, in the weeks before Easter, we sought to make the village aware of the events and services in Holy Week and to encourage them to attend. We produced a leaflet and posters which we distributed to local businesses and to key points in the village such as the Community Hall, giving details of the services and a simple explanation of their meaning. We began Holy Week with a Palm Sunday procession, which started on the village green at Westhampnett and processed to the church, singing Easter hymns. The dramatised Passion Gospel during the Eucharist service was movingly performed by members of our congregation.

Holy Week at St Peter's included a full observance of the Triduum with the traditional services of Maundy Thursday; Good Friday; and (the high point of the sequence) the Easter Vigil, in which the Easter fire is lit outside the church and the paschal candle (a symbol of the light of Christ) processed into the darkened church for the first Eucharist of Easter. Holy Week concluded with the Parish Eucharist on Easter Sunday and an Easter Egg hunt for the children. In total 88 adults and children attended St Peter's on Easter Eve and Easter Day (an increase of 19 from 2023). This is the most

We are approaching the holiest point of the Christian year, when the services are varied and beautiful and speak to us of the depth and richness of our Christian faith. The period from Palm Sunday to Easter Sunday ('Holy Week') is an important spiritual journey and I warmly encourage you to make time to experience that journey for yourselves.

The Associate Rector - Easter Services Leaflet

"Thank you so much for giving her the opportunity to take part – she is really excited about it."

A parent by email

"I think he has got over his shyness and would like to read this time (!) I am so pleased."

A parent by email

profoundly joyful point of the Christian year and a time for celebration, and we did indeed celebrate on Easter Sunday with prosecco (and delicious cakes!).

We continue to celebrate a Eucharist on the first Wednesday of each month. The service is followed by coffee and, although numbers remain small, there are some regular worshippers who clearly find the simple weekday service helpful. We have been very glad to see residents from the two Nursing

Homes in Westhampnett attending this service.

During the year we held three joint services with our sister church, St Paul's. On 9 May their congregation came to us for an evening Eucharist for Ascension Day. On our patronal festival - St Peter and St Paul, on 30 June - we went to them. We went again on 24 November for the Feast of Christ the King and our Associate Rector preached. It was lovely for our two congregations to be able to worship together and especially pleasing to be able to worship with Fr Paul, the new Rector of the Benefice.

The Advent and Christmas seasons saw some very special services for children and adults alike. Our Advent Evening Service of Light was well attended, and we were delighted to welcome back to sing for us, Natasha Page, the soprano whose beautiful voice gave us such joy during the years of Covid, when congregational singing was prohibited. At this service we also welcomed Francis Gush, a countertenor and colleague of Natasha's, and Charlotte Barton, the student trumpeter from the University of Chichester who has played for us several times before in Remembrance Sunday Services. Again, this year, several of our children read lessons at this service - a mark of how much their active involvement in church services has improved their confidence. We were delighted to welcome many people from the village of Westhampnett and surrounding villages, who were not regular worshippers.

Our Crib Figures continue to be a source of delight to the younger children. We set the Nativity at the focal point of the church within the open altar – treating it as the 'stable'. We use these figures to 'tell the story' of Advent and Christmas for the children in Services in a way which fully engages their imaginations. The leader of our *Open the Book* team led a charming Crib Service play entitled *Amazing Days*, in which our children acted the story of the Nativity. This year the child who was prevented from playing Mary the year before (because of chickenpox) finally got to play the part. She was very happy and excited to do so (!) The main characters in the story were ably supported by a host of very convincing shepherds, angels and sheep - and one donkey!

Our Advent Travelling Crib (a beautiful miniature crib with all the Nativity figures, carved in olive wood by Christians in Palestine) made its journey round the Parish again this Advent. This is a wonderful way for young and old within the church community to meet each other (especially, to meet those

"Here's a picture of her with the Crib! She just loves it. Thank you so much!"

A parent by text

they may not know well) and to share fellowship. The Crib is accompanied by a simple Order of Service, suitable for all ages. Many young families, who had just moved into the village, hosted the Crib for the first time and loved it. They sent photos of their children around the Crib. Amazingly, all the Nativity figures came back and none were lost!

We held the traditional Service of Nine Lessons and Carols again, just before Christmas. This year we were delighted to welcome some of the choir from our sister church, St Paul's, led by one of our organists, Charles Gauntlett. They delighted us with a beautiful selection of music. This is a wonderful service, and a time when our ancient church, lit entirely by candlelight, really comes into its own.

We again noticed some changes in patterns of attendance at Christmas. Many more young families with children came to the Crib Service on Christmas Eve, rather than attending on Christmas Day and more people came to Midnight Mass. Anecdotally, this seemed to be because people were travelling on Christmas Day to be with family. Those children who did attend on Christmas Day were treated to a 'Christmas Star Hunt'. The little children took a delight in discovering the painted stars that had 'fallen from the sky' on Christmas Night and which turned out to have helpful loops on them, to enable them to be hung, afterwards, on the Christmas trees at home! Everyone went home with a pocket full of stars!

In total 185 adults and children attended our special services during the Advent and Christmas period and 44 attended on Christmas Eve and Christmas Day. We were delighted to welcome the children of The March Church of England Primary School, for their Christmas Service and also to welcome, for

the first time, the Rotary Club, for their Christmas Carol Service. Between these two services, an additional 275 adults and children attended St Peter's at Christmas.

At the end of 2024 we were sorry to say a 'partial' goodbye to the Reverend Anthony Freeman (our Honorary Assistant Priest with PTO). He has decided to step down from regular involvement at St Peter's. Over the past 5 years he has assisted the Associate Rector in conducting services each month. He has also helped with pastoral work, including Nursing Home Communion; in the training of the team of lay intercessors; and in our Mission Giving and Stewardship programmes. We are very glad that Fr Anthony decided to retain his links with the Nursing Homes in Westhampnett where his ministry is much appreciated. We have greatly valued everything that he has done for the Parish and are glad that he is still worshipping with us and assisting, on an occasional basis.

Teaching, baptising and nurturing new and existing believers

We continued to welcome new members of the Christian community in Baptism. This year we baptised 12 children. The increase in the number of new families now settled in Westhampnett (as a result of the recent housing development in Madgwick Park) is reflected in the significant rise in infant Baptisms over the last few years. It has been a real pleasure to see so many more young families coming to St Peter's.

It is the policy of the United Benefice to admit baptised children to Holy Communion (after preparation) and this year we prepared 14 children for their First Communion – 6 were admitted in March, on Mothering Sunday, and a further 8 in December 2024. In each case it was a most joyful occasion and we broke our Lenten and Advent fasts respectively, to celebrate with the children and their families.

We seek to encourage the participation in worship of all members of the church community, through readings and intercessional prayers and in the administration of the chalice.

We continue to encourage the study of, and reflection on, our faith through our Teaching and Nurture programme. In Lent this year we followed the Diocesan Lent Course, *Jesus the Lord*. As part of the Diocesan Year of the New Testament 2024, the Course invited us to consider the vital question of who Jesus is and helped us to answer in faith: Jesus is the Christ, the Lord's anointed Saviour, the light and hope of all the world (Matthew 16.13-20). The Course was delivered for the whole benefice, with sessions both face to face and on Zoom and was well attended.

Socialising, sharing food and company and celebrating together

We believe very strongly that social events play an important role in the life of the parish, providing a way of meeting others, avoiding loneliness and learning to live together. In 2024 we were able to hold a number of social events. On Mothering Sunday (10th March) we celebrated the First Communion of some of our children and everyone in the congregation received beautiful posies of daffodils. In preparation for Easter, our children were invited to decorate the window sills of the church and they did so beautifully, with flowers and with a delicate Easter Garden in the north aisle. We celebrated the joy of Easter, with drinks (and cakes for the children!) on Easter Sunday. We also celebrated after the Ascension Day Service in May. During the summer, we had several informal 'bring and share' picnics on our paddock behind the church. It was lovely to sit on the grass and watch the children playing cricket.

Again this year we linked up with events at The March School; in particular we had a stall selling homemade jams, marmalades and plants at their Summer fete. By popular request our produce was also shared with the congregation of our sister church St Paul's.

It is always a real pleasure when a congregation member brings an individual contribution to our annual list of events and, this year, one of our members, Stephen Bennett, a former naval officer, gave a fascinating talk entitled *Arabian Days*, covering his time both in the navy and also working in Saudi Arabia. This was a delightful evening, with supper provided, and was hosted by one of our Churchwardens.

In June we hosted a classical guitar recital by Mark Jennings. This was an interesting programme and well-attended. We hope very much to be able to host similar concerts in the future, especially when our Re-Ordering Project is complete, and we have more flexibility on how we can use our building.

Some of the events we held contributed to our fundraising for the mission of St Peter's and to our Re-Ordering Project. This year we were delighted to see a major expansion of our Events Team. This enabled us, for the first time, to tackle holding several more major events. The first of these was a Summer Fête on 10 August in our paddock to the north of the church. The weather stayed fine and the event was a huge success, with numerous individual stalls, a barbeque and a bouncy castle. One of the star attractions of the day was *Cuddle a Duckling for 50p* (!) The ducklings (who were yellow, fluffy and very cuddly) belonged to one of the church families who live in the village. One of the aspects of the Fête which most pleased us was the fact that many people who attended were new to the village and had never visited the church or its grounds before. The event proved an ideal context in which to connect with people and it was good to see, subsequently, some of the young families, who had come to the Fête, attending services at St Peter's.

In September members of the congregation again took part in *Ride and Stride* - a one-day event in which participants visit local churches either on foot or by bicycle. This is a lovely way to get to know some of the beautiful churches in our area. Half the proceeds go to support the Historic Churches Trust and the other half go to the individual churches.

In October, inspired by the success of our Summer Fête, we held a Bingo evening in the Westhampnett Community Hall, with refreshments and prizes! It was organised by some of the new members of our Events Team and impressively compered by one of their number. People of all ages came and the children, in particular, proved both competitive and successful!

We celebrated Harvest Festival on 6 October with a Family Service and a church beautifully decorated by adults and children. We collected food and other essentials for the local Food Bank at the service and were glad to be able to make a significant donation.

Another new event, enabled by our hugely committed Events Team, was a Christmas Market held in the Westhampnett Community Centre on 30 November. Stalls selling wonderfully enticing potential Christmas presents made the day a real success, as did the sequel to *Cuddle a Duckling for 50p* viz *Cuddle a Rabbit for £1*. The rabbits, who were amazingly relaxed about all the attention, proved very popular with young and old alike (and especially with the Associate Rector!).

"What a great evening. Thanks for the wine and cake! I really enjoyed the last book. Looking forward to the next one!"

A Book Club member

We would like the people of the village, whether they worship regularly at St Peter's or not, to feel that the church is 'theirs' and that they can use it. For this reason, we have been particularly pleased, to be able to host the Madgwick Park Book Club, which continues to meet regularly in the church on Friday evenings. The Associate Vicar attends this Club and is delighted at the opportunity it gives her to get to know people through it.

In addition, this year, one of our Churchwardens has started a monthly early Coffee Drop-In on Wednesdays. This is open to everyone, but particularly aimed at families dropping off children at school. The numbers are small but are growing and we are very glad to be able to offer this to the community.

Evangelism and outreach

The Pastoral Offices (Baptism, Marriage and Funerals) are particularly the place where the church community reaches out to the parish it serves. Wedding numbers still remain lower than before the pandemic, with only 4 weddings in 2024. Baptism numbers, however, remain high 12 Baptisms in 2024, all of which were infants or young children. 7 funerals were conducted in church and 4 interments of ashes, as well as a further 2 services at the local crematorium.

We continue to nurture our ties with The March Church of England Primary School. The Associate Rector (who is also a School Governor) takes Assemblies there every other week, alternating with our *Open the Book* team who present dramatised versions of Bible stories. Through this we ensure we have a weekly presence in the school. In addition, the Associate Rector also conducts a monthly Eucharist there and the School comes to St Peter's for the key festivals such as Harvest and Christmas.

We also continue to visit both Nursing Homes in Westhampnett and to take Holy Communion regularly to those who are housebound.

This year our Associate Rector was invited to visit Terry's Place (an adult day-care centre in Westhampnett). She provided music (*Sing your Favourite Hymns*) and conversation, ably accompanied on the piano by one of our organists. Many of the guests, sadly, suffer from dementia but music crosses all boundaries and this proved to be a most successful project.

Provision of the church building for people to enjoy

It is important to us that our historic church is available, not just to the Church family, but also to the wider community. We wish it to be appreciated as sacred space (a place for prayer and contemplation);

"What a beautiful, peaceful place!"

"Wonderful to find the church open. Thank you."

Entries in our Visitors' Book

community space (a place where the events of life are celebrated); and historic space (a place that connects people to their past as well as giving them hope for the future). To this end, the church building has always been kept open from 9am to 4pm and the entries in the Visitors' Book have testified to how much people appreciate this.

Safeguarding

The PCC takes its Safeguarding responsibilities seriously and seeks to ensure that children and vulnerable adults within the church community are protected at all times. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have 'due regard' to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults and has adopted the House of Bishop's *Promoting a Safer Church; Safeguarding Policy Statement*.

We have completed the Diocesan online programme *Simple Quality Protects*, which is a tool designed to help PCCs achieve the best standards of Safeguarding in a focussed way. This tool has enabled us to review and revise our Safeguarding Policies and process documents in the light of the most recent guidance.

All PCC members and volunteers working with children or vulnerable adults have undergone the following Safeguarding Training:

Safeguarding - Basic Awareness

Safeguarding - Foundations

Clergy have, in addition, undergone:

Safeguarding - Leadership

Safeguarding is a standard item on all PCC Agendas and our Parish Safeguarding Officer reports regularly. We had two Safeguarding incidents in the period covered by this Report. Both were reported to the Diocesan Safeguarding Team who advised us appropriately. Neither incident required further action.

Current and future projects, including spatial reordering of the church building

Graveyard maintenance

Our church has a highly successful relationship with the Kent and Sussex Probationary Service and, in particular, the Community Payback Team. A team of unpaid workers under the supervision of the Community Payback Team work on the maintenance and upkeep of the graveyard. This relationship is a very special one - there are benefits on both sides. The church graveyard is beautifully kept and the unpaid workers have commented on their sense of being valued and of worth for a job well done.

This year members of the Team also helped with the cleaning of the church, which has eased the burden on the small group of volunteers who normally clean it.

Re-Ordering the church

The church is currently without any basic facilities (such as toilet or kitchen). This limits the use of the church for the type of community activity which the PCC sees as an important part of its mission in the growing community of Westhampnett.

In accordance with the vision outlined in our Mission Action Plan, the PCC agreed a scheme for the complete re-ordering of the church. This Re-Ordering Project involves the installation of a small tea-point and an accessible toilet in the south-west aisle corner of the church; the removal of the existing fixed pews to provide flexible floor space (replacing them with moveable pew benches); the refurbishment of radiators and the installation of radiant heating; the provision of a glassed-in meeting room in the north-west aisle corner; the re-location of the font to the aisle crossing; the creation of a sacrament chapel; the replacement of the existing wooden south door with a glass door; the installation of decorative wrought iron grilles on the exterior entrance of the porch; the re-decoration of the interior of the church and the installation of a new lighting scheme.

Detailed final plans for all these works were originally prepared and submitted to the DAC in May 2019. The DAC indicated that it was in sympathy with our proposals, although it deferred our application for answers on a number of minor technical points. It also advised us that we should wait before re-applying until we have been able to raise at least 60% of the overall costs of the project. We had intended to begin work on fund-raising and grant applications in 2020 but the Covid pandemic unfortunately forced us to delay this.

We began our fundraising again at the end of 2022, having, as a preliminary, conducted a Community

"This seems to us a great idea to bring this beautiful old church into the 21st century. Westhampnett is growing quickly. Let's hope the people of Westhampnett get behind you."

"Thank you. We really appreciate this and value our community and would love to have opportunities to get involved/meet people,"

"A great idea to make the church more available – I agree with all your objectives."

Responses to the Community Questionnaire

Survey to find out what the growing community at Westhampnett wanted from their church. We distributed 600 questionnaires and had just over a 10% response rate. The response was overwhelmingly positive, with 55% of contributors adding additional suggestions and comments.

We used this data from our Questionnaire to support the grant applications we made for our Re-Ordering Project.

By mid-2024 we had raised sufficient funds to re-apply to the DAC for its September Meeting. We decided to divide the Project into 3 phases and so the application was for Phase

I only – the re-ordering of the west end of the church. Again, we were referred on minor details but have responded and expect to be able to proceed to faculty in early 2025 with the prospect of beginning building work in the summer of that year.

Provision of tangible support to the poor and needy

In September 2023 it became public that the Government had leased the Chichester Park Hotel, situated in the Parish and very close to the church, to house asylum seekers. We were glad to be able to assist these people in practical ways by donations of clothing and children's toys and we have continued this assistance into 2024. The Associate Rector has visited the hotel regularly and linked up with *The Sanctuary in Chichester*, a registered charity which supports refugees and asylum seekers. Through the expertise of *The Sanctuary* staff we were able to ensure that those who needed, e.g. legal advice, had access to it. We have also been very glad to welcome the residents of the hotel to worship with us at St Peter's.

Again this year, we supported also our local Food Bank by regular monthly food collections and an additional special collection at Harvest Festival.

Other charitable giving

This year we have supported The Bell Tower Drop-in Centre (£300); The Bible Society - Bible a Month (£120); Swanfield Chapel Hot Cross Buns Project (£25); and Sussex Historic Churches Trust (£90). We have also continued to deposit Funds with Boom, the West Sussex Credit Union and we have paid our Parish Share in full.

"Thank you so much for your continued support for the Food Bank."

Food Bank Co-ordinator

Financial Review

In 2024 total receipts amounted to £132,760 (compare £33,328 in 2023). The increase was largely due to the receipt of £87,000 in grants for the Reordering Project and income derived from placing the grants on deposit pending disbursement. Total payments amounted to £39,189 (£34,846 in 2023). As a consequence overall assets increased by £93,572 the majority of which relates to the Restricted Reordering Fund.

Perhaps a better comparison of the results for 2023 and 2024 is achieved by distinguishing between general funds, designated funds and restricted funds. The PCC are free to spend general funds as they think fit in order to promote their charitable aims and objectives. Broadly speaking the General Fund covers the day to day running of the church and promotion of its mission. The designated funds, the Designated Reordering and Hardship Funds, have been earmarked for specific purposes but may be returned to the General Fund at some future date if the PCC so decide. Restricted funds, including the Restricted Reordering Fund, may only be used to fulfil the purpose for which they were donated.

