

Parochial Church Council of St Andrew Bishopstone

Report and Accounts

For the year ended December 31, 2019

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Parochial Church Council of St. Andrew, Bishopstone

Trustees' Annual Report for 2019

Aim and Purposes

The primary objective of St. Andrew's PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the Priest at St. Andrew's in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic social and ecumenical.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Andrew's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on 'charities for the advancement of religion'. In particular we try to enable local people to live out their faith as part of our Parish community through: Worship and prayer; learning about the gospel; and developing their knowledge and trust in Jesus.

Teaching, baptising and nurturing new and existing believers

Provision of pastoral care for people living in the parish.

Supporting missionary and outreach work as part of our charitable giving.

To facilitate this work it is important that we maintain the fabric of the Church of St. Andrew's, and also maintain the "open" churchyard to enable relatives and visitors alike to experience peace in this sacred place. An annual open air service is held in memory of those at rest in the churchyard.

Achievement and performance

Church attendance:

The church family welcomes visitors from within as well as outside the parish boundary. It is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. A welcome worship leaflet is available for those worshipping for the first time. We contend that voluntary attendance to worship the Lord Jesus Christ, is a major demonstration of the public benefit of our activities.

In 2019 a Revised Electoral Roll was created. The New Roll for 2019 decreased by 13 to 95, forty of whom are not resident within the Parish. The average weekly attendance counted on a normal Sunday was slightly less from 56 to 55. In addition ten people received regularly their Communion at home or in local nursing homes. There were six Baptisms, three Weddings and six Funerals. Special service books are used for weddings and funerals making it easier for congregations to follow and engage in the services.

Review of the Year:

The PCC met seven times during the year, and the Standing Committee once. In March we welcomed our Rector, The Revd. Arwen Folkes. The suggestion of a handrail by the churchyard steps to the hall boundary was pursued with advice sought from the DAC and Lewes District Council and was installed in June.

The Mission and Worship group met three times working through our Mission Action Plan based on the name of **ANDREW**:

Affirm the love of Christ.

Nourish those in spiritual or physical need.

Develop our faith through knowledge.

Reach out to our Parish and the wider community.

Encounter the Living God.

Welcome all who visit our Church.

In acknowledging the Diocesan Strategy of To Know, Love and Follow Jesus we supported the 2019 theme of Year of Vocation, and offered as a United Benefice the Diocesan Course on this theme. In recognition of lay people serving their parishes, communities and Diocese the Bishop introduced the Order of St. Richard for parishes to make nominations. Hilary Norsworthy, Churchwarden was nominated from St. Andrew's and received her award in Chichester Cathedral in October.

All our parish courses that run are offered as United Benefice courses, usually during Lent and Advent, with the opportunity of a joint Pilgrimage. The Pilgrimages to Chichester and Canterbury were well supported. The United Benefice Songs of Praise monthly services at Clifden Nursing Home in Seaford are supported by both parishes. The opportunity for weekly silent prayer by way of "Breathing Space" was offered and well received.

The pastoral care undertaken by Fr. Trevor and the team, and all members of the congregation remains a great strength in the church and parish. In appreciation of the kind response from non-worshipping parishioners and friends to our Gift Day, we continue with Easter "thank you" cards delivered where possible by hand and much appreciated.

Having the ownership of an Elizabethan chalice locked away in a bank vault the PCC in February agreed to the loan of it to Chichester Cathedral, and this was accomplished in May.

In March we were pleased to be asked to host the Annual Awards on behalf of Sussex Historic Churches Trust celebrating the "Ride and Stride" sponsored event.

The PCC recognised the need for professional assistance in maintaining the churchyard during the growing season, therefore for the first time we engaged the help of Southdown Mowers to help maintain the churchyard and to keep the extended churchyard area under control.

Also in March we held an Open Church and an Easter Egg Hunt in the churchyard raising a total of £500.19 for St. Andrew's. During the weeks of Lent members of our congregation raised £295.21 collecting for various charities.

In June members of the PCC attended local Diocesan Safeguarding Training at level C1 for Vulnerable Adults. DBS checks were arranged at the same time for members. Safeguarding policies were presented by our Safeguarding Officer at the May meeting and were approved.

