

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 2019

St Giles Church 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 Wardens: Mr Alan Sargent, West Lodge, Lavington Park, Graffham, GU28 0NQ

Mr Matthew Pitteway Seaford College Lavington Park GU28 0NB

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

Bankers: NatWest and Barclays Bank

*Below: Confirmation by Rt Revd Mark Sowerby, Bishop of Horsham
at St Giles' Church May 2019*



St Giles Church Graffham with Woolavington

Trustees' Annual Report for 2019

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**
 - Care for St Giles Church as a place of worship, historic monument and community resource / **Fabric**
 - 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**

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.

For 2019 we discussed and planned the following objectives and activities to fulfil our aims:

- Reassess our church management structures for greater effectiveness / **Leadership**
- Establish a financial policy that enables realistic continuity and development of ministry / **Leadership**
- Complete repairs to the church fabric following the 2016 Quinquennial Report / **Fabric**
- Renovate our churchyard / **Fabric**
- Enhance our church interior for prayerful reflection / **Worship**
- Continue to develop worship with children and families / **Worship**

- Provide opportunities for Christian study / **Worship**
- Update online communications and information sheet in church / **Community**
- Re-envison the relationship with Seaford College in our parish, following the appointment of a licensed chaplain to the school / **Community**
- Explore potential for improving our facilities in church to better serve the community / **Community**
- Support Petworth Area Churches Together / **Community**

What we achieved and how we affected beneficiaries' lives

LEADERSHIP

Graffham with Woolavington is an active parish with electoral roll of 69 following revision in April 2019. 2019 marks the first full year in service of Revd Vivien Turner following licensing 25 July 2018. We are thankful for the long-standing service of churchwarden Mr John Bellis who stood down in June this year. Rt Revd Mark Sowerby, Bishop of Horsham gave a fitting appreciation of John's service at the Confirmation Service in our parish on 19 May.



Mr John Bellis on retirement as warden

In his place we welcome Mr Matthew Pitteway as churchwarden, with Mr Alan Sargent who is continuing in this role. We are grateful to Mrs Yvonne Butterick for taking up the post of Treasurer this year, and Mrs Sonya Gillespie for becoming Safeguarding Officer on the resignation of Mrs Sara Reynolds. Mr Stuart Lewis and Mrs Yvonne Butterick were co-opted onto the PCC in April when Mr Clive Rowntree and Mrs Sara Reynolds stood down, making a complement of nine members at the end of 2019. Alongside a small but highly supportive congregation, these willing volunteers make possible the benefit which our charity offers for others.

Leadership aims and objectives for 2019

Reassess our church management structures for greater effectiveness.

Following the April APCM, three groups additional to the PCC were introduced, Fabric, Community and Worship, each containing a mixture of PCC members and others interested in these varied aspects of parish life. Each group discusses and brings proposals before PCC meetings for approval. The PCC focuses on decision-making, consideration of policies and financial aspects of the parish. The scheme is proving welcome, enabling deeper engagement with separate areas of church life for a larger number of people, and is continuing into 2020.

Establish a financial policy that enables realistic continuity and development of ministry.

A challenge facing the PCC in 2019 has been working to stabilise our finances. In the recent past lessening income led to financial reserves being drawn on to an uncomfortable extent. While accepting responsibility to expend financial resources to fulfil our charitable purpose, the PCC recognises expenditure must also be sustainable and secure. We focussed on sustainability in 2019 therefore, including the appointment of a volunteer fundraising advisor, with a number of initiatives taking place to increase occasional income and particularly encourage regular income through the Parish Giving Scheme. A decision was taken during the year to suspend formulation of a formal financial policy until the results of these initiatives clarified our prospective financial situation. By the end of 2019 improvement in parish income has provided some encouragement, while recognising a focus on sustainability needs to be ongoing - determining our leadership aims for next year.

FABRIC



We are blessed with a beautiful historic church built on ancient foundations, carrying a responsibility to preserve its fabric for effective use today and into the future. We also have burial grounds to care for to respect the memories of departed parishioners and the ongoing pastoral needs of the community. Although challenging for a small parish community, we are working creatively to maximise the opportunity to do so well, drawing on village support as much as possible.

Fabric aims and objectives for 2019

Complete repairs to the church fabric following the 2016 Quinquennial Report

Establishing a dedicated Fabric group enables a more collaborative and accountable approach to maintenance, repair and development. This group is clarifying how best to carry out outstanding works and recommendations in the quinquennial report, and regular ongoing maintenance work, using voluntary or professional services as appropriate. It aims to action this in 2020 through a schedule of repair works, regular maintenance schedule and the bringing together of a volunteer church maintenance support group.