The General Fund produced receipts of £37,295 and payments of £35,536 resulting in net income of £1,758 (compare net expenditure of £2,577 in 2023). General Fund receipts increased by almost 17% while expenditure increased by just under 3%. The increase in receipts is admittedly partially due to delayed payment of the proceeds of the 2023 £1,000 Parish Council grant and £240 for the 2023 Ride and Stride sponsored event. However, voluntary giving, including a substantial donation from the Goodwood Estate and a legacy of £500, was higher than in 2023. The events committee put on a number of events which raised, net of costs, £2,004 for the General Fund (see note 11 to the Accounts). While administrative costs increased substantially it was primarily due to the acquisition of two card readers and a podium, the cost of which was covered by a donation specifically for that purpose. The cost of utilities fell from £2,243 to £1,896 primarily due to the lower price of oil (see note 20 to the Accounts).

Designated funds produced receipts of £666 and payments of £300 resulting in net income of £366 (net expenditure of £305 in 2023). A designated Hardship Fund was created based on an initial donation and a transfer of £500 from the General Fund. This will be used to support those in need in the parish. An additional £800 was transferred to the designated Reordering Fund following a Deanery Synod Grant.

Restricted funds produced receipts of £94,800 and expenditure of £3,353 resulting in net income of £91,447 (net income of £1,364 in 2023). The major change to our finances relates to £87,000 in grants awarded for the Reordering Project (see note 10 to the Accounts), which should enable us to commence work in the next few months. In addition, the events committee raised £2,901 net of costs for the Reordering Fund (see note 11 to the Accounts.)

The PCC is grateful for the continuing generosity of the congregation and other donors who fund the maintenance of the church and our mission. The PCC also wishes to extend its thanks to those involved in fundraising activities on its behalf and to the organisation that supplies gardeners who maintain the churchyard so beautifully. The latter organisation kindly waived its fee again this year. Finally, the PCC wishes to thank the organisations that are supporting our Reordering Project (see note 10 to the Accounts), which will ultimately assure the long term viability of St Peter's.

At the year-end total funds, excluding debtors and liabilities, amounted to £142,420 of which £13,016 is held in the General Fund, £10,666 in designated funds and £118,737 in Restricted Funds (see note 4 to the Accounts).

Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations. An additional £5,000 is reserved to cover expenditure involved in carrying out the works required by the last quinquennial inspection.

Structure, governance and management of the Charity

The Parochial Church Council (PCC) is a Registered Charity, Number 1191476. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

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

Ex Officio members:

Rector	The Reverend Canon Paul Doick	(from April 2024)
Associate Rector	The Reverend Rachel Hawes	(Chair)
Churchwardens:	Mrs Jane Stone	(from April 2018 – Re-appointed by Resolution - April 2024)
	Mrs Hazel Bate	(from April 2024)

Elected members:

Mrs Laura Bradley	(from April 2021) Safeguarding Officer
Mrs Val Edwards	(from April 2021)
Mr Gerald Bate	(from March 2022)
Mrs Rosemarie Scott	(from April 2023)
Mrs Hazel Bate	(until April 2024)
Mrs Rebecca Coombes	(until April 2024)
Mrs Tara Atkins	(from April 2024)
Mrs Ann Kent	(from April 2024) formerly Churchwarden
Mr Mark Leyland	(from April 2024)
Mrs Rachel Tout	(from April 2024) PCC Secretary & Electoral Roll Officer

Co-opted Members:

The Reverend Anthony Freeman	(until April 2024)
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Deanery Synod Reps:

Mr Gerald Bate	(from April 2023)
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The PCC was assisted by the following, not a member:

Appointed under CRR 2022 Rule M20 (3)(b)

Mrs Carol Wadsworth-Jones	(from April 2019) Treasurer
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Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the Churchwardens and members of the Deanery, Diocesan or General Synods and members of the church who are elected at the APCM. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was approved by the Parochial Church Council and signed on its behalf by the Revd Rachel Hawes (PCC Chair).

Signed: 

Date: 18 March 2025

Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter’s Church, Westhampnett, for the Year ended 31st December 2024

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St Peter's Church, Westhampnett

Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows:

	<i>Unrestricted</i>		<i>Restricted</i> Fund/s	<i>Total</i> All Funds 2024	<i>Total</i> All Funds 2023	<i>Notes</i>
	<i>General</i> Fund	<i>Designated</i> Funds				
	£	£	£	£	£	1
Income and endowments from:						
Donations and legacies	31,250	300	87,426	118,976	26,829	
Charitable activities	2,579	-	-	2,579	2,857	
Other trading activities	3,143	-	3,990	7,133	2,488	
Investments	322	156	3,384	3,863	1,153	
Other receipts	-	210	-	210	-	
Total received	37,295	666	94,800	132,760	33,328	2
Expenditure on:						
Cost of raising funds	-	-	-	-	-	
Charitable costs	35,059	300	430	35,788	34,729	
Trading costs	477	-	1,089	1,566	117	
Other payments	-	-	1,834	1,834	-	
Total paid	35,536	300	3,353	39,189	34,846	3
Reconciliation of funds:						
Net income/(net expenditure)	1,758	366	91,447	93,572	(1,519)	
Transfers between funds	(1,300)	1,300	-	-	-	4
Net movement in funds	458	1,666	91,447	93,572	(1,519)	
Cash accounts at 1 January	12,558	9,000	16,977	38,535	40,054	
Cash accounts at 31 December	13,016	10,666	108,424	132,107	38,535	A&L

St Peter's Church, Westhampnett

Statement of Assets and Liabilities

Our financial position at the year-end was:

	Unrestricted		Restricted Funds	Total All Funds 2024	Total All Funds 2023	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Assets:						
Cash in hand	42	-	-	42	56	R&P
Bank current account	2,914	797	2,074	5,786	2,630	
Bank deposit account	10,060	4,824	6,355	21,239	6,820	
Boom (West Sussex Credit Union)	-	5,045	-	5,045	5,035	
CCLA - CBF Deposit Fund	-	-	99,994	99,994	23,994	
PCC-owned bank & cash funds	13,016	10,666	108,424	132,107	38,535	
Diocesan Assigned Fees received	117	-	-	117	443	
Other held as agent	-	-	-	-	33	
Total monetary assets	13,133	10,666	108,424	132,224	39,011	
Gift Aid recoverable (est.)	2,095	-	599	2,694	1,591	5
Debtors	2,095	-	599	2,694	1,591	
446 CBF Income Shares (mkt value)			10,313	10,313	10,082	
Investments MV 31 Dec 2024	-	-	10,313	10,313	10,082	
Other	-	-	-	-	-	
Total assets	15,228	10,666	119,336	145,231	50,684	
Liabilities:						
Unpaid Diocesan parochial fees				117	443	
Due to Southern Coop				-	33	
Total liabilities	-	-	-	117	476	

St Peter's Church, Westhampnett

Notes to the Financial Report

1. The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

2. Analysis of total received:

	Unrestricted		Restricted	Total	Total	
	General	Designated		All Funds	All Funds	
	Fund	Funds	Fund/s	2024	2023	Notes
	£	£	£	£	£	
Planned giving (excl. tax refunds)	15,277	-	-	15,277	14,734	6
Service collections	3,621	-	-	3,621	3,791	7
Gift Aid recovered	4,588	-	13	4,600	4,448	8
Other donations	3,931	300	197	4,428	3,600	9
Grants	2,800	-	87,177	89,977	174	10
Legacies	500	-	-	500	-	
Sponsored events	420	-	-	420	-	11
Event collections/donations	114	-	40	154	82	11
Donations and legacies	31,250	300	87,426	118,976	26,829	
Statutory fees for weddings & funerals	2,579	-	-	2,579	2,857	
Charitable activities	2,579	-	-	2,579	2,857	
Events	568	-	3,990	4,557	-	11
Raffles	917	-	-	917	885	11
Tombolas	-	-	-	-	-	11
Sales (Jam, small items etc)	909	-	-	909	679	11
Weddings & funerals (other)	750	-	-	750	925	12
Church hire	-	-	-	-	-	
Other trading activities	3,143	-	3,990	7,133	2,488	
Bank & CBF deposit interest	322	146	3,104	3,573	857	
CBF investment fund dividend	-	-	280	280	276	
Boom dividend	-	10	-	10	20	
Investments	322	156	3,384	3,863	1,153	
Other receipts	-	210	-	210	-	13
Other receipts	-	210	-	210	-	
Total received on all funds	37,295	666	94,800	132,760	33,328	

3. Analysis of total paid

	Unrestricted		Restricted Fund/s	Total	Total	Notes
	General	Designated		All Funds	All Funds	
	Fund	Funds		2024	2023	
	£	£	£	£	£	
Cost of fundraising activities/events	-	-	-	-	-	
Other appeals expenses	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	14
Charitable grants and donations	535	300	50	885	1,270	15
Parish share to Chichester Diocese	17,435	-	-	17,435	16,862	
Honoraria	665	-	-	665	715	16
Clergy and other people's expenses	610	-	-	610	793	17
Costs of church services	3,490	-	-	3,490	3,907	18
Insurance	1,820	-	-	1,820	1,781	
Administrative costs	2,854	-	-	2,854	1,213	19
Church utilities	1,896	-	-	1,896	2,243	20
Other church running costs	954	-	-	954	1,404	21
Church maintenance & redecoration	1,030	-	380	1,410	1,128	22
Churchyard	1,417	-	-	1,417	1,584	23
Portaloo Hire	1,872	-	-	1,872	1,728	
Fixtures & Fittings	180	-	-	180	100	24
Training	300	-	-	300		
Charitable costs	35,059	300	430	35,788	34,729	
Wedding/funeral extras	87	-	-	87	84	
Events costs	357	-	1,089	1,446	-	12
Raffles	33	-	-	33	33	12
Trading costs	477	-	1,089	1,566	117	25
Reordering costs:	-	-	1,834	1,834	-	26
Other Payments	-	-	1,834	1,834	-	
Total paid on all funds	35,536	300	3,353	39,189	34,846	

4. Statement of funds

Endowed Funds are required by donors to be invested and the income spent on specific objectives. There are no endowed funds.

Restricted Funds are not invested permanently but are to be spent within reasonable timescales for specific purposes. The restricted funds existing at the start of the year comprise the Fabric Fund (to maintain the fabric of the church), the Reordering Fund (raised to finance the Reordering Project), the Gilbert Trust (for the maintenance of certain graves), the Chancel Trust (to receive grants for the maintenance of the chancel) the Soloist Fund (to pay for soloists to perform at the Parish Eucharist and other key services) and the Refugee Fund which was formed in 2023 in response to a small donation received for the support of refugees in the diocese.

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides. The unrestricted funds comprise the General Fund, a designated fund to finance the Reordering Project and a newly created Hardship Fund to be distributed at the discretion of the churchwardens to those in need.

Transfers between funds were as follows:

General Fund	Designated Funds	Restricted Funds	Purpose
£	£	£	
(500)	500	-	To provision the Designated Hardship Fund
(800)	800	-	To provision the Designated Reordering Fund
(1,300)	1,300	-	Total

Fund receipts, payments and final balances are as follows:

	Balances b/fwd			Transfers, other gains and losses	Balances c/fwd
	01-Jan-24	Income	Expenditure		31-Dec-24
	£	£	£	£	£
Fabric fund	12,835	644	(380)	-	13,099
Reordering Fund	1,672	93,597	(2,923)	-	92,345
Gilbert Trust	11,850	310	-	231	12,391
Chancel Trust	87	177	-	-	264
Soloist Fund	273	73	-	-	346
Refugee Fund	342	-	(50)	-	293
Total of all restricted funds	27,059	94,800	(3,353)	231	118,737
General fund	12,558	37,295	(35,536)	(1,300)	13,016
Designated Hardship Fund	-	300	(300)	500	500
Designated Reordering Fund	9,000	366	-	800	10,166
Total of all unrestricted funds	21,558	37,961	(35,836)	-	23,683
Total funds	48,617	132,760	(39,189)	231	142,420

This table excludes debtors and liabilities.

5. The Gilbert Trust Investments were revalued as at 31 Dec 2024.

6. Planned Giving refers to payments received by standing order and bank transfer into the Treasurer's Current Account, including Parish Giving Scheme but excluding the Gift Aid element.
7. Collections includes weekly cash collections, gift aid envelopes and other irregular collections.
8. Gift Aid recovered includes the Parish Giving Scheme element of £2,856 plus claims for direct donations in the year ended 31/12/23 and GASDS for the year ended 5/4/24.
9. Other donations relates to voluntary giving outside the context of services or fundraising events. It includes a large donation by the Goodwood Estate, donations from individuals and donations received from retailers via Easyfundraising. A large individual donation was made to fund the purchase of new card readers and a podium in order to improve our fundraising capabilities.
10. The grant income is as follows

Provider	General Fund	Chancel Trust	Reordering Fund (Restricted)
Westhampnett Parish Council for 2023	£1,000		
Westhampnett Parish Council for 2024	£1,000		
Chichester Deanery Synod	£800		
Chichester Board of Finance		£177	
Benefact Trust			£47,000
National Lottery Community Fund			£20,000
Garfield Weston Foundation			£20,000
Total	£2,800	£177	£87,000

The Chancel Trust grant from Chichester DBF is a restricted charitable grant to reimburse the cost of insuring the Chancel.

In addition to grants already received The Beatrice Laing Trust and The Hobson Charity have agreed in principle to make grants of £5,000 and £10,000 respectively towards the Reordering Project.

11. Fundraising Activities

Fundraising activities either result in voluntary donations or are classified as trading activities because they involve the exchange of goods or services for money. Sponsorship of the Ride and Stride event, which takes place every September, and collections taken at events are voluntary payments. The proceeds of Ride and Stride are shared with the Sussex Historic Churches Trust.

The Events Committee organised 3 further activities for the benefit of the General Fund and 3 for the benefit of the Restricted Reordering Fund which are classified as trading activities:

General Fund	Concert	Raffle	Sales of jam et.	Other	Total
Receipts	£568	£917	£909	-	£2394
Payments	(£317)	(£33)	-	(£40)	(£390)
Net proceeds	£251	£884	£909	(£40)	£2,004

Reordering Fund	Summer Fete	Bingo Evening	Xmas Market	Total
Receipts	£2,555	£498	£937	£3,990
Payments	(£884)	(£73)	(£132)	(£1,089)
Net proceeds	£1,671	£425	£805	£2,901

12. Weddings & funerals (other) relates to receipts over and above statutory fees (flowers, orders of service, bells, vergers etc.).
13. Other Receipts – relates to the sale of 7 pews removed in preparation for the Reordering Project.
14. Cost of raising funds where no consideration is provided – ie the cost of promoting voluntary giving. No such costs were incurred in 2024.
15. Charitable grants and donations include The Bell Tower Drop In Centre, the Bible a Month Scheme, the Sussex historic Churches Trust and a grant paid out of the newly established Hardship Fund.
16. Honoraria relate to ex gratia payments made to the person acting as vergers or bell ringer for weddings/funerals/baptisms.
17. Clergy expenses amounted to £610 relating primarily to postage, stationery, printing and a subscription to Zoom.
18. Cost of services includes sacristy supplies, service hospitality, flowers, children's participation, service music and subscriptions, and banners promoting special services.
19. Administrative costs include web presence, financial costs (bank charges and card reader), office supplies, printing (pewsheets, Orders of Service, newsletters), and sundries. It also includes the cost of two card readers and a podium amounting to £1,221. The latter cost was covered by a donation for that purpose (see note 9 above).
20. Church Utilities

Utilities	2023	2024
Electricity	£ 1,366	£ 1,212
Water	£ 39	£ 77
Oil	£ 837	£ 608
Total	£ 2,243	£ 1,896

21. Other church running costs include security, cleaning, pest control, organ tuning and repair, and fire extinguisher maintenance.
22. Church maintenance includes minor repairs usually paid out of the General Fund. The electrical repairs amounting to £380, required by the Electrical Installation Condition Report, were paid out of the Fabric Fund.
23. Churchyard includes gardening fees, the cost of purchasing and repairing gardening equipment, the hire of the container which houses it, the cost of planting and of maintaining the graves. The organisation which provides the gardeners has once again kindly waived its £500 fee.
24. Fixtures & Fittings – the purchase of tables, chairs and items for the vestry.
25. Trading costs represent the cost of raising funds where there is an exchange of goods or services for money. This includes printing and flowers for weddings and funerals, the costs of running events and the purchase of raffle tickets and the gambling licence.
26. Other Payments comprises architects fees in relation to the Reordering Project.

Approved by the Parochial Church Council and signed on its behalf the Revd Rachel Hawes (PCC Chair)

Signed: 

Date: 18 March 2025

Section A	Independent Examiner's Report		
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Report to the trustees	PCC of St Peter's Church Westhampnett		
On accounts for the year ended	31 December 2024	Charity no.	1191476
Set out on pages	18-24		

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2024**.

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.

Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which 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.

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

Signed:		Date:	4 April 2025
	Name: MRS RACHEL BRYAN		

Relevant professional qualification(s) or body (if any):

Address:

22 Maplehurst Road, Chichester, PO19 6QL

Section B

Disclosure

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

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

Accounts

Trustees Annual and Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31st December 2023



St Peter's Church, Stane Street, Westhampnett, Chichester, PO18 0NT

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St Peter's is part of the Joint Benefice of St Paul, Chichester with St Peter, Westhampnett

Website: www.stpeterswesthampnett.uk

Rector of the Joint Benefice: The Revd. Canon, Simon Holland, St Paul's Church, Churchside, Chichester, PO19 6FT (*until 9 April 2023 – after which the Benefice was in vacancy.*)

Associate Rector of the Joint Benefice: The Revd. Rachel Hawes, Downcote Cottage, Summersdale Road, Chichester, PO19 6PN

Independent Examiner: Rachel Bryan, 22 Maplehurst Road, Summersdale, Chichester PO19 6QL.

Bankers: HSBC, 94 East Street, Chichester, PO19 1HD

St Peter's Westhampnett:

Trustees Annual Report for 2023

Our aims and purposes as a charity

The Parochial Church Council (PCC) has the responsibility of co-operating with the Rector and the Associate Rector, in

- the promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- the promotion in the parish of the whole mission of the church, pastoral, social, evangelistic and ecumenical;
- the promotion in the parish of the ethos of the Mission Statement of the Diocese of Chichester - *To know, love, follow Jesus*;
- the practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay;
- the provision of financial support to those in need and, via mission giving to other organisations with similar objectives.

Registration

As our annual income does not currently exceed £100,000 we have always been an Excepted Charity. In 2020 however, we sought and were given permission to apply for voluntary registration. We did this in preparation for the fundraising we are undertaking for our Re-ordering Project.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, the Rector, the Associate Rector and the PCC have had regard to the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

For 2023 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church;
- Enabling as many people as possible to become part of our parish community and in particular reaching out to those who are newly part of the parish, as a result of the recent extensive housing development there;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;

- Providing religious educational input and pastoral support to The March Church of England Primary School;
- Providing pastoral care for people living in the parish;
- Giving grants to missionary organisations;
- Reaching out to the 'unchurched' through 'open to all' activities;
- Maintaining the fabric of the church building as an historic centre for the village; and
- Planning a major Re-ordering Project for the church, to provide it with facilities which will enable it to fulfil its objective to be a centre of worship and mission, serving the rapidly growing community in Westhampnett.