Our Annual Strawberry Cream Teas in support of Christian Aid took place in June and raised £536.62. In addition to this as a parish we support the door to door collection during Christian Aid Week each May. We were also pleased to host the Churches Together in Seaford United Worship for Christian Aid Week.

The month of June brought us the opportunity to celebrate with Fr. Trevor his 50th Anniversary Ordination as Deacon. We were pleased that the Archdeacon of Brighton and Lewes, The Venerable Martin Lloyd- Williams was able to be with us for the service and lunch that followed.

St. Andrew's being so close to the coast our well- established Annual July Sea Sunday Service saw a full congregation, including invited guests from the Royal Navy and local sea related organisations. With collection on the day and personal cheques made payable to the charity (£240) we raised £747.73 which was sent to the Mission to Seafarers.

In August we held our well-established Open-Air Service for those "At Rest" in our churchyard it was attended by 50 people, followed by tea in the hall.

A special Harvest Evensong was held in October with readings and poems on the theme of Harvest.

Perfect weather lifted our spirits on the day of our annual Summer Fete. A good crowd from near and far came to support it enabling us to raise £2974.66 after expenses.

Every September some members of our congregation take part in the Sussex Historic Churches Trust Sponsored Ride and Stride event raising money for St. Andrew's and the Trust. The weather was perfect for this day of walking and our group raised £395, half of which came back to us so we benefited by £197.50.

In November Revd Arwen, Fr. Trevor and our Safeguarding Officer met with Diocesan staff to submit and verify our Safeguarding Policies file as part of the SQP **S**imple **Q**uality **P**rotects. requirement.

In December our Patronal & Gift Day service was well attended, and we were delighted that our guest speaker The Revd Tom Mendel from St. Mary's Eastbourne was able to stay for lunch. The Gift Day total reached £5178.71.

Our charitable giving plays an important part of our outreach and mission. The Harvest food donations were distributed to St. Anne's Trust, Kemp Town, Brighton for the homeless, plus £200 donation. The fresh food went to St. James' Trust, Seaford for their lunch club.

During the year we were able to sustain our charitable giving selecting various charities including: Additional Curates Society £50, Livability £200, Diocesan Family Support Work £200, Sightsavers £200, Jeel Boys Orphanage £200, MAF £200, Operation Smile £200, Beachy Head Chaplaincy £200, Waves Seaford supporting families £200. We continue supporting a student in education in India £150. On a weekly basis members of the congregation bring non-perishable food in support of the Diocesan Family Support Work charity.

Our Architect Peter Pritchett, carried out a Quinquennial inspection in April 2018 and during this year we have received estimates and faculty approval for the waterproofing of the west side of the tower during Spring of 2020 at a cost in the region of £17,000.

Financial Review

Excess of Expenditure over Income: Unrestricted £3,929 Restricted £2,288 , Total £ 6,217 as in the Financial Statement.

Everyone is encouraged whenever possible to sign up to the Diocesan Parish Giving Scheme (PGS) which we have now run for the past two years. This scheme automatically calculates gift aid payable monthly and deposits it directly into St. Andrew's bank account along with the actual donation. A claim under the Gift Aid Small Donations Scheme is still made and for all other Gift Aided donations received.

Our original investment in 2011 of £20,000 in Co-Funds remains a good investment. The largest expenditure of the PCC was the Parish Contribution paid to the Diocese to cover ministry costs, a 2.5% increase in 2019 brought the total annual payment to £35,329. Our annual church insurance premium used to be paid by the Diocese from this contribution, but from 2018 each parish became responsible for paying its own premium directly to Ecclesiastical Insurance, Therefore this year St. Andrew's incurred payment for the £1,609.71 premium.

Reserves Policy

It is PCC policy to invest surplus general funds with the CBF Church of England deposit fund. As well as holding these general reserves, from time to time the PCC receives restricted legacy bequests for expenditure on particular purposes, defined by the donor. We aim to expend such money depending on the specific objectives of the donor and the need for expenditure being identified.

Our next Quinquennial Inspection is due April 2023.

The endowed "Stella Fund" stands at £5,138 being £810 more than last year.