Renovate our churchyard

A generous anonymous donation enabled the lifting of the skirts of two mature trees in the churchyard which had given the space a gloomy outlook. This has lightened and brightened our open churchyard for all who visit for funeral services or to remember loved ones. During the year, five burials and two ashes burials took place there.

WORSHIP

Welcome

St Giles Church is a holy space set apart for peaceful reflection and prayer. It continues to be kept open every day during daylight hours 'from first dog walk to last dog walk', as does All Saints Chapel. A wide range of villagers contribute to our welcome and enhancement of our worship, arranging flowers, ringing bells, cleaning, singing and playing music, bringing pleasure to themselves and all who benefit from their gifts and services. Refreshments are provided after services on the first Sunday of the month and special festivals, with home-made cake and biscuits often provided by parishioners encouraging friendship and fellowship.

WELCOME / Lovely to find the church open / pleased it was open / thank you for having it unlocked / Glad it is open for visitors / Comments from Visitors Book in 2019



Bells rung for 70 wedding anniversary celebration



Baptism of Jacob Salter 2019

Services and attendance

Regular services

It is a significant benefit for local people to be able to worship here regularly; our average annual parish attendance on Sundays held at 30 in 2019, a good figure for a village like ours. The Eucharist is celebrated every Sunday morning at St Giles Church and annually on Advent 4 at All Saints Chapel, with Evensong twice a month at All Saints Chapel. Sermons aim to provide food for thought each Sunday. Organists provide uplifting accompaniment to our hymns in church occasionally on Sundays and special days. Taize Prayer introduced at All Saints Chapel in Autumn 2018 led by an experienced lay leader is a regular and welcome addition to our monthly repertoire on alternate months. BCP Matins introduced on the first Sunday of each month at St Giles is regularly supported.

WORSHIP / I look forward to being at Graffham this Sunday. I always feel I've escaped and gone to heaven when I light upon Graffham and St Giles'.

WORSHIP / It was a lovely and vivid Service. Go well!

PREACHING / Thanks for your ... sermon. So needed especially as people don't talk about what's going on unless they are in the same 'camp'. Understanding that one's reasoning is based on fear and relating it to how Jesus behaved - even prepared to put his people before his family - will be an unfamiliar concept for a lot of us. Well done and brave of you. Emails

Occasional offices

The availability of occasional offices enhanced by excellent music provides public benefit to the community in times of celebration and sorrow. We were delighted to welcome three children and one adult into the church through baptism this year. A confirmation service held at St Giles Church in May 2019 presided over by the Bishop of Horsham saw two candidates confirmed from our parish. Three weddings were celebrated at St Giles Church and two at St Peter's Woolavington, which is registered for weddings in this parish. NB St Peter's serves as the School Chapel of Seaford College and apart from weddings is closed for public worship. Five people were buried and two burials of ashes took place in the churchyard extension following funeral services at St Giles in 2019.

Festivals and Special Services



Blessing of Cross by Bishop Mark at All Saints Chapel

Bishop Mark led Evening Prayer and blessed a new wooden cross on the exterior chapel wall at a special Service at All Saints Chapel on 3 April. This provides a more visible sign of a place of worship in the centre of our village, open daily and available to anyone for quiet reflection. Attendance at St Giles on Easter Day increased from 82 to 112. The annual pet service delighted those attending on two legs and four. Remembrance again attracted good attendance with Eucharist at St Giles, British Legion Services at the War Memorial on Sunday and again on Remembrance Day, with wreath-laying by local village school children. The Graffham Nativity provided a new opportunity for family-friendly worship on the last Sunday of Advent, with adults and children alike encouraged to dress up as angels, shepherds, animals or kings to tell the Nativity story. This took place both outdoors and inside the church, transformed by straw as the stable at Bethlehem. Well received and followed by rousing carols at the local pub, it is hoped to repeat this next year. An early evening Eucharist with Carols on Christmas Eve was also appreciated, which will replace the very poorly attended Midnight Mass next year. Attendance on Christmas Eve & Christmas Day together increased from 110 to 138. Exploring further creative worship opportunities, to both encourage new worshippers and inspire regular members is a Worship group aim in 2020.

PET SERVICE / Ollie would have loved the pet service. He would have been ravished by Larry Sargent like Mungo was! Joking apart it was really good.