Our vision for the future in our Mission Action Plan

Our work throughout the year, both within our church community and within the wider community that we serve, continues to be underpinned and inspired by the vision of our 5-year Mission Action Plan, agreed in 2017 and reviewed in 2021. This Plan draws upon both theological and practical ideas, as well as on existing St Peter's statements and documents and is inspired by the siting of our church on Stane Street – the ancient Roman road from Chichester to London. As a church community we identify ourselves as being on a journey and part of God's pilgrim people and we identify pilgrimage with three elements: companionship with God; companionship with each other; and companionship with those we meet along the way.

What we achieved and how we affected beneficiaries' lives

The effect of the lifting of Covid-19 Government Regulations on St Peter's

We entered 2023, at last free of all Government restrictions in relation to the Covid-19 pandemic. It was a relief to feel a complete return to normality.

Benefice in vacancy

In April 2003, Fr Simon Holland, the Rector of the Joint Benefice, left St Paul's to take up the post of Interim Dean of Chichester Cathedral. We were very sad to see him go but we knew that he would bring his many gifts to his service in this new role at the Cathedral. We celebrated his appointment with farewell drinks at St Paul's on 9 April. Since then, the Benefice has been in vacancy (although a new appointment has now been made). During this period the Associate Rector has liaised closely with the Churchwardens of St Paul's and has been available to them if required.

Attendance at worship and our services

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome everyone to take part in the life of the church. We contend that voluntary attendance at Christian worship is a major demonstration of the public benefit of our activities.

We keep St Peter's open daily. We feel strongly that the role of the Church (in both meanings of the word - as a sacred building and as a worshipping community) is to be open, visible and functioning. We are aware that, whether they attend regularly or not, it matters to many people, especially in times of trouble, to feel that the Church is still there for them. Those who visit the church are able to leave prayer requests and light candles and we have found that many do this and obviously find it helpful.

The Church Electoral Roll was revised in March/April 2023. On revision, there were 77 names on the Roll (10 removals and no additions). Two removals were because of death and the remaining 8 because

the person had either ceased to reside in the parish and had not habitually attended public worship for 6 months; or was never resident and had not attended public worship in the preceding 6 months. By the end of the year, however, the number had again risen to 86 names on the Roll (the same number as the previous year). Of these, 61 were not resident within the parish.

The average regular weekly attendance, counted during October, was 47 (as opposed to 29 in 2022). This was a significant increase and entirely attributable to large numbers of young families attending our regular Family Service on the first Sunday of the month. The completion of the Madgwick Park estate in Westhampnett is the major factor in this increase as it has brought a large number of new families into the village. We are delighted to welcome them and they are enriching our worship.

Our children's ministry is especially important to us. Throughout 2023 we have continued with the Family Eucharist, on the first Sunday of every month. We design this service to ensure participation by children of all ages. Children read the lessons, give presentations based on the theme for the Sunday and write and lead the prayers. We believe that participating and 'performing' in church helps to grow children's confidence in a way which feeds into all other parts of their lives, including school. At a time when the mental health and well-being of children has given cause for concern, this was never more important. It was lovely to see children, who had been initially reluctant to take part, suddenly engaging and blossoming as a result. We were also very pleased to be able to offer Sunday School for the increasing number of very young children who are now attending St Peter's. This has been ably led by one of our Churchwardens, Jane Stone, who is a former teacher.

Our children's Serving Team continued to support the liturgy in 2023. After a fall off in numbers in the team in the previous year, we were pleased to see new members joining in 2023. Theirs in an important role in our worship and it is a delight to see how enthusiastic they are about it.

Our Church Year began as usual, with a well-attended Family Service for Epiphany, in which the children read the lessons, delivered the prayers and gave a presentation on the meaning of Epiphany and the gifts of The Magi. Our beautifully decorated Kings (from our Nativity set) were then processed to the Crib for Epiphany season.

As always, in the weeks before Easter, we sought to make the village aware of the events and services in Holy Week and to encourage them to attend. We produced a leaflet and posters which we distributed to local businesses and to key points in the village such as the Community Hall, giving details of the services and a simple explanation of their meaning. We began Holy Week with a Palm Sunday procession, which started on the village green at Westhampnett and processed to the church, singing Easter hymns. The dramatised Passion Gospel during the Eucharist service was movingly

performed by our *Open the Book* team.

We are approaching the holiest point of the Christian year, when the services are varied and beautiful and speak to us of the depth and richness of our Christian faith. The period from Palm Sunday to Easter Sunday ('Holy Week') is an important spiritual journey and I warmly encourage you to make time to experience that journey for yourselves.

The Associate Rector - Easter Services Leaflet

"She was so excited to read on Sunday. Thank you so much for encouraging her in this."

A parent by email

"I just want to thank you for preparing me for my First Holy Communion and for my cross, which I have not taken off since Sunday."

Letter from a
First Communion Candidate (aged 9)

Holy Week at St Peter's included a full observance of the Triduum with the traditional services of Maundy Thursday; Good Friday; and (the high point of the sequence) the Easter Vigil, in which the Easter fire is lit outside the church and the paschal candle (a symbol of the light of Christ) processed into the darkened church for the first Eucharist of Easter. Holy Week concluded with the Parish Eucharist on Easter Sunday and an Easter Egg hunt for the

children. In total 61 adults and children attended St Peter's on Easter Eve and Easter Day. This is the most profoundly joyful point of the Christian year and a time for celebration, and we did indeed celebrate on Easter Sunday with prosecco (and delicious cupcakes!).

In 2019 we had launched a weekday Eucharist and coffee morning in the Westhampnett Community Hall. This was part of our mission to connect with the growing village community in Westhampnett. Unfortunately, the Covid restrictions severely disrupted this project and, although we reinstated it, numbers remained very low. In particular, the residents of the two Care Homes in Westhampnett had stopped coming because severe staff shortages meant there are not enough carers to bring them. As we already visit both these Homes and take Holy Communion into them, we decided to move this Eucharist back to the Church in January 2023. The service is followed by a coffee morning and, although numbers remain small, there are a group of regular attendees who clearly find the simple weekday service helpful.

On 7 May we held a special Family Eucharist to celebrate the King's Coronation. The older children delivered a moving presentation entitled *Called to Serve*. This reflected upon the King's promise at the start of the Coronation Service, "I come not to be served but to serve", and how it rested on the example of the Servant Kingship of Christ. In Sunday School the younger children looked at what it meant to call Jesus a king and made wonderful crowns (decorated with stick-on jewels!). They paraded into the Service, wearing their crowns, at the Peace!

During the year we held three joint services with our sister church, St Paul's. On 18 May their congregation came to us for an evening Eucharist for Ascension Day. On our patronal festival - St Peter and St Paul, on 25 June - we went to them. We went again on 26 November for the Feast of Christ the King. On both occasions our Associate Rector celebrated and it was a joy for our two congregations to be able to worship together.

In 2023 we said goodbye to two members of our congregation who had, in their different ways, made a significant contribution to our worship. Benjamin Irvine-Capel, our very talented young student organist, left us after his A Levels, at the beginning of June, ultimately to take up his university place in the autumn. He gave us a year's worth of wonderful music and has been much missed. We also said goodbye to Tracy Flitcroft who had been assisting in our liturgy, while completing her training for ordination. She left us in June to be ordained and to begin her curacy. Our prayers went with her for her future ministry.

The Advent and Christmas seasons saw some very special services for children and adults alike. Our Advent Evening Service of Light was well attended, and we were delighted to welcome back to sing for us, Natasha Page, the soprano whose beautiful voice gave us such joy during the years of Covid, when congregational singing was prohibited. At this service we also welcomed Charlotte Barton, the student trumpeter from the University of Chichester who has played for us several times before in Remembrance Sunday Services. Again, this year, several of our children read lessons at this service - a mark of how much their active involvement in church services has improved their confidence. We were delighted to welcome many people from the village of Westhampnett and surrounding villages, who were not regular worshippers.

Our Crib Figures continue to be a source of delight to the younger children who love the Nativity at the focal point of the church, using the open altar as the 'stable'. We use these figures to 'tell the story' of Advent and Christmas for the children in Services in a way which fully engages their imaginations. The leader of our *Open the Book* team led a charming Crib Service, in which our children acted the story of the Nativity. Unfortunately, an outbreak of chickenpox meant that we had to make a late substitution for the child who was to have played Mary! (She was almost inconsolable - but she has been promised the part again next year!) The main characters in the story were ably supported by a host of very convincing shepherds and sheep - and one donkey!

Our Advent Travelling Crib (a beautiful miniature crib with all the Nativity figures, carved in olive wood by Christians in Palestine) made its journey round the Parish again this Advent. This is a wonderful way for young and old within the church community to meet each other (especially, to meet those they may not know well) and to share fellowship. The Crib is accompanied by a simple Order of Service, suitable for all ages. Many young families, who had just moved into the village, hosted the Crib for the first time and loved it. They sent photos of their children around the Crib. Amazingly, all the Nativity figures came back and none were lost!

"I couldn't get him to go to bed – he loved looking at it so much! It's a beautiful idea. Thank you."

A parent by email

We held the traditional Service of Nine Lessons and Carols again this year with a four-part choir from the University of Chichester. This is a very beautiful service, and a time when our ancient church, lit entirely by candlelight, really comes into its own.

We again noticed some changes in patterns of attendance at Christmas. Many more young families with children came to the Crib Service on Christmas Eve, rather than attending on Christmas Day and more people came to Midnight Mass. Anecdotally, this seemed to be because people were travelling on Christmas Day to be with family. Those children who did attend on Christmas Day were treated to a 'Christmas Star Hunt'. The little children took a delight in discovering the painted stars that had 'fallen from the sky' on Christmas Night and which turned out to have helpful loops on them, to enable them to be hung, afterwards, on the Christmas trees at home! Everyone went home with a pocket full of stars!

In total 183 adults and children attended our special services during the Advent and Christmas period and 49 attended on Christmas Eve and Christmas Day.

We continue to value the contribution of the Reverend Anthony Freeman (our Honorary Assistant Priest with PTO) in all our work at St Peter's. He assists the Associate Rector in conducting services. He also helps with pastoral work, including Nursing Home Communion and in the training of the team of lay intercessors. He also has responsibility for our Outward Giving programme and has formed a team to work with him in this area. On 2 July, at the Feast of Thomas the Apostle, Fr Anthony celebrated the golden anniversary of his priesting and we were delighted to celebrate with him at a special Eucharist on that day.

Teaching, baptising and nurturing new and existing believers

We continued to welcome new members of the Christian community in Baptism. This year we baptised 14 children and 2 adults. The increase in the number of new families now settled in Westhampnett, as a result of the recent housing development in Madgwick Park, is reflected in the significant rise in infant Baptisms. It has been a real pleasure to see so many more young families coming to St Peter's.

It is the policy of the United Benefice to admit baptised children to Holy Communion (after preparation) and this year we prepared three children for their First Communion. Towards the end of the year, another group had begun to come forward to start classes in January 2024. We were also delighted to prepare and present an adult candidate for Confirmation at the Cathedral in April.

We seek to encourage the participation in worship of all members of the church community, through readings and intercessional prayers and in the administration of the chalice.

We continue to encourage the study of, and reflection on, our faith through our Teaching and Nurture programme. In Lent this year we followed the Diocesan Lent Course, *Who Then Is This?* As part of the Diocesan Year of the Old Testament 2023, the Course reflected on some key figures in the Old Testament and their connection to the New Testament. The Course was delivered for the whole benefice, with sessions both face to face and on Zoom and was well attended.

In September our Associate Rector co-led a course at the Cathedral with the Canon Precentor, entitled *Human & Divine Perspectives – Encountering Christ in the company of Piero della Francesca*. We

were delighted to be able to collaborate with the Cathedral's educational programme. Another course on the theme of faith and art is planned for 2024.

Through lay involvement in this and other teaching programmes, we hope to continue to extend opportunities to encourage vocation and the exercise of ministry and gifts within the life of our community.

Socialising, sharing food and company and celebrating together

We believe very strongly that social events play an important role in the life of the parish, providing a way of meeting others, avoiding loneliness and learning to live together. In 2023 we were able to hold a number of social events. We celebrated with drinks (and cakes for the children!) on Easter Sunday. We also celebrated after our special service for the King's Coronation and after the Ascension Day Service, both in May. During the summer, we had several informal 'bring and share' picnics on our paddock behind the church. It was lovely to sit on the grass and watch the children playing cricket.

Some of the events we hold contribute to our fundraising for the mission of St Peter's. In June we held a Raffle Draw with some exciting prizes, including Goodwood tickets. We also held a cake and jam sale which always proves popular. We linked up with events at The March School; in particular we had a stall selling homemade jams, marmalades and plants at both their Summer and Christmas fetes. In addition, our Events Group held a Games Evening. The weather kept us in the church but the event was much enjoyed by those who attended (including a visiting dog!). The Group also held a Quiz Evening in August, with questions about the history of the church designed to encourage everyone, especially the children, to look closely at the historic building we use and which we all take rather for granted.

In early Spring we organised our annual *Litter Pick* which was open to everyone who wished to participate. Apart from being an important way of liaising with the local community, this event also provides much needed assistance in keeping our village of Westhampnett free of the litter which accumulates so unattractively on roadsides and in hedges.

In September members of the congregation took part in *Ride and Stride* - a day event in which participants visit local churches either on foot or by bicycle. This is a lovely way to get to know some of the beautiful churches in our area. Half the proceeds go to support the Historic Churches Trust and the other half go to the individual churches.

We would like the people of the village, whether they worship regularly at St Peter's or not, to feel that the church is 'theirs' and that they can use it. For this reason, we have been particularly pleased, to be able to host the Madgwick Park Book Club, which continues to meet regularly in the church on Friday evenings. The Associate Vicar attends this Club and is delighted at the opportunity it gives her to get to know people through it.

"Lovely to see you all. Thanks for the wine and cake! And I really enjoyed the last book. What are we reading next?"

A Book Club member

Evangelism and outreach

The Pastoral Offices (Baptism, Marriage and Funerals) are particularly the place where the church community reaches out to the parish it serves. Weddings and Baptisms, which had been severely affected during the Covid restrictions, are now on the increase again. Wedding numbers still remain lower than before the pandemic, with only 3 weddings in 2023. Baptism numbers, however, are significantly up, for the third year in a row, with 14 Baptisms, of which 10 were infants or young children. 6 funerals were conducted in church and 4 interments of ashes, as well as a further 5 services at the local crematorium.

We continue to nurture our ties with The March Church of England Primary School. The Associate Rector (who is also a School Governor) takes Assemblies there every other week, alternating with our *Open the Book* team who present dramatised versions of Bible stories. Through this we ensure

we have a weekly presence in the school. In addition, the Associate Rector also conducts a monthly Eucharist there and the School comes to St Peter's for the key festivals such as Harvest and Christmas.

We also continue to visit both Nursing Homes in Westhampnett and to take Holy Communion regularly to those who are housebound.

Provision of the church building for people to enjoy

It is important to us that our historic church is available, not just to the church family, but also to the wider community. We wish it to be appreciated as sacred space (a place for prayer and contemplation);

"What a delightful church – and so beautifully kept!"

"How nice to find the church open. Thank you."

Entries in our Visitors' Book

community space (a place where the events of life are celebrated); and historic space (a place that connects people to their past as well as giving them hope for the future). To this end, the church building has always been kept open from 9am to 4pm and the entries in the Visitors' Book have testified to how much people appreciate this.

Safeguarding

The PCC takes its Safeguarding responsibilities seriously and seeks to ensure that children and vulnerable adults within the church community are protected at all times. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have 'due regard' to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults and has adopted the House of Bishop's *Promoting a Safer Church; Safeguarding Policy Statement*.

We have completed the Diocesan online programme *Simple Quality Protects*, which is a tool designed to help PCCs achieve the best standards of Safeguarding in a focussed way. This tool has enabled us to review and revise our Safeguarding Policies and process documents in the light of the most recent guidance.

All volunteers working with children or vulnerable adults are subject to DBS checks and have undergone the following Safeguarding Training:

C0 – Safeguarding Basic Awareness

C1 – Safeguarding Foundation

C2 – Safeguarding Leadership

Clergy have, in addition, undergone:

C3 – Clergy and Lay Ministers

Safeguarding is a standard item on all PCC Agendas and our Parish Safeguarding Officer reports regularly. We have had no Safeguarding incidents in the period covered by this Report.

Current and future projects, including spatial reordering of the church building

Graveyard maintenance

Our church has a highly successful relationship with the Kent and Sussex Probationary Service and, in particular, the Community Payback Team. A team of unpaid workers under the supervision of the Community Payback Team work on the maintenance and upkeep of the graveyard. This relationship is a very special one - there are benefits on both sides. The church graveyard is beautifully kept and the unpaid workers have commented on their sense of being valued and of worth for a job well done.

This year members of the Team also helped with the cleaning of the church, which has eased the burden on the small group of volunteers who normally clean it.

Re-ordering the church

The church is currently without any basic facilities (such as toilet or kitchen). This limits the use of the church for the type of community activity which the PCC sees as an important part of its mission in the growing community of Westhampnett.

In accordance with the vision outlined in our new Mission Action Plan, the PCC have agreed a scheme for the complete re-ordering of the church. This Re-ordering project involves the installation of a kitchen and toilet; the removal of the existing fixed pews to provide flexible floor space (replacing them with moveable pew benches); the installation of under-floor heating; the provision of a glassed-in meeting room in the north-west aisle; the re-location of the font to the aisle crossing; the creation of a sacrament chapel; the replacement of the existing wooden south door with a glass door; the installation of decorative wrought iron grilles on the exterior entrance of the porch; the re-decoration of the interior of the church and the installation of a new lighting scheme. Detailed final plans were prepared and submitted to the DAC in May 2019. The DAC has indicated that it is in sympathy with our proposals, although it has deferred our application for answers on a number of minor technical points. It has also advised us that we should wait before re-applying until we have been able to raise at least 60% of the overall costs of the project. We had intended to begin work on fund-raising and grant applications in 2020 but the Covid pandemic has unfortunately forced us to delay this.

We began again in 2022. As a preliminary, we conducted a Community Survey to find out what the

"This seems to us a great idea to bring this beautiful old church into the 21st century. Westhampnett is growing quickly. Let's hope the people of Westhampnett get behind you."

"Thank you. We really appreciate this and value our community and would love to have opportunities to get involved/meet people,"

"A great idea to make the church more available – I agree with all your objectives."