Structure, governance and management

The Parochial Church Council (PCC) is a charity, but is excepted from registering with the Charity Commission within the meaning of the section 30 of the Charities Act 2011. Its governing document is the Parochial Church Council (Powers Measure 1956) During 2019 it was our intention to apply for charitable status for St. Andrew's, as we understood all parishes would need to do so by 2020, however on submission of our paperwork we were informed that this was not yet necessary.

Website: <http://stpeterandstandrew.btck.co.uk>

Rector:

w.e.f. 22.3.19 Revd Arwen Folkes, The Rectory, Belgrave Road, Seaford BN25 2HE

Priest:

The Revd. Trevor Smyth, St. Andrew's House, 14 Marine Drive, Bishopstone, Seaford, BN25 2RS

During the year the following served as members of the Parochial Church Council:

Rector	The Revd. Arwen Folkes
Priest	The Revd. Trevor Smyth
Reader	United Benefice Mrs Kay Blackburn
Wardens	Mrs Hilary Norsworthy - also Treasurer Mrs Eva Tayler
Representatives On Deanery Synod	Miss Pat Jeremy Mrs Liz Riley Mrs Eva Tayler

Elected Members

Mrs Vi Roberts	from APCM 2017
Mr Christopher Laycock	"
Mrs Sara Hobro	"
Mrs Gladys Pople	"
Mrs Chris Jennings	from APCM 2018
Miss Sonia Copland	" (Resigned ill health 7/4/19)
Mrs Ann Abbott	from APCM 2019
Mr John Earl	" (Resigned ill health 13/9/19)
Mrs Jane Lucy	from APCM 2019
Mrs Pauline Martin	Secretary(Co-opted)

Independent Examiner:

Mr. David Rooke FCA MBA, 27 Deneside, East Dean, Eastbourne, BN20 0HY

Bankers: Lloyds, 17 Pelham Place, Seaford BN25 1LH

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 Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was Approved by the PCC and signed on their behalf by
The Revd. Trevor Smyth, PCC Chairman

Signed ___ Trevor Smyth _____ Date _ March 15, 2020 _____

Independent Examiner's Report to the PCC of St Andrew, Bishopstone on the accounts.

I report on the accounts of the PCC for the year ended December 31, 2019, which are set out on pages 9 to 14.

Respective responsibilities of the Trustees (members of the PCC) and the examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- 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
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

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

Signed: David Rooke

Date: March 17, 2020

Name: Mr D P Rooke FCA MBA

Address: 27 Deneside, East Dean, Eastbourne, BN20 0HY

Parochial Church Council of St Andrew, Bishopstone

Summary of Financial Receipts and Payments year ended December 31, 2019

	<i>Unrestricted</i>		<i>Restricted</i> Fund/s	<i>Endowed</i> Fund/s	<i>Total</i> All Funds 2019	<i>Total</i> All Funds 2018	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	41,633	-	2,313	-	43,946	56,854	
Charitable activities	5,129	-	-	-	5,129	4,731	
Other trading activities	8,440	-	537	-	8,977	8,662	
Investments	1,087	-	-	-	1,087	801	
Other receipts	-	-	-	-	-	-	
Total received	56,289	-	2,850	-	59,139	71,048	3
Expenditure on:							
Cost of raising funds	3,452	-	-	-	3,452	1,593	
Charitable costs	56,287	-	5,138	-	61,425	56,996	
Trading costs	479	-	-	-	479	429	
Other payments	-	-	-	-	-	-	
Total paid	60,218	-	5,138	-	65,356	59,018	5
<i>Reconciliation of funds:</i>							
Net income or (net expenditure)	(3,929)	-	(2,288)	-	(6,217)	12,030	
Transfers between funds			-	-	-	-	
Net movement in funds	(3,929)	-	(2,288)	-	(6,217)	12,030	
Bank accounts at 1 January 2019	58,018		33,344		91,362	79,332	
Bank accounts at 31 December 2019	£54,089	-	£31,056		£85,145	£91,362	

Parochial Church Council of St Andrew, Bishopstone
Statement of Assets and Liabilities as at December 31, 2019

