

TAR 2022

Trustees' Annual Report and Financial Report **of the Parochial Church Council of the Ecclesiastical Parish** **of Graffham with Woolavington** **for the year ended 31st December 2022**

Parish of Graffham with Woolavington

St Giles Church, Graffham, Petworth, GU28 0NJ

HMRC reference number X79965

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Website: www.stgilesgraffham.org

Priest-in-Charge: Revd Vivien Turner, The Rectory, Graffham, Petworth, GU28 0NL

Church Warden: Mrs Virginia Barrett, Greenwood Cottage, Graffham, GU28 0PT

Independent Examiner: Mrs Rosalind Britton, Sandrock Cottage, Graffham, GU28 0QG

Bankers: NatWest and Barclays Bank



Parish of Graffham with Woolavington

Trustees' Annual Report for 2022

Our aims and purposes as a charity

- The purpose of our charity is to promote the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England, obeying Christ's two commandments '*You shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength ... You shall love your neighbour as yourself.*' Mark 12.30-31a
- Our key aims are to:
 - Manage parish affairs responsibly / **Leadership**
 - Provide a hospitable welcome for worshippers and visitors / **Worship**
 - Worship reverently, inclusively and accessibly / **Worship**
 - Grow in understanding and experience / **Worship**
 - Communicate our ministry and services effectively / **Community**
 - Serve our local community / **Community**
 - Offer support beyond our parish boundary / **Community**
 - Care for St Giles Church as a place of worship, historic monument and community resource / **Fabric**

We also hold services at All Saints Chapel and help to maintain it in a welcoming condition as a place of worship, in conjunction with the All Saints' Chapel Trust.

What we planned to do to achieve our charitable objectives

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

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

Following the strategy of the 'Four More's' at the heart of the Chichester Diocesan Strategy 'Vision for Growth 2020-25', each of our parish aims has been identified in the context of being more open, more generous, more converted, or more engaged.

Aims and objectives for 2022

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

Leadership

- Balance our budget and maximise use of our discretionary fund; 'more generous'.

Worship

- Encourage a wider cross-section of people to, and opportunities for, worship; 'more open'.
- Encourage participation in Pilgrim study group; 'more converted'.

Community

- Continue to build relationship with local church school for mutual benefit; 'more engaged'.
- Identify opportunities of service that are not cash-dependent; 'more generous'.
- Strive to engage with important matters like poverty and environment; 'more engaged'.

Fabric

- Improve church facilities by end 2026; 'more open'.
- Develop strategies for increasing environmental care of our local area; 'more engaged'.

What we achieved and how we affected beneficiaries' lives.

LEADERSHIP

Key Aim:

Manage parish affairs responsibly.

Aim and Objectives for 2022:

- Balance our budget and maximise use of our discretionary fund; 'more generous'.

In addition, the five-year plan of the PCC has set out to take every step possible to maintain Graffham with Woolavington as a standalone parish with its own priest.

Context

Graffham with Woolavington is an active parish in the Diocese of Chichester and Deanery of Petworth. At the beginning of the year Parish priest Revd Vivien Turner had been in post three and a half years. The Annual Vestry Meeting and Annual Parochial Church Meeting took place on 3 April 2022 when the electoral roll number was 68. Churchwarden Mrs Virginia Barrett continued as churchwarden. Two new members, Mrs Barbara Edge and Miss Beanie Bradley joined the PCC, making a complement of thirteen at the end of 2022. Mrs Sonya Gillespie continued as our valued Safeguarding Officer, ensuring our PCC safeguarding responsibility to have due regard for the House of Bishops' Safeguarding Policy and Practice Guidance is complied with. Alongside a small but highly supportive congregation, and community supporters generous with both time and talents, these willing volunteers make possible the benefit which our charity offers for others.

Aim: Balance our budget and maximise use of our discretionary fund; 'more generous'.

Maintaining parish financial security continued an important focus of attention in 2022, as the parish moves beyond times of Coronavirus restrictions. The Financial Statement following this report explains how the parish worked to fulfil the aim of balancing our budget.

The parish is grateful to have a Sustainability officer to spearhead a range of initiatives, having a beneficial effect on income and enabling the parish to fulfil its charitable core purpose.

Our church website, church and village social media, and award-winning parish magazine continued to prove their worth in communicating our church's need of financial support to the community, eliciting a generous response.

Our parish priest's discretionary fund was drawn upon in numerous ways during the year, to the benefit of families finding life challenging, especially in our school, including part funding a Family Therapist there to work with children and families in particular need.

WORSHIP

Key Aims:

Provide a hospitable welcome for worshippers and visitors

Worship reverently, inclusively and accessibly

Grow in understanding and experience

Aims and objectives for 2022:

Encourage a wider cross-section of people to, and opportunities for, worship; 'more open'

Encourage participation in Pilgrim study group; 'more converted'

Context

Our church has long valued being open daily for villagers and visitors to the South Downs National Park, which we were delighted to restore in 2022. Visible expressions of worship in our church remind visitors of the liveliness of our worshipping community. A free welcome booklet explains our church history and we receive good comments in our visitors' book on how much our church is appreciated.

A peaceful and tranquil place. - We got married here in 2010, having fallen in love with the church and the area... wanted to show our young children where we got married... It's still a beautiful church and village. A piece of our hearts and history will always remain here. - Lovely, well-kept, and welcoming. A true Christian witness. Visitors' book comments 2022

Aim: Encourage a wider cross-section of people to, and opportunities for, worship; 'more open'

This aim underlies all our offering of worship in church, for regular weekly services, festival services, family services, school services, occasional offices, and occasions marking the life of our country, as highlighted in the following sections. We do this facing the challenge of being church where attendance is occasional rather than regular, though includes a good number of local people overall.

Main Sunday Services

Ukrainian lady playing piano for Parish Eucharist

Following the onset of war in Ukraine, a heart made of sunflowers was made for church to welcome Ukrainian guests hosted in our parish. One local Ukrainian lady pianist offered to play our church piano. We have since appreciated her playing for services, learning familiar British hymns, and accompanying our choir. The following email messages illuminate the public benefit of this as of considerable value to her and to our community.