Responses to the Community Questionnaire

growing community at Westhampnett wanted from their church. In the rubric to the Questionnaire we explained our Re-ordering Project and said: We would like to see the Church used by the people of Westhampnett, not just on Sundays for services, but during the week as well. We would like to know what is important to you - the Westhampnett community? We have made some suggestions below. We then asked people to rate them on a scale of 1 to 5 and to add any other suggestions of their own.

We distributed 600 questionnaires and had just over a 10% response rate. The response was overwhelmingly positive, with 55% of contributors adding additional suggestions and comments. A few respondents expressed

concern as to whether our project would conflict with the Charitable aims of the new Community Hall in Westhampnett. We had anticipated this and our Associate Rector has been able to attend the Parish Council meetings to brief them on our plans and to explain that what we propose will be part of the ongoing outward mission of the church and complementary rather than in competition with the work they are doing.

We will use the data from our Questionnaire to support the grant applications we are now starting to make for our Re-ordering Project.

Provision of tangible support to the poor and needy

In September this year it became public that the Government had leased the Chichester Park Hotel, situated in the Parish and very close to the church, to house asylum seekers. Rumour ran wild on social media that the hotel had been filled with 300 young male migrant workers. Sadly this led to hostile and aggressive demonstrations outside the hotel for several weeks. In fact the residents were almost all young women and children. There were 197 residents in all of whom 62 were children

under 10 and babies. Most of the rest were single women and there were 3 pregnant women. There were about 15 whole families - married couples with children – so only about 15 men in total. The residents came from all over the world: Syria, Afghanistan, Sudan, Colombia, Georgia, Uganda, to name but a few countries. They were all at different stages in the asylum process. Many were traumatised because they had experienced violence and persecution in the countries they had fled from. We were glad to be able to assist these people in practical ways by donations of clothing and children's toys. The Associate Rector visited the hotel regularly and linked up with *The Sanctuary in Chichester*, a registered charity which supports refugees and asylum seekers. Through the expertise of *The Sanctuary* staff we were able to ensure that those who needed, e.g. legal advice, had access to it. We have been very glad to welcome the residents of the hotel to worship with us at St Peter's.

Again this year, we supported also our local Food Bank by regular monthly food collections and an additional special collection at Harvest Festival.

"Thank you so much for your continued support for the Food Bank."

Food Bank Co-ordinator

Other charitable giving

Our newly formed Mission Group, led by our Assistant Priest, put in a lot of work in 2023 on our outward giving. It was decided to raise money for a specific charity to be chosen by the congregation and ratified by the PCC. In 2023 the chosen charity was Sage House, a local charity providing dementia support. The Mission Group liaised closely with this charity and visited several times, and in total £750 was raised to support it. This year we have also supported The Bell Tower Drop in Centre (£300); The Bible Society - Bible a Month (£120) and Christian Aid Week (£362). In addition we made a special collection for the Turkish Earthquake Appeal, to which, through the generosity of the congregation, we were able to give £800. We have also continued to deposit Funds with Boom, the West Sussex Credit Union. We have also paid our Parish Share in full.

Financial Review

In 2023 total receipts amounted to £33,328 (compare £31,785 in 2022) and total payments amounted to £34,846 (£33,742 in 2022) resulting in net expenditure of £1,519 (£1,957 in 2022) and an equivalent reduction in monetary assets. Reserves were more than sufficient to cover the shortfall.

Overall receipts increased by 4.8%. It is worth noting that:

- planned giving, collections and fundraising all increased notwithstanding the harsh financial climate.
- statutory fees for weddings and funerals also increased.
- the greatest percentage increase was seen in investment income which more than tripled (from a low base) due to higher interest rates, mostly to the benefit of restricted funds.
- although the Ride & Stride sponsored event took place in September as usual, raising £240 for St Peters and £240 for the Sussex Historic Churches Trust, no receipt is shown in these accounts because the income from it was not received until January 2024.
- the only grant income related to the Chancel Trust as the Parish Council grant towards upkeep of the churchyard was not received this year.
- a donation was received specifically for the benefit of refugees in the Chichester diocese and a new restricted fund was created pending it being used for that purpose.

Overall payments increased by a modest 3.3%. The only payments of note were:

- the cost of utilities increased by 11%. The PCC decided to join the Parish Buying Scheme Energy Basket in September in order to better manage the cost of electricity.

- a one-off donation from church funds of £800 to the Christian Aid Earthquake Appeal which made possible by the generosity of the congregation.
- although the PCC had anticipated expenditure on Quinquennial repairs, no major expenditure was required in 2023.

The PCC is grateful for the continuing generosity of the congregation and other donors notwithstanding the difficult financial climate. The PCC also wishes to extend its thanks to those involved in fundraising activities on its behalf and to the organisation that supplies gardeners who maintain the churchyard so beautifully. The latter organisation kindly waived its fee again this year.

As anticipated £9,000 of General Funds have been designated and a number of grant applications have been submitted in support of the Re-ordering Project. Some of the applications have been successful although the funds were not received until 2024. More grant applications will be made with a view to preparing for the first phase of the project.

At the year-end total funds amounted to £48,617 of which £27,059 is restricted, £12,558 is held in the General Fund and £9,000 is designated for the Reordering Project.

Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations. An additional amount of £5,000 is reserved to cover expenditure involved in carrying out the works required by the last quinquennial inspection. The PCC has designated the remainder of the available funds for the Reordering Project.

Structure, governance and management of the Charity

The Parochial Church Council (PCC) is a charity but is excepted from registering with the Charity Commission within the meaning of section 30 of the Charities Act 2011. It applied for voluntary registration in September 2020. The application was granted and it is now a Registered Charity, Number 1191476. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

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

Ex Officio members:

Rector	The Reverend Canon Simon Holland	(until 9 April 2023)
Associate Rector	The Reverend Rachel Hawes	(Chair)
Churchwardens:	Mrs Jane Stone Mrs Ann Kent	(from April 2018) (from September 2020)
Elected members:	Mrs Laura Bradley Mrs Rebecca Coombes Mrs Val Edwards Mrs Rosemarie Scott Mrs Joy Smith Mrs Hazel Bate Mr Gerald Bate	(from April 2021) Safeguarding Officer (from April 2021) (from April 2021) (from April 2023) (from April 2021 until September 2023) (from March 2022) PCC Secretary & Electoral Roll Officer (from March 2022)
Co-opted Members:	The Reverend Anthony Freeman	
Deanery Synod Reps:	Mrs Anne Parker Mrs Gillian Madley Mr Gerald Bate	(from April 2019 until April 2023) (from September 2020 until April 2023) (from April 2023)

The PCC was assisted by the following, not a member:

Appointed under CRR 2020 Rule M20 (3)(b)	Mrs Carol Wadsworth-Jones	(from April 2019) Treasurer
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Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the Churchwardens and members of the Deanery, Diocesan or General Synods and members of the church who are elected at the APCM. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was approved by the Parochial Church Council and signed on its behalf by the Revd Rachel Hawes (PCC Chair).

Signed:



Date: 5 March 2024

Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31st December 2023

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St Peter's Church, Westhampnett

Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows:

	<i>Unrestricted</i>		Restricted Fund/s	Total All Funds 2023	Total All Funds 2022	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	26,263	-	566	26,829	27,244	
Charitable activities	2,857	-	-	2,857	1,909	
Other trading activities	2,488	-	-	2,488	2,214	
Investments	356	-	797	1,153	418	
Other receipts	-	-	-	-	-	
Total received	31,964	-	1,364	33,328	31,785	2
Expenditure on:						
Cost of raising funds	-	-	-	-	-	
Charitable costs	34,424	305	-	34,729	33,239	
Trading costs	117	-	-	117	192	
Other payments	-	-	-	-	311	
Total paid	34,541	305	-	34,846	33,742	3
Reconciliation of funds:						
Net income/(net expenditure)	(2,577)	(305)	1,364	(1,519)	(1,957)	
Transfers between funds	(8,693)	9,000	(307)	-	-	4
Net movement in funds	(11,270)	8,695	1,057	(1,519)	(1,957)	
Bank accounts at 1 January	23,828	305	15,921	40,054	42,011	
Bank accounts at 31 December	12,558	9,000	16,977	38,535	40,054	A&L

St Peter's Church, Westhampnett

Statement of Assets and Liabilities

Our financial position at the year-end was

	Unrestricted			Total	Total	
	General	Designated	Restricted	All Funds	All Funds	
	Fund	Funds	Funds	2023	2022	Notes
	£	£	£	£	£	
Assets:						
Cash in hand	56	-	-	56	33	
Bank current account	1,133	-	1,497	2,630	1,621	
Bank deposit account	3,656	-	3,164	6,820	18,390	
Boom (West Sussex Credit Union)	-	5,035	-	5,035	5,015	
CCLA - CBF Deposit Fund	7,714	3,965	12,316	23,994	14,994	
PCC-owned bank & cash funds	12,558	9,000	16,977	38,535	40,054	R&P
Diocesan Assigned Fees received	443	-	-	443	248	
Other held as agent	33	-	-	33	-	
Total monetary assets	13,034	9,000	16,977	39,011	40,302	
Gift Aid recoverable (est.)	1,579	-	13	1,591	1,475	
Debtors	1,579	-	13	1,591	1,475	
446 CBF Income Shares (mkt value)	-	-	10,082	10,082	9,215	5
Investments MV 31 Dec 2023	-	-	10,082	10,082	9,215	
	-	-	-	-	-	
Other	-	-	-	-	-	
					-	
Total assets	14,613	9,000	27,072	50,684	50,992	
Liabilities:						
Unpaid Diocesan parochial fees	443	-	-	443	248	
Due to Southern Coop	33	-	-	33	-	
Total liabilities	476	-	-	476	248	

St Peter's Church, Westhampnett

Notes to the Financial Report

1. The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

2. Analysis of total received

	Unrestricted			Total	Total	
	General	Designated	Restricted	All Funds	All Funds	
	Fund	Funds	Fund/s	2023	2022	Notes
	£	£	£	£	£	
Planned giving (excl. tax refunds)	14,734	-	-	14,734	13,905	6
Collections	3,791	-	-	3,791	2,967	7
Gift Aid recovered	4,448	-	-	4,448	4,468	8
Other donations	3,208	-	392	3,600	3,557	9
Grants	-	-	174	174	1,973	10
Legacies	-	-	-	-	-	
Sponsored events	-	-	-	-	344	
Event collections	82	-	-	82	30	
Donations and legacies	26,263	-	566	26,829	27,244	
Statutory fees for weddings & funerals	2,857	-	-	2,857	1,909	
Charitable activities	2,857	-	-	2,857	1,909	
Weddings & funerals (other)	925	-	-	925	892	11
Events	-	-	-	-	-	
Raffles	885	-	-	885	735	
Tombolas	-	-	-	-	100	
Sales (Car boot, small items etc)	679	-	-	679	416	
Church hire	-	-	-	-	70	
Other trading activities	2,488	-	-	2,488	2,214	
Bank & CBF deposit interest	336	-	522	857	144	
CBF investment fund dividend	-	-	276	276	274	
Boom dividend	20	-	-	20	-	
Investments	356	-	797	1,153	418	
Other receipts	-	-	-	-	-	
Other receipts	-	-	-	-	-	
Total received on all funds	31,964	-	1,364	33,328	31,785	

3. Analysis of total paid

	Unrestricted			Total	Total	
	General	Designated	Restricted	All Funds	All Funds	
	Fund	Funds	Fund/s	2023	2022	Notes
	£	£	£	£	£	
Cost of fundraising activities/events	-	-	-	-	-	
Other appeals expenses	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	12
Charitable grants and donations	1,270	-	-	1,270	420	13
Parish share to Chichester Diocese	16,862	-	-	16,862	16,228	
Honoraria	715	-	-	715	845	14
Clergy and other people's expenses	793	-	-	793	705	15
Costs of church services	3,907	-	-	3,907	3,843	16
Insurance	1,781	-	-	1,781	1,572	
Administrative costs	1,213	-	-	1,213	1,027	17
Church utilities	2,243	-	-	2,243	2,013	18
Other church running costs	1,404	-	-	1,404	1,077	19
Church maintenance & redecoration	1,128	-	-	1,128	1,474	20
Churchyard	1,279	305	-	1,584	1,921	21
Portaloo Hire	1,728	-	-	1,728	1,872	
Fixtures & Fittings	100	-	-	100	243	22
Charitable costs	34,424	305	-	34,729	33,239	
Wedding/funeral extras	84	-	-	84	97	
Events costs	-	-	-	-	31	
Raffles	33	-	-	33	64	
Trading costs	117	-	-	117	192	23
Reordering costs:	-	-	-	-	311	24
Other Payments	-	-	-	-	311	
Total paid on all funds	34,541	305	-	34,846	33,742	

4. Statement of funds

Endowed Funds are required by donors to be invested and the income spent on specific objectives. There are no endowed funds.

Restricted Funds are not invested permanently but are to be spent within reasonable timescales for specific purposes. The restricted funds existing at the start of the year comprise the Fabric Fund (to maintain the fabric of the church), the Reordering Fund (raised to finance the Reordering Project), the Gilbert Trust (for the maintenance of certain graves), the Chancel Trust (to receive grants for the maintenance of the chancel) and the Soloist Fund (to pay for soloists to perform at the Parish Eucharist and other key services). The Refugee Fund was formed in response to a small donation received for the support of refugees in the diocese.

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides. The unrestricted funds comprise the General Fund and a designated fund to finance the Reordering Project. The Memorial Garden Fund has been closed following completion of its objective - the purchase and placement of a bench in the church grounds.

Transfers between funds were as follows:

General Fund	Designated Funds	Restricted Funds	Purpose
£	£	£	
(9,000)	9,000	-	To create the designated Reordering Fund
307		(307)	To part compensate the General Fund for Chancel insurance payments
(8693)	9,000	(307)	Total

Fund receipts, payments and final balances are as follows:

	Balances b/fwd			Transfers, other gains and losses	Balances c/fwd
	01-Jan-23	Income	Expenditure		31-Dec-23
	£	£	£	£	£
Fabric fund	12,359	476	-	-	12,835
Reordering Fund	1,648	24	-	-	1,672
Gilbert Trust	10,686	297	-	867	11,850
Chancel Trust	220	174	-	(307)	87
Soloist Fund	223	50	-	-	273
Refugee Fund	-	342	-	-	342
Total of all restricted funds	25,135	1,364	-	560	27,059
General fund	23,828	31,964	(34,541)	(8,693)	12,558
Designated Memorial Garden Fund	305	-	(305)	-	-
Designated Reordering Fund	-	-	-	9,000	9,000
Total of all unrestricted funds	24,133	31,964	(34,846)	307	21,558
Total funds	49,269	33,328	(34,846)	867	48,617

This table excludes debtors and liabilities.

5. The Gilbert Trust Investments were revalued as at 31 Dec 2023

6. Planned Giving refers to payments received by standing order and bank transfer into the Treasurer's Current Account, including Parish Giving Scheme but excluding the Gift Aid element.
7. Collections includes weekly cash collections, gift aid envelopes and other irregular collections.
8. Gift Aid recovered includes the Parish Giving Scheme element of £2,783 plus claims for direct donations in the year ended 31/12/22 and GASDS for the year ended 5/4/23.
9. Other donations relates to voluntary giving outside the context of services or fundraising events. It includes a large donation from the Goodwood Estate, donations from individuals and donations received from retailers via Easyfundraising.
10. The grant income relates to the Chancel Trust – this income from Chichester DBF is a restricted charitable grant to reimburse the cost of insuring the Chancel.
11. Weddings & funerals (other) relates to receipts over and above statutory fees (flowers, orders of service, bells, vergers etc.)
12. Cost of raising funds where no consideration is provided – i.e. the cost of promoting voluntary giving. No such costs were incurred in 2023.
13. Donations to charities including The Bell Tower Drop In Centre, the Bible a Month Scheme and the Christian Aid Earthquake Appeal.
14. Honoraria relate to payments made to the person acting as vergers or bell ringer for weddings/funerals/baptisms.
15. Clergy expenses amounted to £793 relating primarily to postage, stationery, printing and a subscription to Zoom.
16. Cost of services includes sacristy supplies, service hospitality, flowers, children's participation, service music and subscriptions, and banners promoting special services.
17. Administrative costs include web presence, financial costs (bank charges and card reader), office supplies, printing (pewsheets, Orders of Service, newsletters) and sundries.
18. Church Utilities
Utilities comprise oil, electricity and water. Oil is purchased at the current variable rate. The reduction in oil cost is due to taking only one delivery of oil in 2023 compared with two deliveries in 2022. The electricity contract that commenced in February 2021 remained at a fixed rate until February 2023. It was replaced by an interim contract until September 2023 when Westhampnett joined the Parish Buying Scheme Energy Basket with a view to better managing electricity costs. The increase in cost reflects the increase in prices. The fall in the water charge is due to the timing of invoices.

Utility	2023 £	2022 £
Oil	838	1,207
Electricity	1,366	753
Water	39	52
Total	2,243	2,013

19. Other church running costs include security, cleaning, pest control, organ tuning and repair, and fire extinguisher maintenance.
20. Church maintenance includes minor repairs paid out of the General Fund.

21. Churchyard includes gardening fees, the cost of purchasing and repairing gardening equipment, the hire of the container which houses it, the cost of planting and of maintaining the graves. The organisation which provides the gardeners has once again kindly waived its £500 fee. Also included is the purchase of a bench from the Memorial Garden Fund.
22. Fixtures & Fittings – the purchase of a folding table and chairs.
23. Trading costs represent the cost of raising funds where there is an exchange of goods or services for money. This includes printing and flowers for weddings and funerals, purchase of raffle tickets and a gambling licence.
24. There were no Reordering Costs in 2023 pending the outcome of multiple grant applications.

Approved by the Parochial Church Council and signed on its behalf the Revd Rachel Hawes (PCC Chair)

Signed:  Date: 5 March 2024

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

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Peter Westhampnett, on the annual report for the year ended 31st December 2023 set out in the preceding pages.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's statement

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below in Section B *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - a. to keep accounting records in accordance with section 130 of the Charities Act; and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Examiner's signature



Examiner's name CAPITALS

MRS RACHEL BRYAN

Date Relevant professional qualification(s) or body if any

17 March 2024

Examiner's address

22 Maplehurst Road, Chichester, PO19 6QL

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

Section B

Disclosure

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

- accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

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

Accounts

Trustees Annual and Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31st December 2022



St Peter's Church, Stane Street, Westhampnett, Chichester, PO18 0NT

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St Peter's is part of the Joint Benefice of St Paul, Chichester with St Peter, Westhampnett

Website: www.stpeterswesthampnett.uk

Rector of the Joint Benefice: The Revd. Canon, Simon Holland, St Paul's Church, Churchside, Chichester, PO19 6FT

Associate Rector of the Joint Benefice: The Revd. Rachel Hawes, Downcote Cottage, Summersdale Road, Chichester, PO19 6PN

Independent Examiner: Rachel Bryan, 22 Maplehurst Road, Summersdale, Chichester PO19 6QL.