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designated</i>					
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>Fund/s</i>	<i>All Funds</i>	<i>All Funds</i>	
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>2019</i>	<i>2018</i>	
Assets:							
Lloyds Bank current account	10,187	-	1,056	-	11,243	27,460	
Lloyds Bank deposit account	8,000	-	-	-	8,000	8,000	
CBF Deposit Account	35,902	-	30,000	-	65,902	55,902	
Bank and deposit accounts	£54,089	-	£31,056	-	£85,145	£91,362	
Gift Aid recoverable	4,286	-	-	-	4,286	4,767	10
Pledged donation towards Architect fees	-	-	-	-	-	400	
Cash held by Investment Manager	-	-	-	-	-	-	
Debtors	£4,286	-	-	-	£4,286	£5,167	
BMO MM Navigator Distribution Fund	15,413	-	-	-	15,413	14,202	
Janus Henderson MM Distribution Fund	15,412	-	-	-	15,412	13,802	
CBF C of E income shares (Stella Fund)	-	-	-	5,138	5,138	4,328	
Investment assets at market value	£30,825	-	-	£5,138	£35,963	£32,332	13
Total assets	£89,200	-	£31,056	£5,138	£125,394	£128,861	
Liabilities:							
100 club income in advance	204	-	-	-	204	204	
Hall hire due	60	-	-	-	60	60	
Vicarage water and wastewater	140	-	-	-	140	145	
Repairs to roof, path and tombs	-	-	-	-	-	804	
Architect fees and expenses	-	-	-	-	-	695	
Local Authority Fee	-	-	-	-	-	254	
Total liabilities	£404	-	-	-	£404	£2,162	

This Financial Report for the year ended 31st December 2019, including the notes following, was
Approved by the PCC and signed on its behalf by

The Revd. Trevor Smyth, PCC Chairman:

Date March 15, 2020

Parochial Church Council of St Andrew, Bishopstone

Notes to the Annual Financial Report year ended December 31, 2019

- The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the current Church Accounting Regulations, using the Receipts and Payments basis.
- The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
- Analysis of total received:

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	Total All Funds	<i>Total All Funds</i>	<i>Notes</i>
	General	Designated					
	Fund	Funds					
£	£	£	£	£	£		
<i>Planned giving (excl. tax refunds)</i>	22,273	-	-	-	22,273	25,604	
<i>Gift Aid recovered</i>	8,111	-	-	-	8,111	9,894	
<i>Donations Fabric & C/yard</i>	-	-	550	-	550	215	
<i>Other donations for charities</i>	-	-	1,144	-	1,144	1,396	
<i>Loose cash collections</i>	3,759	-	-	-	3,759	4,300	
<i>Special appeals Gift Day</i>	5,179	-	-	-	5,179	5,383	
<i>Other donations</i>	1,849	-	125	-	1,974	3,830	
<i>Donations coffee and cakes</i>	93	-	-	-	93	142	
<i>Donations flowers</i>	-	-	494	-	494	464	
<i>Legacies</i>	-	-	-	-	-	5,000	4
<i>Miscellaneous</i>	369	-	-	-	369	626	
Donations and legacies	£41,633	-	£2,313	-	£43,946	£56,854	
<i>Grave plot reservation fees</i>	675	-	-	-	675	-	
<i>Weddings, funerals, stone fees</i>	4,454	-	-	-	4,454	4,731	
Charitable activities	5,129	-	-	-	5,129	4,731	
<i>Flower festival</i>	-	-	-	-	-	2,706	
<i>Summer fete</i>	3,606	-	-	-	3,606	3,590	
<i>Concerts</i>	2,776	-	-	-	2,776	248	
<i>Open Gardens</i>	815	-	-	-	815	413	
<i>Christian Aid Cream Teas</i>	-	-	537	-	537	424	
<i>100 Club</i>	1,140	-	-	-	1,140	1,188	
<i>Plants and books</i>	103	-	-	-	103	93	
Other Trading activities	£8,440	-	£537	-	£8,977	£8,662	
<i>Bank & CBF deposit interest</i>	459	-	-	-	459	226	
<i>Unit Trust Dividends</i>	479	-	-	-	479	429	
<i>Stella Fund Dividend (C/yard)</i>	149	-	-	-	149	146	
Investments	£1,087	-	-	-	£1,087	£801	
<i>Other receipts</i>	-	-	-	-	-	-	
Total received on all funds	£56,289	-	£2,850	-	£59,139	£71,048	8

- One legacy was received in 2018 from the late Father Martin Yould.