T. is highly happy takes a part of Church service. She finds herself to be needs and alive and thanks to this she became to playing by piano every day. Email message from daughter.

'By chance, there was a lovely Ukrainian lady there playing the piano and the children were mesmerised by her beautiful tunes.' Comment by teacher on a school community action day.

Little Choir and organists

The little choir instituted during lockdown continued to contribute to our worship in 2022, including singing the Geoffrey Burgon Nunc Dimmittis at the funeral of a beloved local resident, contributing to Platinum Jubilee, and Harvest celebrations, and providing a much-appreciated choir for a December wedding. We are also blessed with two organists and two pianists who have played for services to uplift our worship at St Giles and All Saints Chapel.

Festival Services

Lent and Easter

Services took place on Ash Wednesday and each day from Maundy Thursday to Easter Day. After two years, we finally held a foot-washing service using the Maundy bowl and pitcher made by a local potter in 2020, featuring the imprints of parishioners' feet. All remained for the Watch of Prayer with a beautiful candlelit focus prepared by two congregation members. The Good Friday service followed the Stations of the Cross featuring haunting Ukrainian melodies. Easter fire was lit on Easter Eve, the Paschal candle was carried into church and the Exsultet sung. A well-attended Family Eucharist in the churchyard on Easter Day included grazing sheep and an Easter Egg hunt in church.



Harvest and Remembrance

Please see our Community section for details of the Harvest weekend, including 'Sing in the Harvest'. Traditional observance of Remembrance took place in church and at the War Memorial, the church continuing to play a vital role in remembering those who served and suffered in demanding times. Wreaths were laid by the Chairs of both Graffham, and East Lavington Parish Councils, the latter for the first time. Flowers were also laid by a Ukrainian family in respect for those serving their country.

Advent and Christmas

We were delighted to welcome the Seaford College choir once again to sing at our Advent Service after a three-year break, bringing our local independent school and church community together. A full programme of seasonal services in church included Lessons and Carols with choir, Quiet Service with remembrance, well attended Christmas Eve Crib Service with donkeys, sheep, and goats in a tower 'stable', and Christmas Day Family Eucharist.

Family Services

Tree planting Service

Engaging with our aim concerning the environment, our church responded to HM the Queen's Green Canopy Appeal with a Tree Planting Service in March. Children and adults walked from church to a congregation member's field to plant twelve beech and lime trees and a wild service tree. It was a fitting opportunity to highlight our need to care of God's earth and much enjoyed by those who attended.

We loved today so much. You were so right - the children will remember it forever. Thank you for such a blissful morning. Email from parent attending the service.

Animal Blessing

A now-regular feature of the church calendar is the animal blessing service. This year we were pleased to invite Splash! Assemblies to give a presentation. This group visits local schools, including our own Graffham Infant School to share Bible stories in creative ways using puppets and other resources. We were glad to make a £300 donation to the group this year to support their ministry.

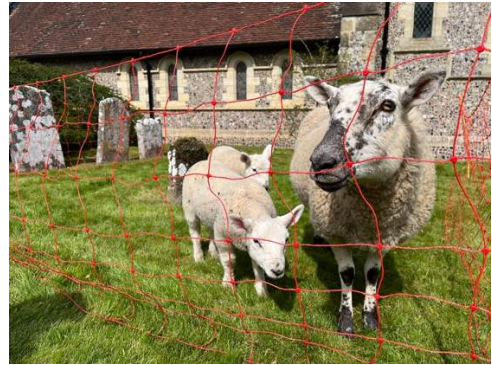
Recommencement of regular Family Services

Responding to families' request, we began to offer regular monthly family services at St Giles again in the autumn, the Graffham Families Whatsapp page providing a useful means of advertising this service locally.

What a lovely happy service this morning. I think the Whatsapp group is a really good way to remind families about the monthly family service and of creating a buzz to come along.

Your service was of pure joy today! Lots of children and happy parents. G dancing in the back pew with B laughing so happily... Whatsapp text and emails from attendees after Oct Service

A Halloween Service took place again at the end of October, combining serious reflection with spooky music and costumes, followed by a treat hunt for guardian angels. A baptism at the November Family Service was also a particular joy.



School services

Weekly collective worship continued in our Infant School in 2022, providing a regular opportunity both for worship and to get to know children in school and nursery. Each week the service is summarised in the school's 'Friday Flyer' newssheet, to include families in our worship taking place. Special Harvest, Remembrance, Easter, and Christingle Services took place, the last two in church with families attending.

This year we were also delighted to build our relationship with the school further by offering an End of Year Celebration in church for the first time. This act of worship provided opportunity to thank teachers, staff, parents, and children for contributing to school life. Each child leaving school was given a holding cross by St Giles Church as a memento and to remind them of the school's Christian foundation. An additional blessing was the playing of a duet by our Ukrainian pianist and her grandson attending the Infant School.

We loved our Leavers service in St Giles church, led by Rev Vivien. We were lucky enough to have N's grandmother playing the piano beautifully for us all the way through (with N's first solo performance too)! Thank you to the church for the lovely little holding crosses that they were given. From weekly emailed notice sheet to parents, July 2022

Another new event was the holding of the Infant School Nativity in church in 2022, to which we were delighted to welcome children and families.



Occasional offices

Thanksgiving for the gift of a child and Baptism

Both were celebrated during the year, with two baptisms and a thanksgiving for twins.



Confirmation

We were delighted to hold a Confirmation at St Giles Church in May 2022 presided by Will, Bishop of Lewes. It was a great inspiration to the whole church community for four candidates to confirm their faith enthusiastically, including a teenager, mum of three children, and two older adults.

Thank you so very much for such an incredible Service yesterday evening. Bishop Will was wonderful... I'm sure we all feel complete in ourselves now.

The boys felt very honoured to be able to wear the Bishop's hat and staff. The Bishop was super, so approachable and he made us all feel at ease I felt. It was a lovely touching service... Emails from newly confirmed church members.

Weddings and wedding blessings

Two wedding blessings took place at St Giles church, one within the Sunday Parish Eucharist and one 'standalone' wedding-like service. Five weddings also took place at St Giles, and two at St Peter's, Seaford College Chapel, to everyone's delight.