GRAFFHAM NATIVITY / You must be so pleased with the nativity yesterday. It was a triumph! And also very touching in many ways. Well done! The White Horse was fun too!

It was a great success Vivien...It was a lovely way to bring the nativity story to life and to bring the community together. We even got our real baby Jesus - little William was a little star - he did so well without being with his mum...It was our absolute pleasure to take part and celebrate it in this way, at this special time of year. *Emails*

Study

Our parish values opportunities to learn and deepen faith and spirituality in creative ways. This was provided in 2019 by a confirmation group attended both by candidates and people refreshing their faith. Travelling this journey together proved a rewarding spiritual experience for all, and after the confirmation a new group 'Pilgrims' was formed in Autumn 2019 with both original and new members. This provides flexible opportunities for study and reflection which continue to reward.

Worship aims and objectives for 2019

Enhance our church interior for prayerful reflection

Situated within the South Downs National Park, a thriving camp site in our village and proximity to the South Downs Way enables a regular flow of cyclists, walkers and others to appreciate its history and cared-for spiritual environment. Reordering of furniture in the Lady Chapel improved space for Morning Prayer, and the Worship group has begun to explore further opportunities for prayerful reflection by visitors to church.

WELCOME / Just visiting this beautiful church today whilst walking in Graffham and heard wonderful bell ringing. Said our prayers and met Vivien who came to say a very friendly hello! Very impressed and will definitely be back to attend service. *From Visitors' Book*

Continue to develop worship with children and families

'Church on Sunday' introduced late 2018 continues to welcome families to church each month. As the Junior Worship Group, some children also meet monthly to plan the next Service, engaging with and appropriately influencing Service content and direction, and enjoying a party at Christmas. The PCC passed a resolution in 2019 supporting children receiving communion before confirmation, which Bishop Martin approved. We look forward to their preparing to share this sacrament in 2020. The monthly weekday 'Gambollers' Service proved less successful and was discontinued. Weekly Infant School assemblies, and special services at Easter and Christingle continued here.

EASTER SERVICE / What a lovely Easter service this afternoon. I loved how you incorporated the mat retelling the Easter story. It certainly got the children's attention and they were brilliant too. I was very proud of Tyler reciting his prayer.

JUNIOR WORSHIP GROUP / ...thank you for giving the children a wonderful party...it was all I heard about this morning at breakfast! *Emails*



Duncton Junior School Christingle Tidying up after church

COMMUNITY

Local Community

Graffham village enjoys a strong sense of community, enhanced by its location set apart from main routes to other destinations, with church members contributing to pastoral sensitivity and wellbeing here. The Graffham Health Support Association is a striking example of pastoral care, including providing folk with lifts to hospital and collecting prescriptions for local distribution. A monthly lunch facilitates community spirit. The church offers long standing annual events, including bring and share Harvest Supper, Christmas Fair and pub Carol Singing. A new initiative of a folk concert was held in the church. Open gardens, art exhibition and jazz evening were offered by parishioners. All provided valuable opportunities for community life and much needed fund-raising for the church.



Cotillion Folk Concert at St Giles Church

COTILLION CONCERT / It was a most enjoyable evening with a good audience and some lovely refreshments. Thank you for organising it. I hope everyone enjoyed it as much as we did and also hope it brought in a tidy profit for the Church.

OPEN GARDEN / Thank you so much to everyone who helped in any way to make yesterday such a success. We raised a massive £1432! It was a really enjoyable afternoon too with a lovely atmosphere. *Emails*

Lavington Park Federation Schools

Reverend Vivien began serving as a Foundation Governor for the Lavington Park Federation including Graffham Infant School in 2019 just before a SIAMS report indicated improvement is necessary to identify the school's status as a church school more clearly. Our church identified social justice issues which could involve children and families to demonstrate the eloquence of love in action. A Foodbank box is regularly filled and in Advent 2019 a 'Reverse Advent Calendar' was set up for children to bring items for the local homeless charity Stonepillow. This proved most successful, with teachers giving suitable gifts to junior children for the children to 'give' to homeless people at Christmas, including a hand written gift label from each child. How does it feel to do this? a child was asked. 'It feels like giving a piece of my heart' they replied. We have set an aim to continue to work to enhance the relationship between church and church school in creative ways in 2020.