Parochial Church Council of St Andrew, Bishopstone
Notes to the Annual Financial Report year ended December 31, 2019

5 Analysis of total paid:

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	Total	<i>Total</i>	<i>Notes</i>
	General	Designated					
	Fund	Funds	Fund/s	Fund/s	2019	2018	
	£	£	£	£	£	£	
<i>Summer fete expenses</i>	631	-	-	-	631	718	
<i>Concert expenses</i>	2,351	-	-	-	2,351	-	
<i>Flower Festival</i>	-	-	-	-	-	405	
<i>100 Club expenses/prizes</i>	470	-	-	-	470	470	
Cost of raising funds	£3,452	-	-	-	£3,452	£1,593	
<i>Charitable grants and donations</i>	2,260	-	1,681	-	3,941	3,676	6
<i>Parish share to Chichester Diocese</i>	35,329	-	-	-	35,329	34,467	7
<i>Organist/Other clergy/Altar supplies</i>	4,421	-	-	-	4,421	4,261	
<i>Church insurance</i>	1,610	-	-	-	1,610	1,562	7
<i>Flowers</i>	-	-	335	-	335	343	
<i>Clergy mileage/tel/broadband</i>	1,485	-	-	-	1,485	1,112	
<i>Architects Prof Fees</i>	1,972	-	-	-	1,972	890	
<i>Subscriptions</i>	489	-	-	-	489	694	
<i>Elec/Oil/Heating/Organ maint</i>	2,284	-	-	-	2,284	3,318	
<i>Printing & photocopying</i>	181	-	-	-	181	276	
<i>Churchyard maintenance</i>	3,332	-	400	-	3,732	756	
<i>Miscellaneous incl Hall Hire</i>	1,152	-	125	-	1,277	1,795	
<i>Church maintenance</i>	-	-	2,597	-	2,597	2,110	
<i>St.Andrew's House Council Tax/Water</i>	1,772	-	-	-	1,772	1,736	
Charitable costs	£56,287	-	£5,138	-	£61,425	£56,996	
Unit Trust dividends reinvested	479	-	-	-	479	429	9
Trading costs	£479	-	-	-	£479	£429	
Total paid on all funds	£60,218	-	5,138	-	65,356	£59,018	

Parochial Church Council of St Andrew, Bishopstone

Notes to the Annual Financial Report year ended December 31, 2019

- 6** Charitable grants and donations were to local, national and overseas charities.
- 7** The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs.
Until 2017 this included insurance which is now paid separately.
- 8** There are restricted funds for accumulated legacies and donations for maintenance of the church and churchyard
Further restricted funds are maintained for specific purposes as shown on page 14.
- 9** Unit trust dividends have been reinvested in additional units
- 10** Gift Aid is recoverable on donations received for the year 2019.
- 11** No payments were made to PCC members in the year other than for the reimbursement of expenses incurred on behalf of the PCC.
- 12** There were no related party transactions during the year.
- 13** Investments are valued at mid market values at year end.

Parochial Church Council of St Andrew, Bishopstone
Notes to the Annual Financial Report year ended December 31, 2019

Summary of funds

	Balances b/fwd 01-Jan-19	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-19
	£	£	£	£	£
Stella fund	4,328	-	-	810	5,138
Total of all endowed funds	4,328	-	-	810	5,138
Fabric fund	33,199	-	(2,597)	-	30,602
Churchyard fund	-	550	(400)	-	150
Charitable Donations Fund	-	1,681	(1,681)	-	-
Miscellaneous	-	125	(125)	-	-
Flower Fund	145	494	(335)	-	304
Total of all restricted funds	33,344	2,850	(5,138)	-	31,056
General fund	89,027	56,289	(60,218)	3,698	88,796
	-	-	-	-	-
Total of all unrestricted funds	89,027	56,289	(60,218)	3,698	88,796
Total funds	£126,699	£59,139	£(65,356)	£4,508	£124,990

The Fabric Fund included a legacy of £30,455 from the late Mr John Swift plus restricted donations from parishioners.

This fund is being used for church maintenance.