Thank you so much for an incredible service for our wedding Saturday. We absolutely loved it and our cheeks were sore from smiling! It suited us and the congregation so well – everyone loved the sermon and how relaxed you made things! Email following L&H Wedding June 2022

We loved the day and being married in St Giles was truly an incredibly special highlight for us. We felt, and feel, so lucky to have been able to do so. Email following E&L Wedding Sept 2022

Funeral Services

Offering funeral and memorial services is a valued aspect of our ministry. Four funerals, including two churchyard burials, eight ashes burials and two memorial services took place this year, one funeral during a power cut in a storm, leading to lighting the church with candles, to atmospheric effect.

It was a huge relief for me to feel we were in safe hands with you. Email by son following burial of his mother and sister October 2022



Ukrainian ribbons on tree.



Special Occasions

'Jubilate.'

This was a royal-themed informal service in church to celebrate our Queen's Platinum Jubilee, including patriotic readings, the Queen's favourite hymns and songs and the singing of Zadok the Priest by an impromptu choir, following a 'Come and Sing' practice earlier in the afternoon. 'Her Majesty' attended this complete with corgi, escorted by 'HRH the Prince of Wales', with a fine guardsman leading the singing of A. A. Milne's They're Changing Guard at Buckingham Palace.

What a fabulous Jubilate service and celebration. I am struggling to find the words to express my appreciation. A tremendous and heart-warming experience, approved of no doubt by Her Majesty.

We love being part of the Church family. I wish, wish I had brought my parents yesterday – they would have loved it. I told them all about it for half an hour last night.

Huge, huge, huge congratulations on such an absolutely amazing Service last evening...it was one which we will remember forever and have spent most of today talking about!!! From Zadok, Hymns, Readings, the corgi, The Queen and The Prince of Wales to the Changing of the Guard...you had everything there and we LOVED it!!! So thank you, thank you, thank you. It was a moving yet joyous service which involved so many aspects and people of the village encompassing so many hidden talents, which included young and older residents. You must have put in a huge amount of time and thought into this occasion which all took place in a beautifully decorated Church full of flowers and music. We will not forget this service. I so enjoyed it – probably the highlight of the Jubilee celebrations! I thought it was well-organised, well thought out, perfect selection of music and readings and all perfectly performed. Emails from those attending Jubilate June 2022

Services following the announcement of the Death of Queen Elizabeth

In sharp contrast three months after the Platinum Jubilee celebrations, news was announced of the death of our Queen. A table was set up in church for Book of Condolence, with framed portrait of her late majesty and tealights to light in her memory. Bells tolled fully muffled on the announcement of her death, proclamation of new King Charles III, before our Sunday Services and on the morning of the



Condolence book & funeral bellringers; Welcome notice for Ukrainian friends.

State Funeral. We held Sunday Services of Holy Communion in the period of mourning, and a special Commemoration Service attended by Lord and Lady Young of Graffham and many parish representatives and residents.

It was a lovely service yesterday with a wonderful atmosphere and though a sad occasion everyone was just celebrating her life. - It was deeply moving, and the sermon pitched perfectly. The times are moving away from duty and it is the wrong direction.

Bellringing

The contribution of our bellringers to regular, festival, and special services was significant throughout a remarkable year, the sound of bells marking celebration and bringing gravity to this parish community, as it has for centuries before. The work of the ringing team and those who train them is greatly appreciated by everyone for the public benefit they provide.

It has all been marvellous. And the bells have been a huge part for Graffham.

Summary

Our parish continued to do all it can in 2022 to encourage people into and enable fitting celebration and memorial for all participating in varied forms of worship. We remain fully open to the challenges and mercies which shape our worshipping life. In 2022 our aim has been to encourage a wider cross-section of people to, and opportunities for worship, and with the special occasion services this year and reintroduction of Family Worship, we are pleased with our progress and service to the community provided. In 2023 we would like to increase numbers of those attending regular Sunday services.

Study

Aim: Encourage participation in Pilgrim study group; 'more converted'

Our Pilgrim group has continued to meet following regular Tuesday Morning Prayer. Although no new members have joined it is now well established and members appreciate the opportunity for reflection and fellowship it has provided. We continue to encourage participation and hope 2023 may provide an opportunity for increased membership.

COMMUNITY

Aims and objectives for 2022:

Continue to build relationship with local church school for mutual benefit; 'more engaged'

Identify opportunities of service that are not cash-dependent; 'more generous'

Strive to engage with important matters like poverty and environment; 'more engaged'

The five-year plan of the PCC particularly emphasised a desire to give more generously to charities, if enough was raised to pay our Parish Share in full.

Communications

Parish: For good communications vital to parish mission, we use our excellent website, Church Facebook page and Our parish magazine *Graffham Parish News*. This publication went from strength to strength under a new editorial team in 2022 and justifiably received an award from the Association for Church Editors in their first year. Graffham Families Whatsapp was a new medium developed in 2022, allowing Graffham families to easily contact and support each other, and provide a platform for advertising church services and events, making speedy updates as needed.

Diocese: Our church also responding positively to a request from the Diocesan Generous Giving Advisor to video church members promoting the Easyfundraising initiative, raising funds through online shopping. The Diocesan Communications team made the video in our church in October 2022. The diocese was also interested to learn of our installation of pew cushion heating (see fabric section) to use for an article in the Diocesan magazine.



I can see that St Giles has been successful in implementing easyfundraising... well done! I love the way it is promoted on the front of your website. Great job! Andrew Smith, Generous Giving Advisor

Community Life

Teddy Time: A small weekly group for parents and carers and young children was offered by our church and held in the recreation ground pavilion, kindly by courtesy of its committee, providing welcome opportunity for families to get to know each other in our village. It is a good example of church and community working together for everyone's benefit.

Social activities

Coffee mornings and tea afternoons provided opportunities for new and long-standing residents to meet and socialise. Two Lent lunches combined social engagement with serious reflection and the opportunity to donate to Ukrainian relief, and to the Family Support Work Charity, with Family Support Practitioner for Midhurst and Petworth Kirsty Hewitt as speaker.