SCHOOL MISSION / We safely delivered all the wonderful gifts to Stonepillow. The place was buzzing... Some of the residents helped us unpack the cars and the staff were very grateful...The staff were particularly touched by the wrapped and labelled presents from Duncton Junior School and they will be added to individual Christmas shoe boxes for Stonepillow users, which I think is lovely. I was SO impressed with the children at both schools... and the staff. I loved that fact that everyone seems to absolutely 'get' what they were doing and understand the importance of it. *Email*

Our 'Reverse Advent Calendar' for Stonepillow

This week Reverend Vivien, Jan and Ann from Graffham's St Giles church collected our donations for Stonepillow from both schools, and were "overwhelmed" and very moved by the fantastic effort all our children and families had put in to help others less fortunate than ourselves at Christmas time.

Again - from all school staff - thank you so much, everybody. *School 'Friday Flyer'*

It is such a lovely thing when a plan that we have together makes a real impact on children.
Helen Martin, Headteacher of Lavington Park Federation Email

Wider community

We seek opportunities to extend our Christian service beyond parish boundaries into the wider community and out into the world. In addition to supporting the Foodbank and Stonepillow Advent collection, Lent lunches raised £1000 for Chestnut Tree Hospice, and apple crumbles were baked for the Stonepillow charity's freezers at Harvest. A 'Ride & Stride' sponsored walk in September raised funds jointly for our church and the Historic Churches Trust, and resulted in our church receiving an award. A collection for the British Legion was made at Remembrance.

Ecochurch

People's environmental impact on the world becoming of increasing importance and interest, our parish registered with Ecochurch in 2019 and began work towards its first award. The Harvest Supper had an ecological theme and a subsequent meeting held in church explored the potential for furthering ecological awareness. Milk bottle tops and crisp packets are collected at the back of church for Chestnut Tree Hospice and a local brownie pack respectively. We are actively looking out for opportunities in 2020 to extend our knowledge and commitment to environmental issues.

Community aims and objectives for 2019

Communication

Update online communications and information sheet in church

An effective communication network is necessary today to communicate our Christian values and serve community both locally and further afield. Our website was comprehensively redesigned in 2019 to provide accessible information and a flavour of our worshipping community. Website and Facebook pages now both provide regularly updated information that can be accessed from anywhere. The Graffham Parish News parish magazine continues to provide a major source of information about church activities, the two civic parish councils (Graffham and East Lavington) and all the voluntary groups, clubs and societies in our community. Despite the challenges of balancing income and expenditure, this has continued to be delivered free of charge in 2019. A newly updated information sheet in church explaining its history is now also given away freely as part of our hospitality.

WEBSITE REDESIGN / Congratulations on the St Giles website - well designed and full of interesting stuff. *Email*

Explore potential for improving our facilities in church to better serve the community

Opportunities arose in 2019 to explore the potential for improving our vestry space and introduce toilet and tea-making facilities. It would be a great improvement to offer improved facilities for services and other activities in church to enlarge public appeal, for walkers or cyclists in the South Downs National Park passing by or stopping for lunch in our churchyard. An aim for 2020 to identify opportunities for wider use of our buildings will further inform this exploration. PCC members were pleased to meet Diocesan Advisory Committee members in church, and to consult with our church architect about the potential of this. Funds were kindly made available to take this to sketch plan stage in 2019 and we await any possible further developments.

Re-envision the relationship with Seaford College in our parish, following the appointment of a licensed chaplain to the school.

We are pleased to have a good long-standing relationship with Seaford College, a large private school in our parish at Lavington Hall. Before the present priest-in-charge, parish priest and chaplain were the same person. Now separated into two posts, fruitful work has been taking place to clarify individual responsibilities, for example with regard to weddings at St Peter's. Seaford College Choir continues to be welcomed annually to an Advent Service at St Giles, to the congregation's great appreciation, and we are delighted to receive help from school members in the churchyard extension on their community action day. One of our present churchwardens is a house parent at Seaford and we are looking out for opportunities to extend our co-operation further.

Support Petworth Area Churches Together

A Graffham PCC member now represents our church at PACT meetings, St Giles hosted the annual PACT Week of Prayer for Christian Unity service in January 2019, and also a committee meeting later in the year. Although not in the centre of this organisation's sphere of activity, we are glad to assist where we can to promote cordial relationships between churches and denominations.

*PACT / I very much enjoyed the Unity Service this afternoon and the chance to see your beautiful church. Thank you also for your kind hospitality. Hugh Rolfe, PACT Chair
Most worthwhile, well run & conducted & a good around feeling. Emails*

Graffham is a wonderful village community where the church plays a significant part in its identity. Our church helps safeguard this precious heritage, providing inspiration to maintain a just and caring society founded on love of God and neighbour, from which everyone can derive benefit.



