

Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

St Mary's Church, Walberton

Church Lane, Walberton, Arundel BN18 0UD

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

Registered charity no. 1175197

For the year ended 31st December 2022

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Website: stmaryswalberton.org.uk

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

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

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

St Mary's Walberton

Trustees Annual Report for 2022

Our aims and purposes

The Parochial Church Council (PCC) has the responsibility of co-operating with the Incumbent, the Rev'd Timothy Ward, in

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church: pastoral, social, evangelistic and ecumenical
- Knowing Jesus Christ better and making him better known
- Offering practical and spiritual support and care for people in the parish, from the youngest to the eldest
- Providing financial support for those in need and to other organisations with similar objectives
- Looking after our Grade 1 listed church building.

What we planned to do to achieve our charitable objectives

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

For 2022 we planned to reach the new housing developments at Avisford Grange and Fontwell Meadows and to start a number of new initiatives under our New Beginnings banner (See below). We also planned to reshingle our spire.

2022 was a transitional year as we learned to live with the pandemic. Most activities returned to normal (including the administration of communion in both kinds.) seeing them as relevant to the achievement of our charitable objectives. Accordingly:

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

We offer services of worship to God

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

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

We aim to ensure that our church is a safe and welcoming space for all age groups, and for those who have disabilities of some kind. The PCC makes every effort at all times to comply with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to safeguard children and vulnerable adults, following the guidance of the House of Bishops. (In the autumn the vicar and PCC tightened up their procedures regarding the employment of cover organists on the advice of the diocese after being alerted to the issue by a news report. Our organist Dr Naylor remained absent through illness throughout the year.)

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

In 2022 the average attendance in church on a normal Sunday was 63 adults, and 9 children including house communions. On Easter Day 92 people attended and 170 people attended services on Christmas Eve and Christmas Day. There was a monthly Online communion service until July 2022. The PCC wishes to thank all those who provided the online service for over two years.

One wedding and 7 funerals were held in church. The vicar conducted 8 further funeral services or burial of ashes elsewhere, in the churchyard or a crematorium. Other special services included two New Beginnings services; Remembrance Sunday when the 40th anniversary of Falklands war was commemorated; an All Souls Service of Remembrance for the bereaved; a Christingle Service to which the Walberton & Binsted CE Primary School children were invited and took part. The crib service which this year also included a short Nativity was well attended. About 10 people participated in a weekly prayer meeting online. Three Home Groups continue to meet weekly for Bible study on Wednesdays one of which is now a daytime group. There is also a Dad's Bible study which meets once a fortnight.

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

January 2022 saw the launch of the Parish Mission Action Plan (MAP) which had been developed the previous year. The aims set out for us by the Bishop of Chichester were:

- To be more open
- To be more converted
- To be more generous
- To be more engaged.

Under the title New Beginnings, all church members were invited to a Sunday service in the village hall. In the meeting which followed we asked ourselves how we could best achieve these aims. As a result, several new initiatives were taken up during the year:

More open in worship:

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

Prayer Vigil for Ukraine Each month since March 2022 we met opposite the shops under the leadership of a reader to pray for Ukraine and witness to our village. People from other churches have become involved as we sing and share our concerns for Ukraine and its refugees. About 10 -20 people usually attend.

More converted:

Listening to God group This group involves half a dozen people under lay leadership meeting once a month to spend time in silence before God. Their thoughts are recorded and relayed to the congregation at the next 10.30am service. The intention to attend New Wine again was confirmed by this group.

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

More generous:

Contactless giving – a device is now available at Sunday services. This enables us to give to the work of St Marys or specified charities. We are able to reclaim gift anonymously on sums of upto £30 as if it were a cash collection.

More engaged:

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

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

Eco church group. One of the churchwardens has been responsible for promoting green issues in the parish with a small group.

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

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

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

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

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

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

In the autumn the vicar offered a Christianity Explored Course based on Marks gospel which one of the home groups took up.

Members of our church family are to be found in virtually every local group and activity, and as such are known ambassadors for godly living within our community. The church nominates a trustee to the Village Hall Trustee Board, the Community Play Centre (CPAWS) and has three foundation governors at Walberton & Binsted CE Primary School.

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

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

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

Looking after our Grade 1 Listed church building

The main work of the year was the re-shingling of the spire which took place in the spring. This was made possible by a generous donation. Oak was chosen in place of cedar as this is more resistant to woodpeckers and squirrels who had done considerable damage to the old spire. A grant from Basil Shippham Trust also enabled us to enclose the horizontal boarding with strong wire mesh. Fortunately the underlying woodwork was in good condition. A storm in February caused the disturbance of tiles near the roof line. Our builder put forward a plan of restoration to our insurers which they happily accepted (the work being done in early 2023 when the bats were absent)

Financial Review

Financial Review

For 2022, the financial report follows the format specified by the Charities Commission (CC16a), for charities with an income of less than £250,000 and using receipts and payments accounting. The accounts are in three parts.