Platinum Jubilee June

A highlight this year was the celebration of Her Majesty's Platinum Jubilee. The steering committee led by a PCC member and including church members provided a celebratory programme.

Parade

This included church bells ringing out over a parade of many village members walking or riding from church to a triumphal arch in the recreation ground for tea and cakes, and 'Charmborough Ring' portable bell tower for all to try.

Edward was enormously proud to be 'flying the flag' for the village. Such an incredible day! With the bluest skies! ...you have transformed this village, what an incredible effort has gone into this weekend. It was such a lovely community event. We all adored it. Email from village resident June 2022



A Church full of flowers

The church was filled with flowers arranged by parish and community members for the whole four-day Jubilee celebration, enormously appreciated by visitors and those attending services in church.

Lovely! Smells and looks divine! – Beautiful church, beautiful flowers – A wonderful tribute to Her Majesty and Graffham – Fabulous display! – Oh my gosh! Absolutely stunning :)
Various comments in Visitors' Book June 2022

Thank you so much for saving these beautiful flower displays for us to see. We really enjoyed getting to know the church better, exploring all its hidey-holes and spotting the flowers we made for the Jubilee celebrations. Graffham Nursery Children

Big Lunch

A Big Lunch rounded off the holiday with huge Union Flag cake and singing of the National Anthem, attended once again by what seemed the whole village community. 'Jubilate', as described in our worship section encouraged fine singing to lift the roof, with Pimms before and after.

The whole event lifted our spirits and remains in the memory of many as a truly happy expression of what it means to be a proper village community. The church was so glad to have contributed in such a meaningful way to a historic occasion in our national life.



Petworth Festival Visit July

We were privileged to host a concert of the Petworth Festival at St Giles Church featuring award-winning vocal ensemble the Gesualdo Six. The delightful location of St Giles, excellent performance, good church acoustic and refreshments provided by our church contributed to an enjoyable afternoon for all attending the sell-out concert. We are pleased to extend our service to the community through the use of our church in this way, the success of which has led to a request to return the following year.

Thank you so much for hosting us in your delightful church, it's a beautiful spot to take music and meet such welcoming people! Thanks again. The Gesualdo Six, writing in visitors' book.

Graffham Fete August - Please see Graffham Fashion Exchange p15.

Death of HM Queen Elizabeth September

Three months after the Jubilee Celebrations, we were sad to learn of the death of Her Majesty. Please see the Worship section for details of our parish response to this historic loss.

Harvest Weekend October

We celebrated a Harvest weekend in style this year, with seasonal flower arrangements in church, and special 'Sing in the Harvest' Service and Harvest Eucharist at St Giles on the Saturday afternoon and Sunday morning respectively. This was followed by Harvest Lunch on Sunday at the Empire Hall, a real community event free for everyone in Graffham to attend, with shepherd's pies and fruit crumbles prepared by local people.

Sponsored Walk October

A sponsored walk from St Giles Church Graffham to Chichester Cathedral drew 16 walkers from both the church and village community for an enjoyable sunny day's walking through West Sussex countryside. The walk took six and a half hours, provided opportunity for new people to meet each other and raised almost £4000 in support of the church - a testament to the generosity and goodwill of local parish community, including a generous donation of £1500.



A truly fantastic amount. Well done all...AND it was fun! – It was worth every step!
Emails following announcement of sponsored walk funds raised.

Christmas Fair December

Our traditional Christmas Fair took place, another event building community life in our village, so important to enhance people's quality of life and grow friendships and provide much needed financial benefit for the church.

Continue to build relationship with local church schools for mutual benefit; 'more engaged'

Lavington Park Federation Schools

Our parish priest continues as Foundation Governor to our church school, leads weekly collective worship in the school hall and regularly visits the separate nursery school. Please see Worship section for details of services offered to the school and Leadership for details of the Parish Priest's Discretionary Fund.

Seaford College

We were delighted to welcome Seaford College choir to our Advent Service, and School children to help clean and tidy the church as part of the Seaford College Community Action Day. After Christmas in 2022, the revival of the 'Town and Gown' hockey match provided much excitement, exercise and enjoyment for students and villagers. This was planned by PCC member Beanie, a student at the school herself, and raised much needed funds for the church bells.



**Aims: Identify opportunities of service that are not cash-dependent; 'more generous'.
Strive to engage with important matters like poverty and environment; 'more engaged'.**

Ministry of cake

This allows Revd Vivien to deliver a cake, left in church each Sunday, to whoever she feels may appreciate it, an apt and welcome way to communicate the church's care and concern to others.

A very big thankyou again for the wonderful (and scrumptious' cake, which was very kind and thoughtful of you... I hope this weather doesn't get too much for you (I recommend shade and sponge cake)! Email from Graffham resident.

Graffham Fashion Exchange

An initiative to clear unwanted clothes from wardrobes for others to take and wear culminated in a hugely successful free clothes swap at Graffham Village Fete. This forms part of our ongoing initiative to consider the environment by reusing and recycling.

Ukrainian refugees

Following the distressing outbreak of war in The Ukraine in 2022, the opportunity to offer homes to fleeing Ukrainians was taken up in our parish, with twenty accommodated by residents here. Our church played a part in welcoming them, including furnishing one home to receive two families with village support. Children and mothers attended our church school and 'Teddy Time' toddler group. One Ukrainian lady began to play and teach piano in our church, as reported in our Worship section.

'...so glad we were able to do something towards getting the house ready' Email from village resident transporting furniture - 'Thank you so much for all the help you and the team have provided. We could never have managed this without you.' Email from owner of house being offered for accommodation.

Ukrainian Shoebox initiative

We were pleased to support our safeguarding officer's initiative to provide shoe boxes through Ukraine Sunflower Aid for orphans there. Our congregation provided several shoeboxes, and our church and rectory were a collection point for forwarding on. Shoe boxes were personalised with drawings and messages were included sending good wishes to the children, often by children. Our officer writes:

Children can have a direct input with this appeal and I thought it was a lovely and easy way for the children to show compassion and kindness to other children in the world.