Bishop Mark at All Saints Chapel



The Graffham Nativity 2019

Aims and objectives for 2020

For 2020 the following objectives and activities to fulfil our aims are planned:

- Enlist practical and financial community support for St Giles' church as a valued historical, spiritual and social resource in our village / **Leadership**
- Complete formulation of a financial policy to maximise security and mission potential / **Leadership**
- Engage with the Diocesan Strategy 'Vision for Growth 2020-25' / **Leadership**
- Prepare a schedule of repair works and regular maintenance schedule / **Fabric**
- Bring together a volunteer church maintenance support group / **Fabric**
- Continue to develop plans for improving facilities to enlarge public appeal / **Fabric**
- Create a prayer tree for visitors and regular congregation members / **Worship**
- Explore creative worship opportunities to encourage new worshippers / **Worship**
- Use music creatively in services / **Worship**
- Enhance the relationship between our church and church school / **Community**
- Identify opportunities for wider use of our buildings / **Community**
- Encourage environmental awareness in conjunction with Eco church / **Community**

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:	Mr John Bellis	(to 20 June 2019)
	Mr Alan Sargent	+Health and Safety Officer
	Mr Matthew Pitteway	(from 20 June 2019)

Elected Members

Mrs Diane Bellis	+PCC Secretary + Deanery Synod
Mrs Virginia Barrett	+Church Music
Mrs Jan Brind	
Mrs Ann Brown	+ Deanery Synod
Mr Mathew Pitteway	(to 20 June 2019)
Mr Clive Rowntree	(to 7 April 2019)
Mrs Sara Reynolds	(to 7 April 2019)
	+Safeguarding Officer to 7 Apr 2019

Co-opted members

Mrs Yvonne Butterick	+Treasurer
Mr Stuart Lewis	

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.....

Annual Financial Report for the year ended December 31st 2019

The Financial Review

Summary

The Church's total income across all funds in 2019 was £54,431 (2018 - £49,763), with costs of £46,615 (2018 - £49,303). Unrestricted income totaled £46,907 (2018: £45,164) and expenditure totaled £43,295 (2018: £45,597). Included in the income is the net proceeds from the 2019 Christmas Fair of £4,880 which has been retained in the general fund. The effect of this has been to see a surplus for the general fund, which covers all the day to day running expenses of the Church, this year of £3,612.

Throughout 2019 the PCC has focused on the need to increase unrestricted income to enable all of its day to day expenditure to be met without reducing reserves. This activity will continue in 2020 along with additional activities which are necessary to raise funds for specific projects and purposes.

The other significant increase in our overall funds is the value of our investments which have increased by £5,610 (2018 : (£829)).

A full breakdown is provided in the financial statements.

Rectory Costs

The running costs of the Rectory attributable to the Parish amounted to £4,200 which included council tax and water charges. There was no expenditure on maintenance of the building.

Giving

Unrestricted giving to the Church (excluding Gift Aid reclaimed and legacies,) this year was £25,414 (2018: £24,889). Restricted funds received £1,977 and an Endowment Legacy of £5,000 has been invested to yield income which is applied to the Restricted Fabric Fund.

In the second half of the year the PCC elected to purchase a card reader machine to promote electronic giving which is especially attractive for younger people. The payment provider Goodbox was selected and this system has proved valuable in enabling increased giving at wedding and special services and fundraising events. Goodbox take a transaction fee of 2.5% of the donated amount, plus 10 pence. The gross donated amount qualifies for inclusion within the Gift Aid Small Donations Scheme.

During the year the PCC has actively encouraged existing regular donors to switch to giving through the *Parish Giving Scheme*, many of whom have taken this opportunity. Additionally there has been regular communications via the Parish Magazine, as well as during other fund raising events, encouraging new donors to contribute through the scheme. By the end of the year there had been a good response and the PCC anticipate attracting more donors during 2020.

Fundraising events held during the year helped the PCC to meet its general expenditure with the added benefit of giving the entire community the chance to be involved in the activities. Total funds generated from these events were just over £2,600 and included Ride and Stride, Open Garden Event, and an Art Sale.

Bank accounts

The Nat West account remains open simply 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 contribution to the Diocese of Chichester of £27,533 (2018: £26,647) representing 100% of our costs as calculated by the Petworth Deanery. This includes our contribution to the Petworth Deanery of £326 (2018: £316).