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

Part B - The Balance Sheet showing our Assets and Liabilities

Appendix – Notes on the accounts

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

The 2022 accounts show an overall deficit on the year of £1641. We are, however, carrying forward a surplus of £2263 for the Bell Tower repair fund into 2022, as well as offsetting £917 of our church yard work against the surplus previously raised for the churchyard benches. This equates to a £3041 deficit against our general fund.

The churchyard benches fund still has £80 remaining at the end of 2022, which will fund further churchyard maintenance activities in 2023. The £2263 remaining in the Bell Tower fund will be spent, as the final retention invoice is payable in early 2023.

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

Our current account balance (just over £8,000 at year end) meant we have cash to cover approximately one month's worth of day-to-day expenditure.

Appendix - Notes on the Accounts

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

Reserves Policy

We aim to hold reserves to maintain a balance on the general unrestricted funds (excluding property) which equates to at least two/three months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance of £8053 at Nat West at the end of 2022 covers about one third of this amount. We also hold reserves to invest temporarily surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. At the end of 2022 £24,886 was invested in this way. As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on restricted purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the gift, depending on the specific objectives of the donor.

Structure, governance and management of the charity

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

The PCC is elected at the APCM by Church Members. There were 130 on the electoral roll in December 2022.

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

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

Ex officio members:

Incumbent:	The Revd Timothy Ward
Licensed Reader:	Julie Allday
Churchwardens:	Jean Strickland, Steven Phillips
Deanery Synod Representatives:	Susan Martineau (PCC Secretary) Julie Allday
Elected Membership:	Kevin Durban Jackson (Reader with PTO) Peter Brown Tom Evans (Hon. Treasurer) Graham Thrussell Bernard Lane (until 24 January 2023) Chris Doman (until 5 May 2022) Esther Langrish (until 5 May 2022) Brendan Amesbury (from 5 May 2022) Emmie Huxtable (from 5 May 2022) Martin Sewell From (from 5 May 2022)

Other officers with rights of attendance, but not trustees

Minutes Secretary Alison Surrell

Safeguarding Officer Kasia Nicholls

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

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



Date 29 April 2023

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

**PART A - STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDING 31ST DECEMBER 2022**

INCOMING RESOURCES	Notes	Unrestricted	Designated	Restricted	TOTAL	TOTAL
		Funds £	Funds £	Funds £	2022 £	2021 £
Donations & Legacies	2a	86,641	-	57,000	143,641	106,962
Activities for Generating Funds	2b	-	-	-	-	-
Investment Income	2c	268	54	-	322	22
Charitable Activities	2d	14,161	-	-	14,161	14,240
Other Incoming Resources	2e	88	-	-	88	41
TOTAL INCOMING RESOURCES		101,158	54	57,000	158,212	121,265
RESOURCES USED						
Cost of Charitable Activities	3a	102,336	-	55,654	157,990	131,133
Activities for Generating Funds	3b	-	-	-	-	-
Governance Costs	3c	1,864	-	-	1,864	1,718
TOTAL RESOURCES USED		104,200	0	55,654	159,854	132,851
NET INCOMING RESOURCES		-3,041	54	1,346	-1,641	-11,587
NET MOVEMENT IN FUNDS		-3,041	54	1,346	-1,641	-11,587
Balances Brought Forward		29,477	4,107	997	34,580	46,167
Transfer Between Funds		-	-	-	-	-
BALANCES CARRIED FORWARD		26,436	4,161	2,343	32,939	34,580

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

**PART B - BALANCE SHEET
AS AT 31ST DECEMBER 2022**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	31-Dec-22 Total £	31-Dec-21 Total £
Fixed Assets						
Tangible Assets	1	-	-	-	-	-
Current Assets						
Debtors & Prepayments	5	-	-	-	-	-
Cash at bank and in hand	4	26,436	4,161	2,343	32,939	34,580
Total Current Assets		26,436	4,161	2,343	32,939	34,580
Creditors: Due within one year	6	-	-	-	-	-
NET CURRENT ASSETS		26,436	4,161	2,343	32,939	34,580
TOTAL ASSETS less current liabilities		26,436	4,161	2,343	32,939	34,580
Creditors: Due within one year	7	-	-	-	-	-
NET ASSETS		26,436	4,161	2,343	32,939	34,580
Funds of the charity						
Unrestricted Funds		26,436			26,436	29,477
Designated Funds	8		4,161		4,161	4,107
Restricted Funds	9			2,343	2,343	997
		26,436	4,161	2,343	32,939	34,580

This Financial Report for the year ended 31st December 2022, including the notes following, was approved by the PCC and signed on its behalf by
The Revd. Timothy Ward, PCC Chairman:



Date 29 April 2023

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

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDING 31ST DECEMBER 2022**

2. Incoming Resources

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
a) Donations and Legacies						
Gift Aid Donation		52,587	-	20,000	72,587	62,138
Gift Aid Tax Recoverable		15,267	-	5,000	20,267	14,814
Gifts & Donations		10,844	-	30,000	40,844	14,268
Collections Plate		5,424	-	-	5,424	2,639
Grants		2,435	-	2,000	4,435	492
Legacies		-	-	-	-	12,585
Visitors Box		84	-		84	26
		86,641	-	57,000	143,641	106,962
b) Activities for Generating Funds		£	£	£	£	£
Outreach		-	-	-	-	-
		-	-	-	-	-
c) Investment Income		£	£	£	£	£
Bank Interest	5	268	54	-	322	22
		268	54	-	322	22
d) Charitable Activities		£	£	£	£	£
Parish Magazine		7,468	-	-	7,468	6,697
Churchyard and Service Fees		6,693	-	-	6,693	7,543
		14,161	-	-	14,161	14,240
e) Other Incoming Resources		£	£	£	£	£
Sundry Income		88	-	-	88	41
		88	-	-	88	41