Stonepillow and Foodbank

As traditional now in this parish at Harvest time, a record 34 home-made crumbles were prepared and sent to Stonepillow charity in Chichester for its work with homeless people, and food collected at our school and church services was donated to Stonepillow and our Foodbank, alongside a £700 cash donation. Petworth Area Churches Together to which our church belongs manages a local Foodbank service, with a Foodbank collection point now based at our village shop.

FABRIC

Aims and objectives for 2022:

Improve church facilities by end 2026; 'more open'.

Develop strategies for increasing environmental care of our local area; 'more engaged'.

The PCC five-year plan specifically highlighted a desire to improve church heating, consider installing toilet facilities and provide more appropriate hospitality facilities in St Giles Church. Also, to improve the churchyard extension by removing the large spoil heap, and implement in full the recommendations in the quinquennial and bell-tower inspections conducted in late 2021 to the timescales recommended.

.....

Context

St Giles Church is situated within an open churchyard with delightful views across the countryside and in the shelter of the South Downs, with a churchyard extension in addition. Although the core of the church is medieval, retaining some features, it was much rebuilt in the later nineteenth century in memory of Bishop Samuel Wilberforce. The construction of much of the church is of Fittleworth stone and the walls are faced in flint. The steepled church has a tower, also nineteenth century, with six working bells.

Maintenance

Our practical maintenance schedule developed during 2020 continues to prove its worth. Those who may not attend church services regularly show they still identify with and are willing to support the church in their community, with village parties managing hedge-cutting and churchyard extension clearing and tidying.

A number of essential works were carried out in 2022, including organ repairs, repair of the gate to the under-croft, external door painting, woodworm treatment, as well as regular PAT testing, fire extinguisher testing, lightning conductor testing and boiler service, all part of our duty of care for those who use our building and churchyard.

Improve church facilities by end 2026; 'more open.'

Development

Our major Fabric initiative in 2022 was the installation of pew cushion heaters to the nave, organ bench and choir stalls. The first such system to be introduced in our Diocese, it is energy efficient and has potential to reduce the use of our central heating system. It has been enthusiastically received by congregation members for the warmth it provides during services and has generated interest from other churches.

Improvement of facilities

Having focused on financial sustainability, creative alternative worship arrangements, and public safety, and removed a large area of spoil from the churchyard, plans for improvement to the church building could now begin to be explored in 2023, to increase our quality of worship and service to the community.

Develop strategies for increasing environmental care of our local area; ‘more engaged’.

Environment

Complementing the Community Section aim to strive to engage with important matters like (poverty) and environment’...

Increasing environmental awareness and care has had several strands. Alongside the Tree planting service, Graffham Fashion Exchange and low-energy pew cushion heating system all referred to in our Worship, Community, and Fabric sections respectively, we also worked to increase biodiversity in our churchyard, where a botanist identified a great many species some years ago. With the guidance of Sussex Wildlife Trust, a new mowing regime has allowed three areas to develop into wildflower meadows, providing havens for invertebrates and vertebrates. Lifts to church are shared and care for the environment is prayed for each week in church and chapel. Our churchwarden also regularly shares environmental articles on the ‘Greener Graffham’ FaceBook page and highlights urgency to bring about greater care of our planet.



Graffham Fashion Exchange & Queen’s Green Canopy Tree Planting.

Aims and objectives for 2023

For 2023 the following objectives and activities have been identified to fulfil our Mission Action Plan, linking to objectives from the four elements of the Chichester Diocesan Strategy ‘Vision for Growth 2020-25’ as applicable. These have been formulated in an annual five-year planning meeting considering short- and long-term goals across all four areas of leadership, worship, community, and fabric, encompassing the spectrum of charitable purposes of our charity.

Leadership

Initiate a project to develop our church vestry and interior for improved worship, hospitality and community engagement: ‘more open’ and ‘more engaged.’

Consider succession planning for key roles within the parish to enable good continuity of service: ‘more engaged’.

Worship

Stimulate and nurture our Sunday congregations into growth: ‘more open’, ‘more converted.’

Continue to encourage new people to reflect on faith: ‘more converted.’

Community

Continue to build relationship with local church school for mutual benefit; 'more engaged.'

Promote social activities which nurture good relations between the church and local community; 'more engaged.'

Highlight and respond to important social concerns; 'more engaged; more generous.'

Fabric

Continue to explore new effective ways of heating our church: 'more engaged'.

Install and provide storage for a simple, effective sound system: 'more engaged'.

Improve the churchyard area to enhance the church's surroundings: 'more engaged'.

Structure, governance and management of the charity

The 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 Councils (Powers) Measure 1956.

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

Ex Officio members

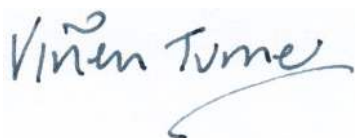
Incumbent:	The Revd Vivien Turner	Chair
Wardens:	Mrs Virginia Barrett	+Church Music

Elected Members

Mrs Diane Bellis	+ Deanery Synod
Mrs Jan Brind	to April 2022
Mrs Ann Brown	+ Deanery Synod
Mrs Yvonne Churchward	+Treasurer
Mr Stuart Lewis	
Mr Michael Blunt	+PCC Secretary
Mr Matthew Pitteway	
Mrs Fiona Mackie	
Mrs Marie Bracey	
Mrs Barbara Edge	from April 2022
Miss Sabrina Bradley	from April 2022

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 six (if up to 50 on electoral roll) or nine (if over 50 on electoral roll) 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 Vivien Turner, Chair:



Date: 14 March 2023

Annual Financial Report for the year ended December 31st, 2022.

The Financial Review

Summary

The Church's total income across all funds in 2022 was £84,277 (2021: £53,438), with costs of £67,932 (2021: £49,543). Unrestricted income totalled £64,210 (2021: £51,796) and expenditure totalled £50,329 (2021: £42,048). Included in the income is the net proceeds from the 2022 Christmas Fair of £5,416 (2021: £6,107) which has been retained in the general fund. The surplus for the general fund, which covers all day to day running expenses of the Church, was £13,881 (2021: £9,748).