Insurance

The PCC reviewed the cost of insurance provision and obtained competitive quotes from companies approved by the Church of England. The policy was due for renewal in early December but pending agreement by the PCC, cover was extended, without cost, for one calendar month to allow full review of options. Agreement was reached in January to change supplier to Trinitas, from Ecclesiastical, with an annual saving of £354, and the added benefit for cash flow of monthly premium payments. This change accounts for the absence of insurance premium payment in the 2019 accounts as the premium for 2019 cover was paid in December 2018 and is shown as a prepayment in the Statement of Assets and Liabilities for 2018.

Quinquennial Report

The next inspection is due towards the end of 2020 before which the PCC are planning to attend to outstanding fabric work. Detailed quotations for specialist work are awaited while less complex and routine repairs are being undertaken by local tradesmen, subject to receipt of costing estimates. The PCC will examine ways to increase Fabric fund resources once expenditure budgets are finalised for 2020 and beyond.

Similarly the PCC recognise the Bells require ongoing maintenance during the coming 1 – 3 years and funds will need to be raised to meet this expenditure.

Charitable Giving

During the year the PCC made donations of £1,173 to other charities from special collections. This was allocated as follows:

Stonepillow	£200.00
Graffham Primary School, after school club	£180.00
Royal British Legion Poppy Appeal	£161.00
Chestnut Tree House	£632.00

Reserves Policy

The PCC agreed to amend its policy to hold a designated Fabric fund for the time being, and this was closed with the funds of £16,098 being moved to the general fund.

The restricted Fabric fund remains to cover the cost of works required following the quinquennial inspection. At year end the balance held in the restricted fabric fund was £13,854 (2017: £12,519)

At year end the General Fund contained a sum of £35,091 (which includes the transfer from the designated fund as above, (2018: £13,236) equivalent to almost 10 months annual expenditure of £43,295 (2018: £45,597). The PCC policy allows for retention of a sum up to 6 months expenditure.

Statement of Financial Activities

	Unrestricted Funds		Restricted Funds	Endowment Fund	Total 2019	Total 2018
	General Fund	Designated Fund				
Receipts						
Donations and Legacies	£31,649	—	£1,977	£5,000	£38,626	£33,850
Charitable Activities	£3,851	—	£90	—	£3,941	£2,894
Other Trading Activities	£9,985	—	—	—	£9,985	£11,930
Investments	£773	—	£401	—	£1,174	£1,089
Other Receipts	£649	—	£56	—	£705	—
Total income	£46,907	—	£2,524	£5,000	£54,431	£49,763
Payments						
Cost of Raising Funds	£396	—	—	—	£396	£561
Cost of Charitable Activities	£39,772	—	£3,320	—	£43,092	£44,861
Trading Costs	£3,127	—	—	—	£3,127	£3,881
Total expenditure	£43,295	—	£3,320	—	£46,615	£49,303
Net income / (expenditure) resources before transfer	£3,612	—	(£796)	£5,000	£7,816	£460
Transfers						
Gross transfers between funds - in	£16,376	—	£278	—	£16,654	£16,335
Gross transfers between funds - out	(£278)	(£16,098)	(£278)	—	(£16,654)	(£16,335)
Other recognised gains / losses						
Gains / losses on investment assets	£2,145	—	£1,305	£2,160	£5,610	(£829)
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—
Net movement in funds	£21,855	(£16,098)	£509	£7,160	£13,426	(£369)
Total funds brought forward	£13,236	£16,098	£18,319	£11,553	£59,206	£59,575
Total funds carried forward	£35,091	—	£18,828	£18,713	£72,632	£59,206