Bankers: HSBC, 94 East Street, Chichester, PO19 1HD

St Peter's Westhampnett:

Trustees Annual Report for 2022

Our aims and purposes as a charity

The Parochial Church Council (PCC) has the responsibility of co-operating with the Rector and the Associate Rector, in

- the promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- the promotion in the parish of the whole mission of the church, pastoral, social, evangelistic and ecumenical;
- the promotion in the parish of the ethos of the Mission Statement of the Diocese of Chichester - *To know, love, follow Jesus*;
- the practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay;
- the provision of financial support to those in need and, via mission giving, to other organisations with similar objectives.

Registration

As our annual income does not currently exceed £100,000 we have always been an Excepted Charity. In 2020 however, we sought and were given permission to apply for voluntary registration. We did this in preparation for the fundraising we are about to undertake for our Re-ordering Project.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, the Rector, the Associate Rector and the PCC have had regard to the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

For 2022 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church;
- Enabling as many people as possible to become part of our parish community and in particular reaching out to those who are newly part of the parish, as a result of the recent extensive housing development there;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;

- Providing religious educational input and pastoral support to The March Church of England Primary School;
- Providing pastoral care for people living in the parish;
- Giving grants to missionary organisations;
- Reaching out to the 'unchurched' through 'open to all' activities;
- Maintaining the fabric of the church building as an historic centre for the village;
- Planning a major Re-ordering Project for the church, to provide it with facilities which will enable it to fulfil its objective to be a centre of worship and mission, serving the rapidly growing community in Westhampnett; and
- Managing and adapting all of the above plans in the light of the set-backs caused by the Covid-19 pandemic and by restrictions introduced by Government Regulation to ensure that all our charitable objectives continued to be fulfilled.

Our vision for the future in our Mission Action Plan

Our work throughout the year, both within our church community and within the wider community that we serve, continues to be underpinned and inspired by the vision of our 5-year Mission Action Plan, agreed in 2017 and reviewed in 2021. This Plan draws upon both theological and practical ideas, as well as on existing St Peter's statements and documents and is inspired by the siting of our church on Stane Street – the ancient Roman road from Chichester to London. As a church community we identify ourselves as being on a journey and part of God's pilgrim people and we identify pilgrimage with three elements: companionship with God; companionship with each other; and companionship with those we meet along the way.

What we achieved and how we affected beneficiaries' lives

The effect of the lifting of Covid-19 Government Regulations on St Peter's

We entered 2022 with continued concerns about Covid-19 but also with hope that this would be the first year, since the start of the pandemic, in which we might look for a return to 'normality'.

At St Peter's we had already considered, after appropriate risk assessment, that we could safely resume all our normal services and this continued in 2022.

In August 2022, in accordance with Church of England guidelines, we suspended the practice of intinction and restored the Common Cup (the shared chalice). Although there is no obligation to receive the sacrament in both kinds, a large proportion of our congregation are receiving from the chalice. In accordance with the guidelines, the practice of individual intinction was not permitted.

We have also restored our former practice of receiving Communion from the Communion rail in the chancel and also of the use of Lay Ministers of Holy Communion for chalice distribution.

All of these things, though small in themselves, are important to the worshipping community and have helped to restore and heal the psychological damage caused by 2 years of the Covid pandemic.

Attendance at worship and our services

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome everyone to take part in the life of the church. We contend that voluntary attendance at Christian worship is a major demonstration of the public benefit of our activities.

Throughout the Covid pandemic we felt strongly that the role of the Church (in both meanings of the word - as a sacred building and as a worshipping community) is to be open, visible and functioning. We are aware that, whether they attend regularly or not, it matters to many people, especially in times of trouble, to feel that the Church is still there for them. It had always been our practice to keep the Church open daily. We returned to that practice in 2021, despite Covid, and St Peter's has been open daily ever since. We have put clear notices both on the premises, on our website and on the Church of England's *A Church Near You* website, to let people know these details. Those who visited the church were able to leave prayer requests and light candles and we found that many did this and obviously found it comforting to do so.

After the displacement during the pandemic, the annual revision of the Church Electoral Roll had, in 2021, reverted to its normal time in March. On revision, in April 2022 there were 85 names on the Roll (4 removals and 3 additions) – a drop of 1 from the previous year. By the end of the year, however, the number had again risen to 86 names on the Roll (the same number as the previous year). Of these, 60 are not resident within the parish. The average regular weekly attendance, counted during October, was 29 (as opposed to 27 in 2021). Numbers rose slightly in 2022 as result of an increasing return to 'normality' in society generally. Even those who had initially been nervous about coming to church had returned by 2022. It is clear however that, in some areas, patterns of church attendance have changed. In the two years of the pandemic our children, who were on average 8 in 2019, have grown up and acquired outside interests which often conflict with regular Sunday church attendance. They are still with us, but not every Sunday as before. On the other hand, the near completion of the Madgwick Park estate in Westhampnett has brought a number of new families with very young children into church. We are delighted to welcome them and they are enriching our worship.

Our children's ministry is very important to us. Throughout 2022 we have continued with the Family Eucharist, on the first Sunday of every month. We design this service to ensure participation by children of all ages. Children read the lessons, give presentations based on the theme for the Sunday and write and lead the prayers. We believe that participating and 'performing' in church helps to grow children's confidence in a way which feeds into all other parts of their lives, including school. At a time when the mental health and well-being of children has given cause for concern, this was never more important. It was lovely to see children, who had been initially reluctant to take part, suddenly engaging and blossoming as a result.

Our children's Serving Team continued to support the liturgy in 2022, although less regularly than in previous years. This is inevitable, as some of our children have now moved on and we have a number of pre-school children who are too young at present to participate. We look forward to including them in the Team as soon as they are older.

We are approaching the holiest point of the Christian year, when the services are varied and beautiful and speak to us of the depth and richness of our Christian faith. The period from Palm Sunday to Easter Sunday ('Holy Week') is an important spiritual journey and I warmly encourage you to make time to experience that journey for yourselves.

The Associate Rector - Easter Services Leaflet

"He was so pleased with himself after reading in church this morning. It means a lot to him – thank you for the opportunity!"

A parent by email

"I love God and I love St Peter's Church."

Card from a
First Communion Candidate (aged 8)

Our Church Year began as usual, with a joyful Family Service for Epiphany, in which the beautifully decorated 3 Kings (from our Nativity set) were processed to the Crib for Epiphany season.

It was a real joy for us to be able to celebrate Easter together in St Peter's again after the restrictions of the pandemic years. As always this Easter, we sought to make the village aware of the events and services in Holy Week and to encourage them to attend. We produced a leaflet and posters which we

distributed to local businesses and to key points in the village such as the Community Hall, giving details of the services and a simple explanation of their meaning. At the start of Holy Week we re-instated our Palm Sunday procession through the village (although donkeys were in short supply and our efforts to hire one failed!). The dramatised Passion Gospel during the service was movingly performed by our *Open the Book* team.

Holy Week at St Peter's included a full observance of the Triduum with the traditional services of Maundy Thursday; Good Friday; and (the high point of the sequence) the Easter Vigil, in which the Easter fire is lit outside the church and the paschal candle (a symbol of the light of Christ) processed into the darkened church for the first Eucharist of Easter. Holy Week concluded with the Parish Eucharist on Easter Sunday and an Easter Egg hunt for the children. In total 66 adults and children attended St Peter's on Easter Eve and Easter Day. This is the most profoundly joyful point of the Christian year and a time for celebration, and we did indeed celebrate on Easter Sunday with prosecco (and delicious cup cakes!) in the church garden.

Sadly our Associate Rector contracted Covid in Holy Week and was forced to isolate. We were most grateful to Fr. Anthony Freeman, who assists at St Peter's, for stepping in to cover all the Easter services.

The Covid restrictions of 2020/21 had interrupted our weekday Eucharist and coffee morning in the Westhampnett Community Hall. This was a project we launched in 2019, as part of our mission to connect with the growing village community in Westhampnett. We reinstated this in June 2021 but numbers were smaller and did not rise significantly in 2022. In particular, the residents of the two Care Homes in Westhampnett have stopped coming. Staff shortages have meant there are not enough carers to bring the residents. As we already visit both these Homes and take Holy Communion into them we will review the future of this project in 2023.

The Advent and Christmas seasons saw some very special services for children and adults alike. Our Advent Evening Service of Light was well attended and we were delighted to welcome a four-part choir from the University of Chichester, who gave us a feast of beautiful music, including a most moving performance of the Carol *Gwahoddiad - Arglwydd Dyma Fi* (*I hear thy welcome voice*) by Lewis Hartsough, sung in the original Welsh. Again this year, several of our children read lessons at this service - a mark of how much their active involvement in church services has improved their confidence. We were delighted to welcome many people from the village of Westhampnett and surrounding villages, who were not regular worshippers.

Our Crib Figures continue to be a source of delight to the younger children who love the Nativity at the focal point of the church, using the open altar as the 'stable'. We use these figures to 'tell the story' of Advent and Christmas for the children in Services in a way which fully engages their imaginations. The leader of our *Open the Book* team led a charming Crib Service, in which our children acted. In the story of the Nativity, as told by the children, Mary and Joseph's experience was dramatic – it was sometimes 'Amazing!' and sometimes 'Awful!' – a chorus which ran throughout the

"My daughter was fascinated by the Crib. It is such a lovely thing to do and we really liked the little service when you hand it over."

A parent by email

performance. In support of the main characters were a host of very convincing shepherds and sheep - and one donkey!

Our Advent Travelling Crib (a beautiful miniature crib with all the Nativity figures, carved in olive wood by Christians in Palestine) made its journey round the Parish again this

Advent. This is a wonderful way for young and old within the church community to meet each other (especially, to meet those they may not know well) and to share fellowship. The Crib is accompanied by a simple Order of Service, suitable for all ages. Many young families, who had just moved into the village, hosted the Crib for the first time and loved it. They sent photos of their children around the Crib. Amazingly, all the Nativity figures came back and none were lost!

We held the traditional Service of Nine Lessons and Carols by candlelight again this year with a four-part choir of young choristers from Portsmouth Cathedral and a trumpeter from Chichester University.

We noticed some changes in patterns of attendance at Christmas. Many more young families with children came to the Crib Service on Christmas Eve, rather than attending on Christmas Day and more people came to Midnight Mass. Anecdotally, this seemed because people were travelling on Christmas Day to be with family, sometimes for the first time since Covid. Those children who did attend on Christmas Day were treated to a 'Christmas Star Hunt'. The little children took a delight in discovering the painted stars that had 'fallen from the sky' on Christmas Night and which turned out to have helpful loops on them, to enable them to be hung, afterwards, on the Christmas trees at home! Everyone went home with a pocket full of stars!

In total 162 adults and children attended our special services during the Christmas period and 46 attended on Christmas Eve and Christmas Day.

We continue to value the contribution of the Reverend Anthony Freeman in all our work at St Peter's. He assists the Associate Rector in conducting services. He also helps with pastoral work, including Nursing Home Communion and in the training of the team of lay intercessors. Midway through 2022 he took on responsibility for our Outward Giving programme and has formed a team to work with him in this area.

Teaching, baptising and nurturing new and existing believers

We continued to welcome new members of the Christian community in Baptism. This year we baptised 13 children and 1 adult. The increase in the number of new families now settled in Westhampnett, as a result of the new housing development in Madgwick Park, is reflected in the significant rise in infant Baptisms. It has been a real pleasure to see so many more young families coming to St Peter's.

It is the policy of the United Benefice to admit baptised children to Holy Communion (after preparation) and at the end of this year we have again assembled a small group of children who will begin First Communion classes in 2023.

We seek to encourage the participation in worship of all members of the church community, through readings and intercessional prayers. It had not been possible during the pandemic for our Lay Ministers of Holy Communion to assist at the Eucharist because the chalice was suspended. Now that it has been restored we are able to use our Lay Ministers again – it has been very positive to welcome them back.

We continue to encourage the study of, and reflection on, our faith through our Teaching and Nurture programme, led by the Associate Rector. In Lent this year we followed the Churches Together in Britain and Ireland (CTBI) Course *Following Christ in the Footsteps of the Saints*. The Course followed the lectionary readings for each Sunday in Lent and offered an opportunity to discuss and reflect on the themes raised by those readings. The Course was held on Zoom and was well attended.

We continue to seek, through lay involvement in this and other teaching programmes, to extend opportunities to encourage vocation and the exercise of ministry and gifts within the life of our community.

Socialising, sharing food and company and celebrating together

We believe very strongly that social events play an important role in the life of the parish, providing a way of meeting others, avoiding loneliness and learning to live together. In 2022 we were at last able to re-introduce social events without restriction. We celebrated with drinks on Easter Sunday and, during the summer, had several informal 'bring and share' picnics on our paddock behind the church. It was lovely to sit on the grass and watch the children playing cricket.

On the Queen's Jubilee weekend we held a *Sing your Favourite Hymns* event, followed by a cream tea in the paddock. In July The Chichester Musical Project gave a wonderful concert in the church, with a programme that included songs from *A Streetcar Named Desire*. We also linked up with events at The

March School, in particular we had a stall selling homemade jams and marmalades at both their summer and Christmas fetes.

In addition to these one-off events, we also started a monthly *Mums and Toddlers Coffee Morning*. This is an attempt to link up many of the young families whose children had been

baptised at St Peter's during the year. It was well attended and has now become a regular feature at St Peter's. It is an important example of the way we seek to reach out and connect with the new and growing village community. We would like the people of the village, whether they worship regularly at St Peter's or not, to feel that the church is 'theirs' and that they can use it.

For the same reason, we have been particularly pleased, to be able to host the Madgwick Park Book Club, which now meets regularly in the church on Friday evenings. The Associate Vicar attends this Club and is delighted at the opportunity it gives her to get to know people through it.

Evangelism and outreach

The Pastoral Offices (Baptism, Marriage and Funerals) are particularly the place where the church community reaches out to the parish it serves. Weddings and Baptisms, which had been severely affected during the Covid restrictions, are now on the increase again. Wedding numbers were still lower than before the pandemic, with only 4 weddings in 2022. Baptism numbers however were significantly up, for the second year in a row, with 14 Baptisms, of which 13 were infants or young children. The Associate Rector conducted 2 funerals in Church and 2 interments of ashes, as well as a further 4 services at the local crematorium and 1 at the Cathedral.

We continue to nurture our ties with The March Church of England Primary School. The Associate Rector (who is also a School Governor) takes Assemblies there every other week, alternating with our *Open the Book* Team who present dramatised versions of Bible stories. Through this we ensure we have a weekly presence in the School. In addition the Associate Rector also conducts a monthly Eucharist there and the School comes to St Peter's for the key festivals such as Harvest and Christmas.

It was a source of great regret throughout the Covid pandemic, that we were not permitted because of the risk of infection, to offer pastoral support and regular home communion to the two Nursing Homes in the parish. In 2022 we were able to resume this ministry and we now visit and take Holy Communion regularly to both Homes.

Provision of the church building for people to enjoy

It is important to us that our historic church is available, not just to the church family, but also to the wider community. We wish it to be appreciated as sacred space (a place for prayer and contemplation);

"Such a delight to find this beautiful Saxon church open! It is a place of real peace and so well kept."

Entry in our Visitors' Book

community space (a place where the events of life are celebrated); and historic space (a place that connects people to their past as well as giving them hope for the future). To this end, the church building has always been kept open from 9am to 4pm and the entries in the Visitors' Book have testified to how much people appreciate this.

Safeguarding

The PCC takes its Safeguarding responsibilities seriously and seeks to ensure that children and vulnerable adults within the church community are protected at all times. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have 'due regard' to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults and has adopted the House of Bishop's *Promoting a Safer Church; Safeguarding Policy Statement*.

"Thank you so much for the Coffee Morning. I met people there who are my neighbours on Madgwick but I'd never spoken to them before."

A Magdwick Park resident by email

We have completed the Diocesan online programme *Simple Quality Protects*, which is a tool designed to help PCCs achieve the best standards of Safeguarding in a focussed way. This tool has enabled us to review and revise our Safeguarding Policies and process documents in the light of the most recent guidance.

All volunteers working with children or vulnerable adults are subject to DBS checks and have undergone the following Safeguarding Training:

C0 – Safeguarding Basic Awareness

C1 – Safeguarding Foundation

C2 – Safeguarding Leadership

Clergy have, in addition, undergone:

C3 – Clergy and Lay Ministers

Safeguarding is a standard item on all PCC Agendas and our Parish Safeguarding Officer reports regularly. We have had no Safeguarding incidents in the period covered by this Report.

Current and future projects, including spatial reordering of the church building

Graveyard maintenance

Our church has a highly successful relationship with the Kent and Sussex Probationary Service and, in particular, the Community Payback Team. A team of unpaid workers under the supervision of the Community Payback Team work on the maintenance and upkeep of the graveyard. This relationship is a very special one - there are benefits on both sides. The church graveyard is beautifully kept and the unpaid workers have commented on their sense of being valued and of worth for a job well done. This year members of the Team also helped with the cleaning of the church, which has eased the burden on the small group of volunteers who normally clean it.

Re-ordering the church

The church is currently without any basic facilities (such as toilet or kitchen). This limits the use of the church for the type of community activity which the PCC sees as an important part of its mission in the growing community of Westhampnett.

In accordance with the vision outlined in our new Mission Action Plan, the PCC have agreed a scheme for the complete re-ordering of the church. This Re-ordering project involves the installation of a kitchen and toilet; the removal of the existing fixed pews to provide flexible floor space (replacing them with moveable pew benches); the installation of under-floor heating; the provision of a glassed-in meeting room in the north-west aisle; the re-location of the font to the aisle crossing; the creation of a sacrament chapel; the replacement of the existing wooden south door with a glass door; the installation of decorative wrought iron grilles on the exterior entrance of the porch; the re-decoration of the interior of the church and the installation of a new lighting scheme. Detailed final plans were prepared and submitted to the DAC in May 2019. The DAC has indicated that it is in sympathy with our proposals, although it has deferred our application for answers on a number of minor technical points. It has also advised us that we should wait before re-applying until we have been able to raise at least 60% of the overall costs of the project. We had intended to begin work on fund-raising and grant applications in 2020 but the Covid pandemic has unfortunately forced us to delay this for the last 2 years.