Throughout 2022, the PCC has continued to successfully focus on the need to increase unrestricted income to enable all its day-to-day expenditure to be met, as well as to allow provision for identified maintenance and repair costs. In 2021 a designated fund was established which has been increased following the surplus in income this year. During 2023 the expectation is for general fund income to at least match general fund expenditure with specific fund raising for any identified planned specific projects and purposes.

The value of the investment funds has decreased by £5,741 (2021: gain £5,725). Overall funds have increased by £10,604 (2021: £9,620) to £102,767 (2021: £92,163).

A full breakdown is provided in the financial statements.

Rectory Costs

The running costs of the Rectory attributable to the Parish amounted to £3,780 (2021: £3,682) which included council tax and water charges. There was no expenditure incurred by the PCC on maintenance of the building.

Giving

Unrestricted giving received by the PCC (excluding Gift Aid reclaimed and legacies) this year was £33,745 (2021: £27,913). Restricted funds received £19,567 (2021: £1,212) which included a grant of £5,000 (2021: £835).

The facility to give online via the Give a Little facility was launched in the second half of 2020. It has proved to be a useful and helpful avenue to aid one-off giving for those who prefer not to donate on a regular basis. Promotion is via the website and information "post cards" distributed during church services and local events.

In the last quarter of 2021, the PCC signed up with the EasyFundraising initiative. There has been a reasonable increase in take up amongst the community, and it is hoped that more parishioners will engage with this initiative during 2023. The total received during the year is £229 (2021: £30).

There remains continued use of the Goodbox system particularly as a way of giving after church services; this and other electronic methods of donating compliment cash giving.

A very few parishioners prefer to continue their regular giving by standing order and while every effort has been made to encourage these folk to switch to giving via the Parish Giving Scheme (PGS), the PCC recognize their preferences. Ongoing efforts and regular communications via the Parish Magazine, at church services and local parish events aim to seek new donors to contribute through the scheme. By the end of the year there had been a small increase in donations via PGS. The total for the year was £15,678 (2021 £15,074).

During most of the year we have run a variety of fundraising events and are pleased to report total income from these sources of £3,038 (2021: £ 1,773) for the general fund.

Bank accounts

The Nat West account remains open for the collection of donations from those people who, for a variety of reasons, have chosen not to transfer to the Parish Giving Scheme. The Barclays account receives all other income and is used for all expenditure.

Diocesan Contribution

The largest item of expenditure was the parish contribution to the Diocese of Chichester of £30,274 (2021: £26,870) being fulfilment of a 100% pledge, representing full contribution of our costs. In 2023 the PCC expect to honour its pledge to contribute once again 100% of its parish ministry costs.

Insurance

The PCC's insurance provider is Trinitas. There have been no claims during the period and the PCC have agreed to renew the policy with this company when it falls due in January 2023.

Quinquennial Report

The inspection took place in December 2021 and the full report was provided to the PCC in January 2022.

Whilst the rate of deterioration in a building such as St Giles is unpredictable the 2021 Quinquennial Inspection Report did not identify any major problems. It did however note that a proper inspection of the Chancel roof had not taken place. There has also been some ingress of water on stormy days. A preliminary investigation has been carried out and this will be progressed as soon as possible. Initial assessments are that a provisional sum of £5,000 should be set aside for this work to be carried out in 2023.

All the other comments within the report and which relate to annual maintenance have been addressed and associated costs relating to these works have been met from the Fabric Fund which benefited from the LPOW grant of £914 (a refund of VAT) received in January (relating to expenses incurred in 2021) The PCC anticipate being able to meet ongoing scheduled repair and maintenance costs associated with the Report over the next five years, from its Fabric fund or if necessary the Designated Fund reserves.

Some maintenance and urgent repair works have been undertaken on the Bells. An inspection undertaken in November 2021 identified two areas of work which should be considered. These relate to the bell bearings which are some 40 years old and will need replacing within three to five years at an approximate cost of £6,500 plus VAT. Additionally the wheels to the largest four bells will need to be rebuilt within the next five years at an estimated cost of £11,000 plus VAT.

Charitable Giving

During the year the PCC made donations totalling £2,097, including £700 to the Petworth Food Bank, £100 to the British Legion, £550 to the Deanery's Family Support Work, and a total of £400 from the Parish Priest's Discretionary Fund to help families in need within the parish.

Donations via the PPDF

We are pleased to report the continuation of this restricted fund, which has received an additional donation of £1,500 during the year. The purpose of the fund is to assist local families in need, as recommended to the Parish Priest. The PCC have been able to gift £599 during the year in support of families within the parish with further support identified to be made early in 2023.

Reserves Policy

The restricted Fabric fund remains to cover the cost of works which are required following the quinquennial inspection and additionally from time to time as may be identified. At year end the balance held in the restricted fabric fund was £8,942 (2021: £9,854). There has been £1,805 of expenditure incurred during the year from this fund.

The PCC's financial policy makes allowance for the general fund balance to be of the order of £20,000 which covers almost six months expenditure (based on 2022 costs). As such a surplus of £10,000 from the general fund has been transferred to the designated fund. At year end the General Fund contained a sum of £24,522. The Designated Fund balance is £40,000.

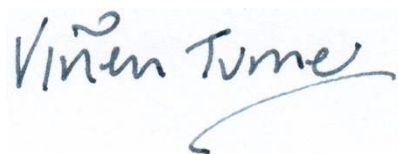
Statement of Financial Activities

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2022	Total All Funds 2021
	General Fund	Designated Funds				
	£	£	£	£	£	£
Receipts						
Donations and legacies	41,615	-	19,567	-	61,182	36,310
Charitable activities	4,914	-	-	-	4,914	2,496
Other trading activities	16,748	-	-	-	16,748	13,122
Investments	933	-	-	500	1,433	1,133
Other receipts	-	-	-	-	-	377
Total Income	64,210	-	19,567	500	84,277	53,438
Payments					-	
Cost of raising funds	527	-	-	-	527	312
Charitable costs	44,387	-	17,226	-	61,613	45,813
Trading costs	5,415	-	-	-	5,415	3,418
Other payments	-	-	377	-	377	-
Total expenditure	50,329	-	17,603	-	67,932	49,543
Net Income/(expenditure) resources before transfer	13,881	-	1,964	500	16,345	3,895
Transfers						
Gross transfers between funds - in	200	10,000	910	(500)	10,610	30,000
Gross transfers between funds -out	(10,410)	-	(200)	-	(10,610)	(30,000)
Other recognized gains/losses	-	-	-	-	-	-
Gains/losses on investment assets	(1,987)	-	(1,208)	(2,546)	(5,741)	5,725
Net movement in funds	1,684	10,000	1,466	(2,546)	10,604	9,620
Total Funds brought forward	22,838	30,000	17,341	21,984	92,163	82,543
Total funds carried forward	24,522	40,000	18,807	19,438	102,767	92,163