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

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDING 31ST DECEMBER 2022**

3. Resources Expended

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
a) Cost of Charitable Activities						
AudioVisual Costs		17	-	-	17	110
Charitable Giving	12	6,520	-	-	6,520	4,899
Church Running Costs		1,543	-	-	1,543	1,057
Churchyard Expenses		-	-	917	917	1,405
Clergy Expenses		995	-	-	995	935
Communication Costs		368	-	-	368	318
Diocese Quota		62,344	-	-	62,344	58,846
Equipment Costs		-	-	-	-	375
Junior Church		215	-	-	215	101
Kitchen Refurbishment		-	-	-	-	7,536
Lych Gate		-	-	-	-	700
Music Costs		389	-	-	389	379
Office Costs		190	-	-	190	380
Office Rent		2,640	-	-	2,640	2,640
Organist Fees		340	-	-	340	105
Outreach		633	-	-	633	78
Parish Magazine Costs		-	-	-	-	47
Photocopiers Costs		6,756	-	-	6,756	5,606
Quinquennial Costs		-	-	54,737	54,737	26,056
Repairs and Maintenance		233	-	-	233	352
Salary Costs	10	6,210	-	-	6,210	8,766
Service Fees		2,351	-	-	2,351	2,179
Telephone Costs		2,029	-	-	2,029	479
Utility Costs		4,791	-	-	4,791	4,335
Vicarage Expenses		3,648	-	-	3,648	3,449
Visiting Speakers Expenses		123	-	-	123	-
		102,336	-	55,654	157,990	131,133
b) Cost of Generating Funds		£	£	£	£	£
Outreach		-	-	-	-	-
		-	-	-	-	-
c) Governance Costs		£	£	£	£	£
PCC Governance		162	-	-	162	76
Insurance		1,702	-	-	1,702	1,642
		1,864	-	-	1,864	1,718

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

NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDING 31ST DECEMBER 2022

4. Cash at bank and in-hand

	31-Dec-22	31-Dec-21
	£	£
Cash at bank and in hand	32,939	34,580
	32,939	34,580

5. Debtors & Prepayments

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

6. Creditors: Amounts Falling Due Within One Year

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

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

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

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

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDING 31ST DECEMBER 2021**

8. Designated Funds	Balance				Balance
	31-Dec-21	Income	Expenditure	Transfers	
	£	£	£	£	
Quinquennial Fund	4,107	54	-	-	4,161
	4,107	54	-	-	4,161

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

9. Restricted Funds	Balance				Balance
	31-Dec-21	Income	Expenditure	Transfers	
	£	£	£	£	
Bell Tower	-	57,000	54,737	-	2,263
Churchyard Benches	997	-	917	-	80
	997	57,000	55,654	-	2,343

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

10. Analysis of Net Assets By Fund	Unrestricted	Designated	Restricted	31-Dec-22	31-Dec-21
	Funds	Funds	Funds	Total	Total
	£	£	£	£	£
Fixed Assets and Investments	-	-	-	-	-
Current Assets	26,436	4,161	2,343	32,939	34,580
Liabilities (due in more than one year)	-	-	-	-	-
	26,436	4,161	2,343	32,939	34,580

11. Staff Costs and Numbers	2022	2021
	£	£
Gross Wages and Salaries	6,210	8,766
Employer's National Insurance Costs	-	-
Pension Contributions	-	-
	6,210	8,766

Employees Who Were Engaged in each of the following activities:

	2022	2021
Activities in furtherance of organisations objectives:	2	2

The organisation operates a PAYE scheme to pay all employed members of staff and the organisation also employs members of staff on a self employed basis. No employees received emoluments in excess of £60,000. (2021: None)

12. Charitable Giving

The PCC aims to pay out 10% of its voluntary income to other causes. Our outward giving in 2022 was 7.5%, which fell short but was an increase of 2021 levels.

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

This report on the financial statements for the PCC of the Ecclesiastical Parish of St Mary's Church, Walberton for the year ending 31st December 2022 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the regulations') and s.145 of the Charities Act 2011 ('The Act').

Respective Responsibilities of the PCC and the Examiner

As the members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of Regulations and section 114(2) of the Charities Act 2011 ('The Act') does not apply. It is my responsibility to issue this report on those financial statements accounts in accordance with the terms of the Regulations.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition, issued from the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the account and seeking explanations from you as 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:

- 1) Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, and the Regulations have 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.



Alison Bestente CeFA CeMAP CeRER DipFA
Independent Financial Adviser FRN 755733
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BN18 8DL

17th April 2023