We began again in 2022. As a preliminary, we conducted a Community Survey to find out what the growing community at Westhampnett wanted from their church. In the rubric to the Questionnaire we explained our Re-ordering Project and said: *We would like to see the Church used by the people of Westhampnett, not just on Sundays for services, but during the week as well. We would like to know what is*

important to you - the Westhampnett community? We have made some suggestions below. We then asked people to rate them on a scale of 1 to 5 and to add any other suggestions of their own.

"This seems to us a great idea to bring this beautiful old church into the 21st century. Westhampnett is growing quickly. Let's hope the people of Westhampnett get behind you."

"Thank you. We really appreciate this and value our community and would love to have opportunities to get involved/meet people,"

"A great idea to make the church more available – I agree with all your objectives."

Responses to the Community Questionnaire

We distributed 600 questionnaires and had just over a 10% response rate. The response was overwhelmingly positive, with 55% of contributors adding additional suggestions and comments. A few respondents expressed concern as to whether our project would conflict with the Charitable aims of the new Community Hall in Westhampnett. We had anticipated this and our Associate Rector has been able to attend the Parish Council meetings to brief them on our plans and to explain that what we propose will be part of the ongoing outward mission of the church and complementary rather than in competition with the work they are doing.

We will use the data from our Questionnaire to support the grant applications we are now starting to make for our Re-ordering Project.

Provision of tangible support to the poor and needy

Again this year, we supported our local Food Bank by regular monthly food collections and an additional special collection at Harvest Festival.

"Thank you so much for your continued support for the Food Bank."

Food Bank Co-ordinator

Other charitable giving

The church family has this year supported several charitable societies, including The Bell Tower Drop in Centre and Bible a Month. We have also continued to deposit Funds with Boom, the West Sussex Credit Union. We have also paid our Parish Share.

Financial Review

2022 represented a return to relative normality after the pandemic. Total income amounted to £31,785 and total expenditure amounted to £33,742 resulting in a deficit of £1,957 and an equivalent reduction in monetary assets. £732 of the deficit related to the day to day operations of the church and the balance related to exceptional expenditure, primarily relating to Quinquennial repairs. Reserves were more than sufficient to cover the shortfall.

A summary comparison with 2021 shows that both income and expenditure fell in 2022 (see Summary of Financial Receipts and Payments) but this was due to exceptional items in 2021; discounting those exceptional items income and expenditure were almost on a par.

Donations were higher than in 2021. Although plate collections went down, planned giving increased and 'other' donations (neither plate nor planned) maintained a similar level to 2021. In the 'other' donations category there was a substantial donation from the Goodwood Estate and from friends of the church living overseas as well as a number of smaller donations from various individuals and receipts from Easyfundraising. Easyfundraising is an organisation through which many retailers allow on-line shoppers to nominate a charity to receive a small donation from the retailer at no extra cost to the shopper. Donations from this source, based on a small number of on-line shoppers, amounted to £112. In the longer term this could be a good source of income if more friends of St

Peter's can be persuaded to join the scheme. Grant income came from Westhampnett Parish Council (towards the cost of the upkeep of the graveyard), the Deanery Synod and the Chancel Trust. There were no legacies. Fundraising activities raised £1,712 net of associated costs. This figure includes the proceeds of the Ride and Stride sponsored event in both 2021 and 2022. Statutory fees for weddings and funerals were lower than in 2021 for the happy reason that there were fewer funerals. Investment income increased due to the rise in interest rates.

Expenditure was also on a par with 2021. There was a small increase in parish share, St Peter's contribution to providing ministry in the Diocese, which remains the largest item of expenditure. Other donations by St Peter's to the Bible a Month scheme and the Bell Tower Drop In Centre remained at the same level. The cost of church services, administration and costs relating to the churchyard were all slightly lower than in 2021. However the cost of insurance, church utilities, general running costs and maintenance and decoration all rose. The 60% increase in utility bills related primarily to the price of oil as electricity remains at a fixed rate until February 2023.

The PCC is grateful for the continuing generosity of the congregation and other donors notwithstanding the difficult financial climate. The PCC also wishes to extend its thanks to those involved in fundraising activities on its behalf, to the Parish Council and to the organisation that supplies gardeners who maintain the churchyard so beautifully. The latter organisation kindly waived its fee thus allowing the Parish Council grant to be spent on the repair and purchase of gardening equipment.

As predicted in last year's report, work began on reactivating the Reordering Project which should bear fruit in the form of grant applications in 2023. In addition, the architect was commissioned to complete the Quinquennial Report detailing repairs required to the fabric of the church – this work has begun but the main expenditure will not be incurred until 2023.

The year ahead could prove challenging. Apart from 2020, which was the height of the pandemic, total income was the lowest it has been since 2012. Inevitably, running costs are rising and quinquennial repairs are looming. While reserves are sufficient for the time-being there is a need to find sources of increased income in the medium term.

Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations. An additional amount of £5,000 will be reserved to cover expenditure involved in carrying out the works required by the recent quinquennial inspection. It is the PCC's intention to designate the remainder of the available funds for the Reordering Project.

Structure, governance and management of the charity

The Parochial Church Council (PCC) is a charity, but is excepted from registering with the Charity Commission within the meaning of section 30 of the Charities Act 2011. It applied for voluntary registration in September 2020. The application was granted and it is now a Registered Charity, Number 1191476. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

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

Ex Officio members:

Rector	The Reverend Canon Simon Holland	
Associate Rector	The Reverend Rachel Hawes	(Chair)

Churchwardens:	Mrs Jane Stone	(from April 2018)
	Mrs Ann Kent	(from September 2020)

Elected members:	Mrs Laura Bradley	(from April 2021)
	Mr Brian Coles	(from April 2021)
		<i>resigned March 2022</i>
	Mrs Rebecca Coombes	(from April 2021)
	Mrs Salli Douglas	(from April 2021)
		<i>resigned January 2022 & re-appointed PCC Secretary & Electoral Roll Officer under CRR Rules M20(1) & (2) until March 2022</i>
	Mrs Val Edwards	(from April 2021)
	Ms Dawn Egerton	(from April 2021) Safeguarding Officer
	Mrs Rosemarie Scott	(from September 2020)
	Mrs Joy Smith	(from April 2021)
	Mrs Hazel Bate	(from March 2022)
		PCC Secretary & Electoral Roll Officer
	Mr Gerald Bate	(from March 2022)

Co-opted members:	The Reverend Anthony Freeman
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Deanery Synod Reps:	Mrs Anne Parker	(from April 2019)
	Mrs Gillian Madley	(from September 2020)

The PCC was assisted by the following, not a member:

Appointed under CRR 2020 Rule M20 (3)(b)	Mrs Carol Wadsworth-Jones	(from April 2019) Treasurer
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Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the Churchwardens and members of the Deanery, Diocesan or General Synods and members

of the church who are elected at the APCM. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was approved by the PCC and signed on its behalf by
The Revd Rachel Hawes (PCC Chair).

Signed: 

Date: 7 March 2023

Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31st December 2022

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St Peter's Church, Westhampnett

Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows

	<i>Unrestricted</i>			<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designated</i>	<i>Restricted</i>	<i>All Funds</i>	<i>All Funds</i>	
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>2022</i>	<i>2021</i>	
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	26,728	-	516	27,244	25,605	
Charitable activities	1,909	-	-	1,909	2,577	
Other trading activities	2,214	-	-	2,214	3,299	
Investments	52	-	367	418	282	
Other receipts	-	-	-	-	2,380	
Total received	30,902	-	883	31,785	34,141	2
Expenditure on:						
Cost of raising funds	-	-	-	-	-	
Charitable costs	32,074	-	1,166	33,239	38,839	
Trading costs	192	-	-	192	658	
Other payments	-	-	311	311	-	
Total paid	32,265	-	1,477	33,742	39,497	3
Reconciliation of funds:						
Net income or (net expenditure)	(1,363)	-	(595)	(1,957)	(5,355)	
Transfers between funds	1,000	-	(1,000)	-	-	4
Net movement in funds	(363)	-	(1,595)	(1,957)	(5,355)	
Bank accounts at 1 January	24,191	305	17,515	42,011	47,366	
Bank accounts at 31 December	23,828	305	15,921	40,054	42,011	A&L

St Peter's Church, Westhampnett

Statement of Assets and Liabilities

Our financial position at the year end was

	Unrestricted			Total	Total	
	General	Designated	Restricted	All Funds	All Funds	
	Fund	Funds	Funds	2022	2021	Notes
	£	£	£	£	£	
Assets:						
Cash in hand	33	-	-	33	-	
Bank current account	1,135	-	486	1,621	1,870	
Bank deposit account	14,967	305	3,119	18,390	20,147	
Boom (West Sussex Credit Union)	5,015	-	-	5,015	5,000	
CCLA - CBF Deposit Fund	2,679	-	12,316	14,994	14,994	
PCC-owned bank & cash funds	23,828	305	15,921	40,054	42,011	R&P
Diocesan Assigned Fees received	248	-	-	248	230	
Total monetary assets	24,076	305	15,921	40,302	42,241	
					-	
Gift Aid recoverable (est.)	1,435	-	40	1,475	1,788	
Debtors	1,435	-	40	1,475	1,788	
					-	
446 CBF Income Shares (mkt value)	-	-	9,215	9,215	10,444	5
Investments MV 31 Dec 2022	-	-	9,215	9,215	10,444	
					-	
	-	-	-	-	-	
Other	-	-	-	-	-	
					-	
Total assets	25,511	305	25,175	50,992	54,474	
					-	
Liabilities:					-	
Unpaid Diocesan parochial fees	248	-	-	248	230	
					-	
Total liabilities	248	-	-	248	230	

St Peter's Church, Westhampnett

Notes to the Financial Report

- The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

2. Analysis of total received

	Unrestricted			Total	Total	
	General	Designated	Restricted	All Funds	All Funds	
	Fund	Funds	Fund/s	2022	2021	Notes
	£	£	£	£	£	
Planned giving (excl. tax refunds)	13,905	-	-	13,905	11,767	6
Collections	2,967	-	-	2,967	4,639	7
Gift Aid recovered	4,285	-	183	4,468	3,616	8
Other donations	3,397	-	160	3,557	3,416	9
Grants	1,800	-	173	1,973	1,067	10
Legacies	-	-	-	-	1,100	
Sponsored events	344	-	-	344	-	
Event collections	30	-	-	30	-	
Donations and legacies	26,728	-	516	27,244	25,605	
Statutory fees for weddings & funerals	1,909	-	-	1,909	2,577	
Charitable activities	1,909	-	-	1,909	2,577	
Weddings & funerals (other)	892	-	-	892	1,029	11
Events	-	-	-	-	668	
Raffles	735	-	-	735	955	
Tombolas	100	-	-	100	-	
Sales (Car boot, small items etc)	416	-	-	416	557	
Church hire	70	-	-	70	90	
Other trading activities	2,214	-	-	2,214	3,299	
Bank & CBF deposit interest	52	-	93	144	17	
CBF investment fund dividend	-	-	274	274	265	
Letting of investment property	-	-	-	-	-	
Investments	52	-	367	418	282	
Accumulated Chancel Trust income	-	-	-	-	2,380	
Other receipts	-	-	-	-	2,380	
Total received on all funds	30,902	-	883	31,785	34,141	

3. Analysis of total paid

	Unrestricted			Total	Total	
	General	Designated	Restricted	All Funds	All Funds	
	Fund	Funds	Fund/s	2022	2021	Notes
	£	£	£	£	£	
Cost of fundraising activities/events	-	-	-	-	-	
Other appeals expenses	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	12
Charitable grants and donations	420	-	-	420	420	13
Parish share to Chichester Diocese	16,228	-	-	16,228	15,910	
Honoraria	845	-	-	845	570	14
Clergy and other people's expenses	705	-	-	705	879	15
Costs of church services	3,723	-	120	3,843	4,895	16
Insurance	1,572	-	-	1,572	1,531	
Administrative costs	1,027	-	-	1,027	1,157	17
Church utilities	2,013	-	-	2,013	1,255	18
Other church running costs	1,077	-	-	1,077	805	19
Church maintenance & redecoration	428	-	1,046	1,474	1,302	20
Churchyard	1,921	-	-	1,921	2,558	21
Portaloo Hire	1,872	-	-	1,872	2,016	
Fixtures & Fittings	243	-	-	243	5,540	22
Charitable costs	32,074	-	1,166	33,239	38,839	
Wedding/funeral extras	97	-	-	97	334	
Events costs	31	-	-	31	276	
Raffles	64	-	-	64	48	
Trading costs	192	-	-	192	658	23
Reordering costs:	-	-	311	311	-	24
Other Payments	-	-	311	311	-	
Total paid on all funds	32,265	-	1,477	33,742	39,497	

4. Transfers between funds were as follows:

General Fund	Designated Funds	Restricted Funds	Purpose
£	£	£	
1,000	-	(1,000)	To part compensate the General Fund for Chancel insurance payments
1,000	-	(1,000)	Total

5. Statement of funds

Endowed Funds are required by donors to be invested and the income spent on specific objectives. There are no endowed funds.

Restricted Funds are not invested permanently but are to be spent within reasonable timescales for specific purposes. The restricted funds comprise the Fabric Fund (to maintain the fabric of the church), the Reordering Fund (raised to finance the Reordering Project), the Gilbert Trust (for the maintenance of certain graves), the Chancel Trust (to receive grants for the maintenance of the chancel) and the Soloist Fund (to pay for soloists to perform at the Parish

Eucharist and other key services).

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

The unrestricted funds comprises the General Fund, a designated fund for the purchase of a bench in the memorial garden (the Memorial Garden Fund).

Fund receipts, payments and final balances are as follows:

	Balances			Transfers,	Balances
	b/fwd			other gains	c/fwd
	01-Jan-22	Income	Expenditure	and losses	31-Dec-22
	£	£	£	£	£
Fabric fund	13,316	89	(1,046)	-	12,359
Reordering Fund	1,957	2	(311)	-	1,648
Gilbert Trust	11,640	276	-	(1,229)	10,686
Chancel Trust	1,047	173	-	(1,000)	220
Soloist Fund	-	343	(120)	-	223
Total of all restricted funds	27,959	883	(1,477)	(2,229)	25,135
General fund	24,191	30,902	(32,265)	1,000	23,828
Designated Memorial Garden Fund	305	-	-	-	305
Total of all unrestricted funds	24,496	30,902	(32,265)	1,000	24,133
Total funds	52,456	31,785	(33,742)	(1,229)	49,269

The value of The Gilbert Trust Investments fell by £1,229 in the course of the year.

6. Planned Giving refers to regular donations received by standing order into the Treasurer's Current Account and donations via the Parish Giving Scheme but excluding the Gift Aid element.
7. Collections includes all service collections (Sundays, Weddings, Funerals, Baptisms, Christmas, Easter) including cash, card and gift aid envelopes.
8. Income tax recovered relates to Gift Aid repayments – Parish Giving Scheme element of £2,562.81 plus claims for the year ended 31/12/21 and GASDS for the year ended 5/4/21.
9. Other donations relate to voluntary giving outside the context of services or fundraising events. It includes large donations from the Goodwood Estate, small individual donations and donations received from retailers via Easyfundraising.
10. St Peter's received a grant of £900 from the Parish Council, used to help maintain the churchyard, and a grant of £900 from the Deanery Synod. The remaining grant income relates to the Chancel Trust – this income from Chichester DBF is a restricted charitable grant to reimburse the cost of insuring the Chancel.
11. Weddings & funerals (other) relates to receipts over and above statutory fees (flowers, orders of service, bells, vergers etc.)
12. Cost of raising funds where no consideration is provided – i.e. the cost of promoting voluntary giving. No such costs were incurred in 2022.

13. Donations to charities including The Bell Tower Drop In Centre and the Bible a Month Scheme.
14. Honoraria relate to payments made to the person acting as vergers or bell ringer for weddings/funerals/baptisms.
15. Clergy expenses amounted to £705 relating primarily to postage, stationery, printing and a subscription to Zoom.
16. Cost of services includes sacristy supplies, service hospitality, flowers, children's participation, music and hall hire for the Wednesday service at the village hall and banners promoting special services.
17. Administrative costs include web presence, financial costs (bank charges and card reader), office supplies, printing (pew sheets, Orders of Service, newsletters) and sundries.

18. Church Utilities

Utilities comprise oil, electricity and water. Oil is purchased at the current variable rate. The current electricity contract commenced in February 2021 and remains at a fixed rate until February 2023. The 60% increase in the overall cost of utilities is primarily due to the rising cost of oil and increased electricity usage. The increase in the water charge is due to the timing of invoices.

Utility	2022 £	2021 £
Oil	1,207	663
Electricity	754	575
Water	52	17
Total	2,013	1,255

19. Other church running costs include pest control, organ tuning and fire extinguisher maintenance.
20. Church maintenance includes minor repairs paid out of the General Fund and the architects fee for the Quinquennial report, paid out of the Fabric Fund.
21. Churchyard includes gardening fees, the cost of purchasing and repairing gardening equipment, the hire of the container which houses it, the cost of planting and of maintaining the graves. The organisation which provides the gardeners has once again kindly waived its £500 fee.
22. Fixtures and Fittings
Purchases included a new lapel microphone, folding chairs and a table.
23. Trading costs represent the cost of raising funds where there is an exchange of goods or services for money. This includes printing and flowers for weddings and funerals, purchase of raffle tickets and a gambling licence.
24. Reordering costs related to the Faculty fee for the removal of pews.

Approved by the Parochial Church Council and signed on its behalf

The Revd Rachel Hawes
Chair



Date: 7 March 2023

Independent Examiner's Report to the PCC of St Peter's Church, Westhampnett for the Year Ended 31st December 2022

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Peter Westhampnett, on the annual report for the year ended 31st December 2022 set out in the preceding pages.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's statement

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below in Section B *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - a. to keep accounting records in accordance with section 130 of the Charities Act; and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Examiner's signature



Examiner's name
CAPITALS

MRS RACHEL BRYAN

Date
Relevant professional
qualification(s) or
body if any

28 March 2023

Examiner's address

22 Maplehurst Road, Chichester, PO19 6QL

Independent Examiner's Report to the PCC of St Peter's Church, Westhampnett for the Year Ended 31st December 2022

Section B

Disclosure

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

- accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

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

Accounts

Trustees Annual and Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31st December 2021



St Peter's Church, Stane Street, Westhampnett, Chichester, PO18 0NT

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St Peter's is part of the Joint Benefice of St Paul, Chichester with St Peter, Westhampnett

Website: www.stpeterswesthampnett.uk

Rector of the Joint Benefice: The Revd. Canon, Simon Holland, St Paul's Church, Churchside, Chichester, PO19 6FT

Associate Rector of the Joint Benefice: The Revd. Rachel Hawes, Downcote Cottage, Summersdale Road, Chichester, PO19 6PN

Independent Examiner: Rachel Bryan, 22 Maplehurst Road, Summersdale, Chichester PO19 6QL.