Statement of assets and liabilities

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>
	<i>General</i>	<i>Designated</i>				
	<u>Fund</u>	<u>Funds</u>	<u>Fund/s</u>	<u>Fund/s</u>	<u>All Funds</u>	<u>All Funds</u>
	£	£	£	£	£	£
Current Assets - Cash at bank and in hand						
NatWest Current Account	3,629				3,629	783
Barclays Current Account	19,949	15,967	2,251		38,167	25,989
CCLA (CBF) Deposit Account	821	9,262	7,503		17,586	16,265
Totals	24,399	25,229	9,754	-	59,382	43,037
Debtors						
Gift Aid due from HMRC	724					538
Totals	724	-	-	-	724	538
Current Assets - Investments						
CCLA (CBF) Investment Fund 610072S	123	14,771	9,053		23,947	27,142
CCLA Fund (CBF) - Nudd Fund 110001731S				14,836	14,836	16,753
CCLA Fund (CBF) - Brandt Fund 110001739S				4,602	4,602	5,231
Totals	123	14,771	9,053	19,438	43,385	49,126
Liabilities						
Unpaid Diocesan fees for weddings/funerals						377
Prepaid Advertising	5,607					4,170
Totals	5,607	-	-	-	5,607	4,547
Grand Totals	19,639	40,000	18,807	19,438	97,884	88,154

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. Vivien Turner, PCC Chairman:



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Date: 14 March 2023

Analysis of receipts and payments

Receipts

	Unrestricted		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	Total All Funds <u>2022</u>	Total All Funds <u>2021</u>
	General Fund	Designated Funds				
	£	£	£	£	£	£
Donations and Legacies						
Gift Aided Donations S/Os & CAF	3,088				3,088	3,331
Parish Giving Scheme (Gift Aided)	15,043				15,043	14,496
Parish Giving Scheme (Not Gift Aided)	635				635	578
Collections	7,996		224		8,220	4,159
One off Gift Aided Gifts	3,529		8,034		11,563	2,495
Other Donations	3,225		3,298		6,523	2,824
Tax Recoverable on Gift Aid	7,870		2,098		9,968	7,397
Legacies					-	1,000
LPOW VAT Grant			913		913	
Other Funds Generated	229				229	30
Grants			5,000		5,000	
Total	41,615		19,567	-	61,182	36,310
Charitable activities						
Fees for weddings & funerals	4,914				4,914	2,496
Total	4,914	-	-	-	4,914	2,496
Other trading activities						
Christmas Fair	5,679				5,679	6,419
Other fundraising events	3,038				3,038	1,773
Parish Magazine Advertising current year	2,424				2,424	760
Parish Magazine Advertising Advances	5,607				5,607	4,170
Total	16,748	-	-	-	16,748	13,122
Investments						
CBF Fund Interest	933			500	1,433	1,133
Total	933	-		500	1,433	1,133
Other Receipts						
Agency Fees & Other						377
Total	-	-	-	-	-	377
Income Total	64,210	-	19,567	500	84,277	53,438

Payments

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2022	Total All Funds 2021
	General Fund	Designated Funds				
	£	£	£	£	£	£
Cost of fundraising activities/events					-	
Cost of Christmas Fair	263				263	312
Cost of Other Events	264				264	
Total	527	-	-	-	527	312
Cost of Charitable Activities						
Gifts to Charities	1,698		399		2,097	2,848
Diocese Contribution and Deanery Costs	30,274				30,274	26,870
Incumbents Expenses	844				844	823
Rectory - council tax and water	3,780				3,780	3,682
Routine repairs and maintenance	730		1,805		2,535	2,048
Upkeep of services	662				662	179
Church Flowers	374				374	112
Churchyard and cemetery maintenance	1,008		1,780		2,788	1,152
Bells - repairs and maintenance			225		225	-
Administration/Other	1,667				1,667	778
Visiting Priests	53				53	53
Agency Payments					-	13
Church Utility Bills	1,156				1,156	1,115
Church Insurance	1,899				1,899	1,832
Major Church Repairs					-	4,308
Organ Repair	242		684		926	
New Major Building Work			12,333		12,333	
Other			377		377	
Total	44,387	-	17,603	-	61,990	45,813
Trading costs						
Parish Magazine Costs	5,415				5,415	3,418
Total	5,415	-	-	-	5,415	3,418
Total of Payments	50,329	-	17,603	-	67,932	49,543

Balance of Receipts over Payments	13,881	-	1,964	500	16,345	3,895
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Notes to the Financial Statements

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.

The following assets are recognized 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.

Investments

In addition to the bank accounts held with Barclays and Nat West, there are four further accounts.

The CCLA deposit account balance at 31st December was £17,586 (2021: £16,265) and interest of £761 was received and applied to the general fund.

The CCLA Investment fund holds 1159.02 shares whose value at 31st December was £23,946 (2021: £27,142). Income received is applied to the general fund.

The Nudd fund, an endowment fund, holds 715.39 shares whose value on 30th December was £14,836 (2021: £16,753). Income received from this fund was £330 and is restricted to the garden fund. This fund is held on behalf of the PCC by the Diocese of Chichester.

The Brandt fund, an endowment fund, holds 221.93 shares whose value on 30th December 2022 was £4,602 (2021: £5,230) Income received from this fund was £170 and is restricted to the garden fund. This fund is held on behalf of the PCC by the Diocese of Chichester.