Statement of assets and liabilities

	Unrestricted Funds		Restricted Funds	Endowment Funds	Total 2019	Total 2018
	General Fund	Designated Fund				
Current assets - Cash at bank and in hand						
NatWest Current Account -	£2,115	—	—	—	£2,115	£1,428
Barclays Current Account -	£11,681	—	£3,882	—	£15,563	£10,165
CCLA (CBF) deposit account	£7,506	—	£6,568	—	£14,074	£17,030
-						
Cash in hand -	—	—	—	—	—	£313
Totals	£21,302	—	£10,450	—	£31,752	£28,936
Debtors						
Gift Aid due from HMRC	-	-	-	-	-	£427
Totals						£427
Current assets - Investments						
CCLA Investment Fund	£13,789	—	£8,378	—	£22,167	£18,717
CCLA Fund Endowment	—	—	—	£13,713	£13,713	£11,553
CCLA Endowment Fund	—	—	—	£5,000	£5,000	—
Totals	£13,789	—	£8,378	£18,713	£40,880	£30,270
Prepayments						
Insurance	-	-	-	-	-	£2,061
Totals	-	-	-	-	-	£2,061
Liabilities						
Unpaid Diocesan Fees	—	—	£52	—	£52	
Refund Goodbox Donation	—	—	£4	—	£4	
Prepaid Advertising	£2,560	—	—	—	£2,560	£3,495
Totals	£2,560	—	£56	—	£2,616	£3,495
Grand total	£32,531	—	£18,772	£18,713	£70,016	£58,199

This Financial Report for the year ended 31st December 2018 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

Analysis of receipts and payments

Receipts

	General Fund	Designated Fund	Restricted Funds	Endowment Funds	Total 2019	Total 2018
Gift Aided Donations S/O's & CAF	£6,544	—	—	—	£6,544	£16,188
Parish Giving Scheme (GA)	£7,632	—	—	—	£7,632	£290
Parish Giving Scheme (not gift aided)	£322	—	—	—	£322	£40
Collections (excl. envelopes)	£8,592	—	£30	—	£8,622	£6,465
St Giles Donations Box	£158	—	—	—	£158	£106
One-off Gift Aid gifts	£400	—	—	—	£400	£920
Other Donations	£1,766	—	£1,589	—	£3,355	£880
Tax recoverable on Gift Aid	£6,010	—	£358	—	£6,368	£6,299
Legacies	—	—	—	£5,000	£5,000	—
LPOW VAT Grant	—	—	—	—	—	£1,962
Other Grants	—	—	—	—	—	£700
Other funds generated	£225	—	—	—	£225	—
Total	£31,649	—	£1,977	£5,000	£38,626	£33,850
Charitable Activities						
Fees for weddings and funerals	£3,851	—	£90	—	£3,941	£2,894
Total	£3,851	—	£90	—	£3,941	£2,894
Other Trading Activities						
Christmas Fair	£5,196	—	—	—	£5,196	£5,927
Christmas Fair - late payments	—	—	—	—	—	£61
Other Fundraising Events	£340	—	—	—	£340	£579
Proceeds from concerts	£555	—	—	—	£555	—
Parish Magazine Advertising - Current Year	£1,306	—	—	—	£1,306	£1,720
Parish Magazine Advertising - Advances	£2,560	—	—	—	£2,560	£3,495
Parish Magazine Subs & Sales	£28	—	—	—	£28	£148
Total	£9,985	—	—	—	£9,985	£11,930
Investments						
CBF Funds Interest	£773	—	£401	—	£1,174	£1,089
Total	£773	—	£401	—	£1,174	£1,089
Other Receipts						
Insurance claims and other	£649	—	56	—	£705	—
Total	£649	—	56	—	£705	—
Total receipts	£46,907	—	£2,524	£5,000	£54,431	£49,763

Payments

	General Fund	Designated Fund	Restricted Funds	Endowment Funds	Total 2019	Total 2018
Cost of Raising Funds						
Cost of Christmas Fair	£316	—	—	—	£316	£481
Cost of Other Events	£80	—	—	—	£80	£80
Total	£396	—	—	—	£396	£561
Cost of Charitable Activities						
Gifts to Charities	£1,173	—	—	—	£1,173	£2,077
Diocese Contribution and Deanery Costs	£27,533	—	—	—	£27,533	£26,647
Organist Salary	£500	—	—	—	£500	£1,120
Incumbent's Expenses	£703	—	—	—	£703	£807
Rectory - Council Tax, Water, Fuel	£4,201	—	—	—	£4,201	£1,632
Rectory - Repairs & Renewals	—	—	—	—	—	£3,963
Parish training and mission	£81	—	—	—	£81	£382
Organ Repair/ Piano Tuning	£63	—	£278	—	£341	£62
Routine Repairs and Maintenance	£398	—	—	—	£398	£246
Upkeep of services	£386	—	—	—	£386	£754
Churchyard and Cemetery Maintenance	£1,152	—	£2,580	—	£3,732	£960
Bells - Repairs and Maintenance	—	—	£462	—	£462	£592
Administration/Other	£2,053	—	—	—	£2,053	£2,061
Visiting Priests	£223	—	—	—	£223	£73
Church Utility Bills	£1,306	—	—	—	£1,306	£1,424
Church Insurance	—	—	—	—	—	£2,061
Total	£39,772	—	£3,320	—	£43,092	£44,861
Trading Costs						
Parish Magazine Costs	£3,127	—	—	—	£3,127	£3,881
Total	£3,127	—	—	—	£3,127	£3,881
Payments Total	£43,295	—	£3,320	—	£46,615	£49,303
Balance of Receipts over payments	£3,612	—	(£796)	£5,000	£7,816	£460

Notes to the Financial Statements

Accounting Policies

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 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.