Bankers: HSBC, 94 East Street, Chichester, PO19 1HD

St Peter's Westhampnett:

Trustees Annual Report for 2021

Our aims and purposes as a charity

The Parochial Church Council (PCC) has the responsibility of co-operating with the Rector and the Associate Rector, in

- the promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- the promotion in the parish of the whole mission of the church, pastoral, social, evangelistic and ecumenical;
- the promotion in the parish of the ethos of the Mission Statement of the Diocese of Chichester - *To know, love, follow Jesus*;
- the practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay;
- the provision of financial support to those in need and, via mission giving, to other organisations with similar objectives.

Registration

As our annual income does not currently exceed £100,000 we have always been an Excepted Charity. In 2020 however, we sought and were given permission to apply for voluntary registration. We did this in preparation for the fundraising we are about to undertake for our Re-ordering Project.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, the Rector, the Associate Rector and the PCC have had regard to the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

For 2021 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church;
- Enabling as many people as possible to become part of our parish community and in particular reaching out to those who are newly part of the parish, as a result of the recent extensive housing development there;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;

- Providing religious educational input and pastoral support to The March Church of England Primary School;
- Providing pastoral care for people living in the parish;
- Giving grants to missionary organisations;
- Reaching out to the ‘unchurched’ through ‘open to all’ activities;
- Maintaining the fabric of the church building as an historic centre for the village;
- Planning a major Re-ordering Project for the church, to provide it with facilities which will enable it to fulfil its objective to be a centre of worship and mission, serving the rapidly growing community in Westhampnett; and
- Managing and adapting all of the above plans in the light of the on-going Covid-19 restrictions introduced by Government Regulation to ensure that, as far as possible, all our charitable objectives continued to be fulfilled.

Our vision for the future in our Mission Action Plan

Our work throughout the year, both within our church community and within the wider community that we serve, continues to be underpinned and inspired by the vision of our 5-year Mission Action Plan, agreed in 2017. This Plan draws upon both theological and practical ideas, as well as on existing St Peter’s statements and documents and is inspired by the siting of our church on Stane Street – the ancient Roman road from Chichester to London. As a church community we identify ourselves as being on a journey and part of God’s pilgrim people and we identify pilgrimage with three elements: companionship with God; companionship with each other; and companionship with those we meet along the way.

What we achieved and how we affected beneficiaries’ lives

The effect of the Covid-19 Government Regulations on St Peter’s

We entered 2021 with continued concerns about the spread of Covid-19 but also with hope, in the form of the promised vaccination programme.

The 3rd Lockdown began on the 6 January. Unlike the lockdowns in 2020, public worship was permitted to continue. The responsibility was placed on individual incumbents to undertake appropriate risk assessments and to ensure that the church was Covid-safe for worship. At St Peter’s we felt that we could safely continue with all our normal services. We had already, in 2020, taken steps to ensure circulation space with social distancing and, in particular, to allow a ‘one-way’ system for congregation members, leaving and returning to their seats when they received Holy Communion. This had been achieved by the removal of all fixed pews in the north and south aisles, under an Archdeacon’s Temporary Re-ordering Licence. This arrangement remains in place.

Attendance at worship and our services

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome everyone to take part in the life of the church. We contend that voluntary attendance at Christian worship is a major demonstration of the public benefit of our activities.

Throughout the Covid pandemic we have felt strongly that the role of the Church (in both meanings of the word - as a sacred building and as a worshipping community) is to be open, visible and functioning. We are aware that, whether they attend regularly or not, it matters to many people, especially in times of crisis, to feel that the Church is still there for them. For the whole of 2021, St Peter’s has been open daily and our services have continued. We have put clear notices both on the

premises, on our website and on the Church of England's *A Church Near You* website, to let people know these details. Those who visited the church were able to leave prayer requests and light candles and we found that many did this and obviously found it comforting to do so.

We were however aware, at the start of the 3rd Lockdown, that, although many people were happy to attend church some still felt vulnerable and anxious and were still not comfortable doing so.

Accordingly we made additional provision in the following ways:

- The Associate Rector continued to communicate regularly with the church community, using the Electoral Roll email list. She sent out a weekly pewsheet with readings, a reflection and sometimes photographs of the church and countryside around. Many people who were not able to attend church in person commented how much they liked receiving this and how the photographs cheered them. The pewsheet was also put on our website.
- We introduced an additional weekly Eucharist on Zoom on Wednesdays at 6.30pm. This was well attended and served all those who did not yet feel able to attend church on Sundays. Our use of Zoom in 2020 taught us that, for our worshipping community, it worked better than livestreaming the service, because it enabled people to participate in the service 'in real time' and to be able to see and communicate with one another and with the clergy. For this reason, we held an open 'social' session after each service so that parishioners could chat. People again said how important this was for them in counteracting loneliness and isolation.
- We continued to stay in touch by telephone with those who were not online and to offer support in whatever way we could.
- After the displacement of 2020, the annual revision of the Church Electoral Roll reverted to its normal time in March. On revision, there were 86 names on the Roll (3 removals and 4 additions) making an overall increase of 1 from the previous year. Of these, 63 are not resident within the parish. The average regular weekly attendance, counted during October, was 27 (as opposed to 32 in 2019). We were not surprised by the slight drop as we were aware that there were still parishioners who were nervous about attending public worship and/or were shielding themselves or to protect vulnerable relatives. This became increasingly noticeable in November and December when the emergence of the Omicron variant caused additional anxiety.

"How cheering to get the photos of snowdrops and hellibores! Thank you so much for doing this."

"Thank you so much the for lovely photographs of the church at Easter – it gave me real hope to see everything continuing."

Parishioners by email

We have been concerned not to lose our children's ministry during these difficult times. Throughout 2021 we have continued with the Family Eucharist, on the first Sunday of every month. We design this service to ensure participation by children of all ages. Children read the lessons, give presentations based on the theme for the Sunday and write and lead the prayers. Towards the end of the year this became a struggle as so many children succumbed to the Omicron variant of Covid and had to isolate.

"I can't believe X read all that in public – they were so pleased with themselves afterwards. Thank you for the encouragement!"

A parent by email

Nevertheless we kept going because we believe that participating and 'performing' in church helps to grow children's confidence in a way which feeds into all other parts of their lives, including school. In a time when the mental health and well-being of children has given cause for concern, this was never more important. It was lovely to see children, who had been initially reluctant to take part,

suddenly engaging and blossoming as a result.

Our children's Serving Team continued to serve during the year. Nearly all our children, between the ages of 6 and 10, now serve. As restrictions were lifted and the need for social distancing became less urgent we were able to reintroduce elements of the liturgy, such as the Gospel procession, which we had been forced to suspend in 2020.

Our Church Year began as usual, with a joyful Family Service for Epiphany, in which the beautifully decorated 3 Kings (from our Nativity set) were processed to the Crib for Epiphany season.

After the closure of all churches in 2020 it was a real joy for us to be able to celebrate Easter together in St Peter's again. As always this Easter, we sought to make the village aware of the events and services in Holy Week and to encourage them to attend. We produced a leaflet and posters which we distributed to local business and to key points in the village such as the Community Hall, giving details of the services and a simple explanation of their meaning. At the start of Holy Week we would have liked to re-instate our Palm Sunday procession through the village but because some Covid restrictions were still in place we curtailed this to a service on the roadside, south of the church and a procession in to the church from there. The dramatised Passion Gospel during the service was movingly performed by our *Open the Book* team.

Holy Week at St Peter's included a full observance of the Triduum with the traditional services of Maundy Thursday; Good Friday; and (the high point of the sequence) the Easter Vigil, in which the Easter fire is lit outside the church and the paschal candle (a symbol of the light of Christ) processed into the darkened church for the first Eucharist of Easter. This year we had the additional joy of an adult Baptism during the Vigil Service. Holy Week concluded with the Parish Eucharist on Easter Sunday and an Easter Egg hunt for the children. In total 65 adults and children attended St Peter's on Easter Eve and Easter Day. After all the difficulties of the previous months this was a real cause of celebration, and we did indeed celebrate on Easter Sunday with prosecco (and delicious cup cakes!) in the church garden.

The Covid restrictions of 2020/21 interrupted our new weekday Eucharist and coffee morning in the Westhampnett Community Hall. This was a project we launched in 2019, as part of our mission to connect with the growing village community in Westhampnett. We were pleased to be able to reinstate this from June 2021. Inevitably numbers were smaller and it will need building up again after so long a gap.

Throughout the first part of 2021, even though public worship was permitted, congregational singing was not allowed. We very much missed sung music and so we continued to employ local musicians, to sing the service hymns and an anthem during Communion. The congregation much appreciated this – many people said how much live music raised their spirits. With the lifting of restrictions on 19th July we were at last able to restore congregational singing. This was a real source of celebration.

At this point our Associate Rector decided that, although we could not reintroduce the common cup, it would be appropriate to introduce Communion with intinction - dipping the host in the consecrated wine. This enabled all communicants to receive both the bread and wine of the Eucharist. The practice had, in fact, been permitted throughout the pandemic but we had not felt that communicants would have the confidence to receive in this way until now.

The Advent and Christmas seasons saw some very special services for children and adults alike. This year, we were able to hold an Advent Evening Service of Light again, after having had to cancel it in 2020 because of the 2nd Lockdown. We were delighted to welcome Chris Pilgrim, counter-tenor, to sing for us. He gave us a feast of beautiful music, including a most moving performance of the anonymous medieval carol *There is no Rose of such virtue*. Several of our children read lessons at this service, which is a mark of how much their

We are approaching the holiest point of the Christian year, when the services are varied and beautiful and speak to us of the depth and richness of our Christian faith. The period from Palm Sunday to Easter Sunday ('Holy Week') is an important spiritual journey and I warmly encourage you to make time to experience that journey for yourselves.

The Associate Rector - Easter Services Leaflet

active involvement in church services has improved their confidence. We were delighted to welcome people from the village of Westhampnett and surrounding villages, who were not regular worshippers.

Our Crib Figures continue to be a source of delight to the younger children who love the Nativity at the focal point of the church, using the open altar as the 'stable'. We use these figures to 'tell the story' of Advent and Christmas for the children, in Services which fully engage their imaginations. In addition this year, the leader of our *Open the Book* team led a charming Crib Service, in which our children acted, telling the story of the Nativity, with Mary and Joseph and a host of very convincing shepherds. It was also a great pleasure to hear the accomplished solo flute playing of one of the children.

Our Advent Travelling Crib (a beautiful miniature crib with all the Nativity figures, carved in olive wood by Christians in Palestine) made its journey round the Parish again this Advent for the first time since 2019. This is a wonderful way for young and old within the church community to meet each other (especially, to meet those they may not know well) and to share fellowship. The Crib is accompanied by a simple Order of Service, suitable for all ages. Because of outbreaks of Covid along the way the Crib did in fact stop several times, for longer than intended with one or two families! The children loved it and, amazingly, all the Nativity figures came back and none were lost!

"I'm so sorry we can't bring the Crib on to you yet because of Covid but my children are loving having it in the house!"

A parent

We held the traditional Service of Nine Lessons and Carols by candlelight again this year with some lovely solo music provided by Chris Pilgrim.

We noticed, in the weeks just before Christmas, that service attendance began to fall away significantly. Many people became increasingly anxious about the more transmissible Omicron variant of Covid in circulation, and, although we continued to ensure that all possible Covid-safe measures were in place, those who had been happy to attend public worship before, began to stay at home. In addition, many younger households were shielding so that they could visit elderly relatives at Christmas. All of this meant that attendance at our Midnight Mass and Christmas Day Services were again down on pre-Covid years. However those who did attend enjoyed beautiful music and, on Christmas Day, those who came were treated to a 'Christmas Star Hunt'. The little children took a delight in discovering the painted stars that had 'fallen from the sky' on Christmas Night and which turned out to have helpful loops on them, to enable them to be hung, afterwards, on the Christmas trees at home! Everyone went home with a pocket full of stars!

We continue to have close links with The March, Church of England Primary School. Sadly again this year it has not proved possible, because of Covid, for the children to come to church. We had a Christingle Service planned but in the end had to cancel it because of outbreaks of Covid. The Associate Rector has however continued to take assemblies with the School, initially on Zoom and then, towards the end of the year, in person in the school hall again.

We continue to value the contribution of the Reverend Anthony Freeman at St Peter's. He assists the Associate Rector in conducting services, both in person and on Zoom, and has helped with pastoral work and in the training of lay Intercessors.

Teaching, baptising and nurturing new and existing believers

Despite the lockdown we continued to welcome new members of the Christian community in Baptism. This year we baptised 9 children and 4 adults. The new housing developments in Madgwick Park, Westhampnett are almost finished and it has been a real pleasure to welcome young families who have just moved into the village and who are bringing their children for Baptism.

It is the policy of the United Benefice to admit baptised children to Holy Communion (after preparation) and at the end of this year we have again assembled a small group of children who will begin First Communion classes in January 2022.

We seek to encourage the participation in worship of all members of the church community, through readings and intercessional prayers. It had not been possible for the first half of the year for our Lay Ministers of Holy Communion to assist at the Eucharist because the chalice remains suspended. However now that Communion with intinction is being offered we are again able to use our Lay Ministers to hold the chalice at distribution.

We continue to encourage the study of, and reflection on, our faith through our Teaching and Nurture programme, led by the Associate Rector. In Lent this year we followed the Churches Together in Britain and Ireland (CTBI) Course *The Poet's Gospel*. This Course came out of a collaboration between CTBI and the poet John Alan Davis, whose wife died in 2014. Davis had written a version of the Gospel in verse as a way of dealing with his grief. He said, 'The task brought the life of Jesus and the relevance of his message closer to me. It became, as much as anything else, a way of staunching the wound of a personal tragedy.' The Course seemed particularly appropriate in the light of the suffering, great or small, that so many people had experienced as a result of the Covid pandemic. The Course was held on Zoom and was well attended.

We continue to seek, through lay involvement in this and other teaching programmes, to extend opportunities to encourage vocation and the exercise of ministry and gifts within the life of our community.

Socialising, sharing food and company and celebrating together

We believe very strongly that social events play an important role in the life of the parish, providing a way of meeting others, avoiding loneliness and learning to live together. After the total lockdown of 2020 we have this year been able, with care, to re-introduce some social events, mainly outside. We celebrated with drinks on Easter Sunday and, in the summer, we held a 'bring and share' picnic on our paddock behind the church. It was lovely to sit on the grass and watch the children playing cricket. In November the St Richard Singers gave a wonderful concert in the church, entitled *A Song Shall Rise*, with a programme that included Howells' *A Hymn to St Cecelia* and a moving performance of Fauré's *Requiem*. Half the proceeds of this concert were donated to the church. It was a real pleasure to host the St Richard Singers because, throughout the summer, when they had been unable to rehearse indoors because of Covid restrictions, they had rented our paddock and rehearsed outside, to the accompaniment (they reported) of song birds and the local foxes!

Although these occasions were few and so much less than the number of events we would have held in normal circumstances, they were, perhaps, all the more precious because we had been prevented from anything like them for over a year. It gave us hope for the future and for a return to life with fewer constraints.

Evangelism and outreach

The Pastoral Offices (Baptism, Marriage and Funerals) are particularly the place where the church community reaches out to the parish it serves. Weddings and Baptisms had been severely affected by Covid restrictions in 2020. Wedding numbers were still lower than usual in 2021, with 3 weddings and 1 wedding blessing but Baptism numbers were up significantly – 13 in all. We also held 4 funerals in church and 3 interments of ashes, as well as 2 services at the local crematorium.

We continue to nurture our ties with The March Church of England Primary School. The Associate Rector visits the school regularly and continued, throughout 2021, to conduct assemblies there whenever Covid restrictions permitted. Sadly our joint group from the United Benefice had to suspend *Open the Book* (narrating and dramatizing Bible stories) because of Covid risk but we hope to re-introduce it when safe to do so.

It was a source of great regret that, because of Covid, we were still unable to offer pastoral support and regular home communion to the two Nursing Homes in the parish. It was also still not possible for residents to attend services at St Peter's. The Associate Rector remains in contact with both Homes and will resume her visits when it is safe to do so.

Provision of the church building for people to enjoy

"A beautiful Saxon church! How lovely to find it open and what a sense of peace it gives in these difficult times."

Entry in our Visitors' Book

It is important to us that our historic church is available, not just to the church family, but also to the wider community. We wish it to be appreciated as sacred space (a place for prayer and contemplation); community space (a place where the events of life are celebrated); and historic space (a place that connects people to their past as well as giving them hope for the future). To this end, the

church building has always been kept open from 9am to 4pm and the entries in the Visitors' Book have testified to how much people appreciate this.

Closing our church (which we were obliged to do in 2020) is not something we ever wish to be forced to do again. It is our view that churches are places of refuge and sanctuary in times of trouble and a sign to the community of the presence of God in their midst. We are very glad that St Peter's has been open daily throughout 2021.

Safeguarding

The PCC takes its Safeguarding responsibilities seriously and seeks to ensure that children and vulnerable adults within the church community are protected at all times. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have 'due regard' to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults and has adopted the House of Bishop's *Promoting a Safer Church; Safeguarding Policy Statement*.

We have completed the Diocesan online programme *Simple Quality Protects*, which is a tool designed to help PCCs achieve the best standards of Safeguarding in a focussed way. This tool has enabled us to review and revise our Safeguarding Policies and process documents in the light of the most recent guidance.

All volunteers working with children or vulnerable adults are subject to DBS checks and have undergone the following Safeguarding Training:

C0 – Safeguarding Basic Awareness

C1 – Safeguarding Foundation

C2 – Safeguarding Leadership

Clergy have, in addition, undergone:

C3 – Clergy and Lay Ministers

Safeguarding is a standard item on all PCC Agendas and our Parish Safeguarding Officer reports regularly. We have had no Safeguarding incidents in the period covered by this Report.

Current and future projects, including spatial reordering of the church building

Graveyard maintenance

Our church has a highly successful relationship with the Kent and Sussex Probationary Service and, in particular, the Community Payback Team. A team of unpaid workers under the supervision of the Community Payback Team work on the maintenance and upkeep of the graveyard. This relationship is a very special one - there are benefits on both sides. The church graveyard is beautifully kept and the unpaid workers have commented on their sense of being valued and of worth for a job well done.

Re-ordering the church

The church is currently without any basic facilities (such as toilet or kitchen). This limits the use of the church for the type of community activity which the PCC sees as an important part of its mission in the growing community of Westhampnett.