Statement of Funds

Unrestricted General Fund:

This fund is unrestricted and is used to record both unrestricted income and expenditure.

Designated Fund:

The PCC established a designated fund at the end of 2021 by transfer of £30,000 from the general fund. The PCC wishes to adopt a prudent approach by ensuring sufficient liquidity is available to meet planned and unforeseen costs and has agreed to increase the designated fund by £10,000 from surplus income during 2022.

The early January 2022 a five-year plan was put in place which included ensuring funds were available to meet urgent and immediate expenses and costs as identified in the quinquennial report for the bells and the works to the graveyard extension to facilitate additional burial spaces. During the year these works have been undertaken with the cost met from the various restricted funds. Repairs to the organ have been covered following generous donations from a parishioner which meant a small level of expenditure from the general fund.

The five-year plan will be reviewed and updated in January 2023 and the expectation is to enhance the heating systems in the church and explore the possibility of improving hospitality facilities, improve the layout of the vestry to create better kitchen/storage and useable space for ecclesiastical use. The PCC is keen to install a sound system which will improve these facilities for services as well as for other events which may from time to time be held in the church. The Churchyard and garden areas are to benefit from upgrading work in early 2023 and in time for the Coronation in May. An electrical inspection has highlighted various matters needing repair and replacement plus the PCC wish to consider

the possibility of installing outside lighting with motion sensors. Estimates and plans (where required) are awaited. Against this background of anticipated improvements and maintenance the PCC expect to utilize a good portion of the designated fund.

Restricted Funds:

The Pew Cushion Heating (PCH) Fund: This fund was established in 2022 following very generous donations from parishioners totalling just over £ 7,000 (plus gift aid where applicable) to contribute towards the cost of the installation of PCH. Following a successful application, the PCC also benefited from a grant of £5,000 from a registered charity to assist with this project. The heating system was installed in November and is proving both effective and cost efficient. A LPOW grant application will be made in 2023 to recover the VAT element of £2,089 and this will be re-applied to the PCH fund to assist with energy costs for the future. The total cost of the project (ex VAT) is £ 10,445 which was totally funded from donations and grants.

The Garden Fund: This fund receives the income from the Nudd (Endowment) Fund, and the Brandt (Endowment Fund), along with any other donations to gardening and cemetery maintenance. The fund contains a balance of £1,146 on 30th December. The PCC planned to utilize £1,780 towards the cost of the graveyard maintenance in 2022 which included the costs of the removal of the spoil heap in the graveyard extension.

The Bell Fund: This fund received donations during the year amounted to £2,370 and we carry a total at the end of the year of £4,493 after costs of £225 for essential maintenance during the year. It is anticipated this fund will increase during 2023 as fundraising initiatives help to build resources to cover future major works.

The Organ Fund: During the year the Organ Fund received donations of £600 which covered most of the expenditure on repairs and maintenance.

Fabric Fund: Expenditure from this fund was £1,805 and the closing balance, after revaluation of the investment funds is £8,942. This fund will be used to cover ongoing repair and maintenance costs as well as the program of works as identified in the quinquennial report.

Parish Priest Discretionary Fund: Established in July 2020. Gifts in support of local families in need totaled £399 during the year. The closing balance is £3,521 which includes a one-off gift of £1,500 and will allow more giving during 2023.

Endowment Funds:

The Nudd Fund (a restricted capital fund) is invested in the CBF C of E Investment Fund and held by the Diocese on our behalf. The income continues to be paid to the Garden Fund which is used for the maintenance of the graveyard extension.

The Brandt Fund (a restricted capital fund) is invested in the CBF C of E Investment Fund and held by the Diocese on our behalf. The income is attributed to the Garden Fund which is used for the maintenance of the graveyard extension.

Fund movement by type

	Opening Balance	Incoming	Outgoing	Transfers	Gains/(Losses)	Closing Balances
	£	£	£	£	£	£
Unrestricted Funds						
General fund	22,838	64,216	(50,335)	(10,210)	(1,987)	24,522
Designated Funds						-
St Giles Designated Fund	30,000			10,000		40,000
Restricted Funds						-
Garden and Cemetery	2,426		(1,780)	500		1,146
Bell	2,348	2,140	(225)	230		4,493
Organ	323	420	(684)	180		239
Fabric	9,854	2,101	(1,805)		(1,208)	8,942
Parish Priest Discretionary	2,013	2,107	(399)	(200)		3,521
Pew Cushion Heating	-	12,800	(12,334)			466
Agency Payments	377		(377)			-
Total of all restricted funds	17,341	19,568	(17,604)	710	(1,208)	18,807
Endowment Funds						
Nudd	16,753	330	(330)		(1,917)	14,836
Brandt	5,231	170	(170)		(629)	4,602
Total of all endowment funds	21,984	500	(500)	-	(2,546)	19,438
Total all funds	£92,163	£84,284	£ (68,439)	£500	£ (5,741)	£102,767

Payments to PCC Members and Related Parties

Payments were made to PCC members for reimbursements or expenses incurred on behalf of the PCC as follows:

Reverend Vivien Turner	£2,360
Yvonne Churchward, Treasurer	£ 20
Michael Blunt	£ 293
Marie Bracey	£ 786
Stuart Lewis	£ 121
Diane Bellis	£60

No payments were made to relatives of PCC members during the year.

Related Charities

The collection from evening services held at All Saints Chapel is transferred to St Giles. The Graffham PCC pays the electricity and any costs of services at All Saints Chapel. The All-Saints Chapel and attached cottages are the responsibility of a separate trust, The All-Saints Charitable Trust.

Independent Examiner's Report to the PCC of St Giles Church, Graffham for the year ended December 31st, 2022.

This is my report to the Parochial Church Council (PCC) of St Giles Church, Graffham, on the annual report for the year ended 31st December 2022

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

It is my responsibility to:

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

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

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

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

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

Examiner's Signature



Examiner's Name Rosalind Britton

Date 21 March 2023

Relevant professional qualification(s) FCCA (retired)

Examiner's address Sandrock Cottage, Norwood Lane, Graffham, GU28 0QG