Investments

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

The CCLA deposit account balance at 31st December was £14,074 (2018: £17,030) and interest of £127 was received and applied to the general fund.

The CCLA Investment fund holds 1159.02 shares whose value at 31st December was £22,167 (2018: £18,717). Income of £646 was received and applied to the general fund.

The Endowment fund, known as the Nudd fund, holds 715.39 shares whose value at 31st December was £13,713 (2018: £11,553). Income received from this fund was £398 and is restricted to the garden fund. This fund is held on behalf of the PCC by the Diocese of Chichester.

A new Endowment fund was opened during the year, known as the Brandt fund, which holds £5,000 on deposit. Income received from this as £3 and is restricted to the garden fund.

Statement of Funds

The Unrestricted General Fund

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

The Designated Fund

Fabric Fund (designated): This was closed during the year and the funds of £16,098 transferred to the general fund.

Restricted Funds:

The Flower Fund: This fund is for flowers to decorate the Church at Festivals. This year most volunteers have generously donated their own flowers and we carry forward a total of £471.

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 £1,571 at 31st December. During the year there was expenditure of £2,580 for tree surgery work to raise the canopy above the graveyard.

The Bell Fund: This fund received donations during the year amounted to £1,977 and expenses for maintenance of £462 and we carry a total of £2,151.

The All Saints Fund: This fund contains the balance from the All Saints Kneelers Project. There have been no fund movements during the year.

The Organ Fund: The Organ Fund contains the balance of donations made to purchase the organ and has been used for maintenance. Costs of £278 for repairs were incurred during the year reducing the fund balance to £323 at the year end.

Fabric Fund (restricted): While there has been no expenditure from the fabric fund during the year, the PCC anticipate work to be undertaken during 2020. The closing balance, after revaluation of the investment funds is £13,854.

Agency payments: These relate to unpaid fees to the diocese at year end.

The 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. On December 31st 2019 the fund held 715.39 units with a total value of £13,713 (2018: £11,553) the increase representing a revaluation of the investments.). The income continues to be paid to the Garden Fund.

The Brandt Fund (a restricted capital fund) was newly opened during the second half of the year following a legacy gift of £5,000. Income received is paid to the Garden Fund.

Fund Movement 2019

	Opening	Incoming	Outgoing	Transfers	Gains/Losses	Closing
Unrestricted						
General Fund	£13,236	£46,907	£43,295	£16,098	£2,145	£35,091
Designated						
Fabric - St Giles Fabric Fund	£16,098	—	—	(£16,098)	—	—
Restricted						
Garden - Garden and Cemetery	£3,750	£401	£2,580	—	—	£1,571
Flowers - Flower Fund	£431	£40	—	—	—	£471
Bell - Bell Fund	£616	£1,997	£462	—	—	£2,151
Organ - Organ Fund	£601	—	£278	—	—	£323
All Saints	£402	—	—	—	—	£402
Fabric - St Giles	£12,519	£30	—	—	£1,305	£13,854
Agency Payments	£0	£56	£0	—	—	£56
Total Restricted Funds	£18,319	£2,524	£3,320	—	£1,305	£18,828
Endowment						
Brandt Fund	—	£5,000	—	—	—	£5,000
Nudd Fund	£11,553	—	—	—	£2,160	£13,713
Total Endowment Funds	£11,553	£5,000	—	—	—	£18,713
Total All Funds	£59,206	£54,431	£46,615	—	£5,610	£72,632

Payments to PCC Members and Related Parties

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

John Bellis, Churchwarden	£ 348
Diane Bellis, Secretary	£ 70
Reverend Vivien Turner	£ 1,426
Yvonne Butterick, Treasurer	£ 70

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 2019

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 2019.

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.

Basis of independent examiner's statement

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.

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

Relevant professional qualification(s)

Examiner's address

Sandrock Cottage, Norwood Lane, Graffham, GU28 0QG