In accordance with the vision outlined in our new Mission Action Plan, the PCC have agreed a scheme for the complete re-ordering of the church. This re-ordering project involves the installation of a kitchen and toilet; the removal of the existing fixed pews to provide flexible floor space (replacing them with moveable pew benches); the installation of under-floor heating; the provision of a glassed-in meeting room in the north-west aisle; the re-location of the font to the aisle crossing; the creation of a sacrament chapel; the replacement of the existing wooden south door with a glass door; the installation of decorative wrought iron grilles on the exterior entrance of the porch; the re-decoration of the interior of the church and the installation of a new lighting scheme. Detailed final plans were prepared and submitted to the DAC in May 2019. The DAC has indicated that it is in sympathy with our proposals, although it has deferred our application for answers on a number of minor technical points. It has also advised us that we should wait before re-applying until we have been able to raise at least 60% of the overall costs of the project. We had intended to begin work on fund-raising and grant applications in 2020 but the Covid pandemic has unfortunately forced us to delay this for the last 2 years. We expect to start in 2022.

Provision of tangible support to the poor and needy

Again this year, we supported our local Food Bank by regular monthly food collections and an additional special collection at Harvest Festival.

"Thank you so much for your continued support for the Food Bank."

Food Bank Co-ordinator

Other charitable giving

The church family has this year supported several charitable societies, including The Bell Tower Drop in Centre and Bible a Month. We have, this year deposited Funds with Boom, the West Sussex Credit Union (as described in the Financial Review below). We have also paid our Parish Share.

Financial Review

2021 was not without its challenges due to the continuing pandemic. Even though the church was open for public worship throughout the year some members of the congregation were unable or reluctant to attend at times, weddings were deferred and general fundraising was adversely affected. Nonetheless a comparison with the 2019 accounts shows that both receipts and payments returned to pre-pandemic levels. There is little point in making comparisons with 2020 as it was such an exceptional year.

Overall payments of £39,497 exceeded receipts of £34,141 resulting in net expenditure of £5,355 and an equivalent reduction in monetary assets.

This outcome was largely due to exceptional expenditure, borne by the Fabric Fund, of £4,988 on a new boiler. Without this exceptional item net expenditure would have been £367, in other words almost break even on a day to day operational basis. This is similar to 2019 when net expenditure was £8,045 but after excluding exceptional expenditure on Reordering the result would have been net income of £44, once again close to break even.

On the receipts side the PCC is grateful to everyone who helped to support St Peter's, not least our generous congregation, other donors and fundraisers. Collections almost reached pre-pandemic levels, falling short of 2019 by less than £300 and both planned giving and other donations increased slightly. St Peter's was fortunate in receiving substantial donations from the Goodwood Estate, The

Worshipful Company of Glass Sellers and a private donor, as well as numerous smaller donations and two legacies. Donations of £862 benefited the Soloist Fund, created last year to enhance services and lift spirits during the pandemic. In addition St Peter's received a grant from the Parish Council, which is used towards the cost of the upkeep of the graveyard, and the much anticipated accumulated income grant of £2,380 for the Chancel Trust. This latter is a one off receipt, being income accumulated over a number of years. Future receipts from this source are unlikely to exceed £175 per year. Despite the difficulties, fundraising from concerts, raffles and sales of small items amounted to £1,856 after expenses. Unfortunately the proceeds of the annual Ride and Stride event, which raised almost £200, were not received before year end.

On the payments side Parish Share remains the largest item of expenditure - St Peter's continues to support the church's mission by contributing more than its strict proportion of the costs of providing ministry in the Diocese. Donations to the Bell Tower Drop In Centre and the Bible a Month Scheme have also been maintained. The cost of purchasing and fitting the boiler, referred to above, was an exceptional item of expenditure this year but should stand St Peter's in good stead for years to come. The next largest item of expenditure, the cost of running services, has reverted unsurprisingly to pre-pandemic levels. This year it seemed appropriate to split running costs between utilities (oil, electricity and water) and other running costs (pest control, organ tuning being the primary items). This should more easily enable the PCC to monitor the cost of utilities when prices are generally expected to rise steeply. Fortunately the electricity contract was re-negotiated in February 2021 and remains at a fixed rate until February 2023. The cost of maintaining the churchyard has increased notwithstanding the waiver of fees by the organisation which supplies the gardeners. This is largely due to the cost of maintaining and replacing aging gardening equipment which is being asked to cope with a large area of land since the land clearance in 2018. The cost of hiring the Portaloo remains a considerable item of expenditure but will become unnecessary when the Reordering Project is complete.

The Reordering Project and Quinquennial repairs have remained on hold but should proceed in 2022.

In conclusion, St Peter's has successfully negotiated another difficult year. Sufficient reserves were in place to cover the net expenditure outcome caused by exceptional payments. The day to day operation of the church continues to run on or close to break even.

Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations. It is also the PCC policy to invest funds balances with the CBF Church of England deposit fund.

Structure, governance and management of the charity

The Parochial Church Council (PCC) is a charity, but is excepted from registering with the Charity Commission within the meaning of section 30 of the Charities Act 2011. It applied for voluntary registration in September 2020. The application was granted and it is now a Registered Charity, Number 1191476. Its governing document is the Parochial Church Councils (Powers) Measure 1956. During the year the following served as members of the PCC:

Ex Officio members:

Rector	The Reverend Canon Simon Holland	
Associate Rector	The Reverend Rachel Hawes	(Chair)

Churchwardens:	Mrs Jane Stone	(from April 2018)
	Mrs Ann Kent	(from September 2020)

Elected members:

Mrs Laura Bradley	(from April 2021)
Mr Brian Coles	(from April 2021)
Mrs Rebecca Coombes	(from April 2021)
Mrs Salli Douglas	(from April 2021)
	PCC Secretary & Electoral Roll Officer
Mrs Val Edwards	(from April 2021)
Ms Dawn Egerton	(from April 2021)
	Safeguarding Officer
Mr Sean Page	(from April 2019 to November 2021)
Mrs Rosemarie Scott	(from September 2020)
Mrs Joy Smith	(from April 2021)

Co-opted members:

The Reverend Anthony Freeman

Deanery Synod Reps:

Mrs Anne Parker	(from April 2019)
Mrs Gillian Madley	(from September 2020)

Appointed under CRR 2020 Rule M20 (3)(b)

Mrs Carol Wadsworth-Jones	(from April 2019)
	Treasurer

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

This Trustees' Annual Report was approved by the PCC and signed on its behalf by The Revd Rachel Hawes (PCC Chair).

Signed: 

Date: 8 March 2022

Financial Report of the Parochial Church Council of the Ecclesiastical Parish of St Peter's Church, Westhampnett, for the Year ended 31st December 2021

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St Peter's Church, Westhampnett

Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows

	<i>Unrestricted</i>			<i>Total</i>	<i>Total</i>	
	General Fund	Designated Funds	Restricted Fund/s	All Funds 2021	All Funds 2020	Notes
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	24,453	-	1,152	25,605	26,201	
Charitable activities	2,577	-	-	2,577	1,666	
Other trading activities	3,299	-	-	3,299	1,360	
Investments	1	-	280	282	351	
Other receipts	-	-	2,380	2,380	-	
Total received	30,330	-	3,812	34,141	29,578	2
Expenditure on:					-	
Cost of raising funds	-	-	-	-	-	
Charitable costs	32,234	88	6,517	38,839	28,826	
Trading costs	658	-	-	658	168	
Other payments	-	-	-	-	300	
Total paid	32,892	88	6,517	39,497	29,293	3
<i>Reconciliation of funds:</i>						
Net income or (net expenditure)	(2,562)	(88)	(2,705)	(5,355)	285	
Transfers between funds	1,196	68	(1,265)	-	-	4&5
Net movement in funds	(1,366)	(19)	(3,970)	(5,355)	285	
Bank accounts at 1 January	25,557	324	21,485	47,366	47,081	6
Bank accounts at 31 December	24,191	305	17,515	42,011	47,366	A&L

St Peter's Church, Westhampnett

Statement of Assets and Liabilities

Our financial position at the year end was

	Unrestricted			Total	Total	
	General	Designated	Restricted	All Funds	All Funds	
	Fund	Funds	Funds	2021	2020	Notes
	£	£	£	£	£	
Assets:						
Cash (and CQs) in hand	-	-	-	-		
Bank current account	322	305	1,243	1,870	10,727	
Bank deposit account	17,190	-	2,957	20,147	16,645	
Boom (West Sussex Credit Union)	5,000	-	-	5,000	5,000	
CCLA - CBF Deposit Fund	1,679	-	13,316	14,994	14,994	
PCC-owned bank & cash funds	24,191	305	17,515	42,011	47,366	R&P
Diocesan Assigned Fees received	230	-	-	230	168	
Total monetary assets	24,421	305	17,515	42,241	47,534	
				-		
Chichester DBF Chancel Ins Grant	-	-	-	-	2,379	
Gift Aid recoverable (est.)	1,605	-	183	1,788	726	
Debtors	1,605	-	183	1,788	3,105	
				-		
446 CBF Income Shares (mkt value)	-	-	10,444	10,444	9,137	
Investment assets MV 31 Dec 2021	-	-	10,444	10,444	9,137	
				-		
Other	-	-	-	-	-	
				-		
Total assets	26,026	305	28,142	54,474	59,776	
				-		
Liabilities:				-		
Unpaid Diocesan parochial fees	230	-	-	230	168	
				-		
Total liabilities	230	-	-	230	168	

St Peter's Church, Westhampnett

Notes to the Financial Report

1. The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

2. Analysis of total received

	Unrestricted			Total	Total	
	General	Designated	Restricted	All Funds	All Funds	
	<u>Fund</u>	<u>Funds</u>	<u>Fund/s</u>	<u>2021</u>	<u>2020</u>	Notes
	£	£	£	£	£	
Planned giving (excl. tax refunds)	11,767	-	-	11,767	11,352	7
Collections	4,639	-	-	4,639	3,114	8
Gift Aid recovered	3,493	-	123	3,616	3,508	9
Other donations	2,554	-	862	3,416	2,178	10
Grants	900	-	167	1,067	800	11
Legacies	1,100	-	-	1,100	5,250	
Sponsored events	-	-	-	-	-	
Carol Singing	-	-	-	-	-	
Event collections	-	-	-	-	-	
Donations and legacies	24,453	-	1,152	25,605	26,201	
Statutory fees for weddings & funerals	2,577	-	-	2,577	1,666	
Charitable activities	2,577	-	-	2,577	1,666	
Weddings & funerals (other)	1,029	-	-	1,029	217	12
Events	668	-	-	668	720	
Raffles	955	-	-	955	198	
Tombolas	-	-	-	-	-	
Sales (Car boot, small items etc)	557	-	-	557	225	
Church hire	90	-	-	90	-	
Other trading activities	3,299	-	-	3,299	1,360	
Bank & CBF deposit interest	1	-	15	17	95	
CBF investment fund dividend	-	-	265	265	256	
Letting of investment property	-	-	-	-	-	
Investments	1	-	280	282	351	
Accumulated Chancel Trust income	-	-	2,380	2,380	-	
Other receipts	-	-	2,380	2,380	-	13
Total received on all funds	30,330	-	3,812	34,141	29,578	

3. Analysis of total paid

	Unrestricted			Total	Total	
	General	Designated	Restricted	All Funds	All Funds	
	Fund	Funds	Fund/s	2021	2020	Notes
	£	£	£	£	£	
Cost of fundraising activities/events		-	-	-	-	
Other appeals expenses	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	14
Charitable grants and donations	420	-	-	420	420	15
Parish share to Chichester Diocese	15,910	-	-	15,910	15,853	
Honoraria	570	-	-	570	225	16
Clergy and other people's expenses	879	-	-	879	596	17
Costs of church services	3,357	88	1,450	4,895	2,811	18
Insurance	1,531			1,531	1,503	
Administrative costs	1,157	-	-	1,157	1,231	19
Church utilities	1,255			1,255	662	20
Other church running costs	805	-	-	805	727	
Church maintenance & redecoration	1,302	-		1,302	1,373	
Churchyard	2,479	-	78	2,558	1,841	21
Portaloo Hire	2,016	-	-	2,016	1,584	
Fixtures & Fittings	552	-	4,988	5,540	-	22
Charitable costs	32,234	88	6,517	38,839	28,826	
Wedding/funeral extras	334	-	-	334	-	
Events costs	276	-	-	276	148	
Raffles	48	-	-	48	20	
Trading costs	658	-	-	658	168	23
Reordering costs: Design	-	-	-	-	300	
Other Payments	-	-	-	-	300	
Total paid on all funds	32,892	88	6,517	39,497	29,293	

4. Statement of funds

Endowed Funds are required by donors to be invested and the income spent on specific objectives.

There are no endowed funds.

Restricted Funds are not invested permanently but are to be spent within reasonable timescales for specific purposes. The restricted funds comprise the Fabric Fund (to maintain the fabric of the church), the Reordering Fund (raised to finance the Reordering Project), the Gilbert Trust (for the maintenance of certain graves), the Chancel Trust (to receive grants for the maintenance of the chancel) and the Soloist Fund (to pay for soloists to perform at the Parish Eucharist and other key services).

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

The unrestricted funds comprises the General Fund, a designated fund for the purchase of Books (the Book Fund) and a designated fund for the purchase of a bench in the memorial garden (the Memorial Garden Fund). The Book Fund has been exhausted, there is no plan to designate any further funds for this purpose. The purchases of books will be made out of the General Fund in future.

Fund receipts and payments and final balances are as follows:

Fund receipts, payments and final balances are as follows:

4 Statement of funds					
	Balances			Transfers,	Balances
	b/fwd			other gains	c/fwd
	01-Jan-21	Income	Expenditure	and losses	31-Dec-21
	£	£	£	£	£
Fabric fund	18,289	15	(4,988)	-	13,316
Reordering Fund	1,956	0	-	-	1,956
Gilbert Trust	10,146	265	(78)	1,307	11,640
Chancel Trust	-	2,547	-	(1,500)	1,047
Soloist Fund	230	985	(1,450)	236	-
Total of all restricted funds	30,621	3,812	(6,517)	43	27,959
General fund	25,558	30,330	(32,892)	1,196	24,191
Designated Book Fund	19	-	(88)	68	-
Designated Memorial Garden Fund	305	-	-	-	305
Total of all unrestricted funds	25,882	30,330	(32,980)	1,265	24,496
Total funds	56,503	34,141	(39,497)	1,307	52,455

5. Transfers between funds were as follows:

General Fund	Designated Funds	Restricted Funds	Purpose
£	£	£	
(68)	68		To cancel the negative balance on the Book Fund
(236)		236	To cancel the negative balance on the Soloist Fund
1500		(1500)	To part compensate the General Fund for Chancel insurance payments
1196	68	(1265)	Total

6. Bank Accounts at 1 January

In the final line of the Summary of Financial Receipts and Payments 2020 the division of bank funds between the General Fund and Designated Funds was mistakenly shown as General Fund £25,252, Designated Fund £629, the correct figures are General Fund £25,557, Designated Fund £324. This was due to the incorrect inclusion of Transfers between funds figures in the Bank account at 1 January 2021 total. The figures have been corrected in the penultimate line of the Summary of Financial Receipts and Payments 2021. The overall figures were not affected and were correct.

7. Planned Giving refers to payments received by standing order and direct debit into the Treasurer's Current Account, including Parish Giving Scheme but excluding the Gift Aid element.
8. Collections and Other Giving includes weekly cash collections, gift aid envelopes and other irregular collections.
9. Income tax recovered relates to Gift Aid repayments – Parish Giving Scheme element of £2,118 plus claims for the year ended 31/12/20 and GASDS for the year ended 5/4/21.
10. Other donations relates to voluntary giving outside the context of services or fundraising events.
11. St Peter's received a grant of £900 from the Parish Council, used to help maintain the churchyard. The remaining grant income relates to the Chancel Trust – this income from Chichester DBF is a restricted charitable grant to reimburse the cost of insuring the Chancel.
12. Weddings & funerals (other) relates to receipts over and above statutory fees (flowers, orders of service, bells, vergers etc.)
13. The accumulated Chancel Trust income, shown as a debtor in the 2020 accounts, has been received from Chichester DBF. Part of this fund has been transferred to the General Fund to compensate for past payments out of the General Fund for chancel insurance. This could have been shown as a grant but has been included under Other Receipts to reflect the extraordinary nature of the receipt – the fund having accumulated over many years.
14. Cost of raising funds where no consideration is provided – ie the cost of promoting voluntary giving.
15. Donations to charities including The Bell Tower Drop In Centre and the Bible a Month Scheme.

16. Honoraria relate to payments made to the person acting as vergers or bell ringers for weddings/funerals/baptisms.
17. Clergy expenses amounted to £879 relating primarily to postage, stationery, printing and a subscription to Zoom.
18. Cost of services includes sacristy supplies, hospitality, flowers, children's participation, music and hall hire for the Wednesday service at the village hall.
19. Administrative costs were previously called Sundries, Printing & Stationery. This included web presence, office supplies and the cost of producing pewsheets, Orders of Service and monthly newsletters. This heading has been changed to reflect that it now also includes new financial costs as a result of the acquisition of a card reader in October and the introduction of bank charges in November.
20. Church Utilities and Other Church Running Costs
The cost of utilities and other running costs were previously combined under one heading, Church running costs. Utilities comprise oil, electricity and water. Other running costs include pest control, organ tuning and fire extinguisher maintenance. The lower cost of utilities in 2020 may relate to the fact that the church was not open for public service for a period due to the Covid-19 pandemic. The current electricity contract commenced in February 2021 and remains at a fixed rate until February 2023. Oil is purchased at the current variable rate.
21. Churchyard includes gardening fees, the cost of purchasing and repairing gardening equipment, the hire of the container which houses it, the cost of planting and of maintaining the graves. The organisation which provides the gardeners has waived its fee, normally £500, for 2021. The cost of refurbishing the railings around the Gilbert Graves was borne by the Gilbert Trust Fund.
22. Fixtures and Fittings
The primary cost, £4,988 for a new boiler, was borne by the Fabric Fund. Other purchases included new microphones, a portable radiator and folding chairs.
23. Trading costs represent the cost of raising funds where there is an exchange of goods or services for money.

This Financial Report was approved by the PCC and signed on its behalf by The Revd Rachel Hawes (PCC Chair)

Signed: 

Date: 8 March 2022

Independent Examiner's Report to the PCC of St Peter's Church, Westhampnett for the Year Ended 31st December 2021

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Peter Westhampnett, on the annual report for the year ended 31st December 2021 set out in the preceding pages.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's statement

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below in Section B *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - a. to keep accounting records in accordance with section 130 of the Charities Act; and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Examiner's signature



Examiner's name CAPITALS

MRS RACHEL BRYAN

Date Relevant professional qualification(s) or body if any

14 March 2022

Examiner's address

22 Maplehurst Road, Chichester, PO19 6QL

Independent Examiner's Report to the PCC of St Peter's Church, Westhampnett for the Year Ended 31st December 2021

Section B

Disclosure

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

- accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

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