

# **Trustees' Annual Report and Financial Report**

## **of the Parochial Church Council of the Ecclesiastical Parish of Graffham with Woolavington for the year ended 31<sup>st</sup> December 2021**

---

### **Parish of Graffham with Woolavington**

**St Giles Church, Graffham, Petworth, GU28 0NJ**

HMRC reference number X79965

---

#### Contents:

1	Trustees' Annual Report	02
2	The Financial Report	17
3	Independent Examiner's Report	26

Website: [www.stgilesgraffham.org](http://www.stgilesgraffham.org)

Priest-in-Charge: Revd Vivien Turner, The Rectory, Graffham, Petworth, GU28 0NL  
Church Wardens: Mr Matthew Pitteway Seaford College Lavington Park GU28 0NB  
Mrs Virginia Barrett, Greenwood Cottage, Graffham, GU28 0PT

Independent Examiner: Mrs Rosalind Britton, Sandrock Cottage, Graffham, GU28 0QG  
Bankers: NatWest and Barclays Bank

*Below: 'Blessing of the Stumps' Service before annual Graffham ladies Cricket Match*



# Parish of Graffham with Woolavington

## Trustees' Annual Report for 2021

---

### 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 Diocesan Vision, each of our parish aims for 2021 has been identified in the context of being more open, more generous, more converted, or more engaged.

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

### **Leadership**

- Continue to engage with the Diocesan Strategy 'Vision for Growth 2020-25'
- Complete robust financial planning to maximise security and mission potential; 'more generous'

### **Worship**

- Reappraise the offering of worship in the light of lockdown experience; 'more open'
- Encourage study and reflection for the development of faith and mission; 'more converted'

### **Community**

- Enhance the relationship between our church and church school; '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**

Develop plans for improving facilities to serve public needs; 'more open'

- Consolidate our maintenance programme making best use of volunteer working parties; 'more engaged'
- 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

#### **Aims and Objectives for 2021:**

Continue to engage with the Diocesan Strategy 'Vision for Growth 2020-25'\*

Complete robust financial planning to maximise security and mission potential; 'more generous'.

*\*All aims are now identified according to the four Vision for Growth categories identified by the Diocese.*

## Context

Graffham with Woolavington is an active parish with electoral roll of 66 at the beginning of 2021 and 70 at the end. At the beginning of the year Parish priest Revd Vivien Turner had been in post two and a half years. The Annual Vestry Meeting and Annual Parochial Church Meeting took place on 23 May 2021. Churchwarden Mr Matthew Pitteway stood down at this point, with a presentation made in appreciation of his valued service. Mrs Virginia Barrett continued as churchwarden and Mr Matthew Pitteway as PCC member. Two new members, Mrs Fiona Mackie and Mrs Marie Bracey joined the PCC, making a complement of eleven at the end of 2021. Mrs Sonya Gillespie continued as our valued Safeguarding Officer, ensuring our safeguarding responsibilities are fulfilled. 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.

### **Complete robust financial planning to maximise security and mission potential; 'more generous'**

Maintaining parish financial security has continued an important focus of attention in 2021, as the parish moved through times of greater or lesser restrictions on gathering during the continuing Coronavirus epidemic. In addition to existing initiatives or those newly introduced in 2020, new ways of giving in 2021 included easyfundraising and the provision of explanatory cards in pews. The parish is grateful to have a Sustainability officer to spearhead these initiatives, having a beneficial effect on income and enabling the parish to fulfil its charitable core purpose. The church website, church and village social media and parish magazine continued to prove their worth in communicating our church's need of financial support to the community, eliciting a generous response. This was again particularly evident in advertising an online auction at Christmas.



*Easyfundraising illustration on parish website by local illustrator Izzy encouraging generous giving*

Because of the exigences of the Covid pandemic in 2020, completion of a formal financial policy taking account of predictable spending and allocating realistic budgets for the various areas of church life was carried over into 2021 as a priority for our church. Please see our Financial Statement for 2021 Page 20 for explanation of how we worked to meet this part of our financial objective.

In 2022 our plan is to balance our budget and maximise use of our discretionary fund.

## 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 2021:

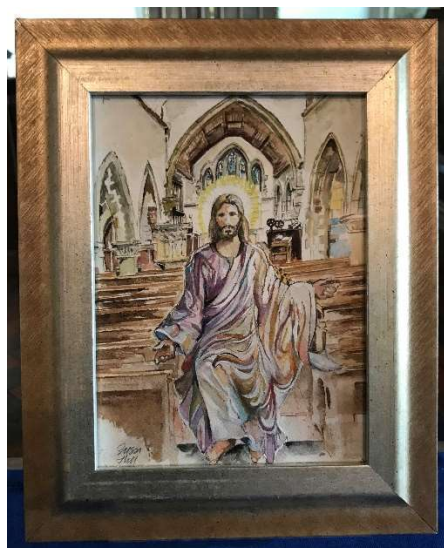
Reappraise the offering of worship in the light of lockdown experience; 'more open'

Encourage study and reflection for the development of faith and mission; 'more converted'

.....

### Context

Our church has long set great store by being welcoming and opening daily for the benefit of villagers and visitors to the South Downs National Park. As virus warnings ebbed and flowed throughout 2021, we were glad to be able to reopen our doors for private prayer or public worship as advised. We continued to be as welcoming as possible, with every care taken to implement risk assessments to abide by Government and Church of England regulations for worship. We were delighted to receive the gift of a water colour, 'Christ in Lockdown', painted by a parishioner when the church was open for private prayer the previous year, reflecting her sense of Christ's presence within our church throughout the pandemic. Visible expressions of worship in our church through paintings, installations, candles bearing the titles of current prayer intentions, and banners declaring 'Please take care of our planet' remind visitors of the liveliness of our worshipping community.



*'Christ in Lockdown' by Sue Hill; Christmas nativity crib with stars made by nursery school children*

### Regular services

Following increasing concerns about virus transmission, Sunday Services in early 2021 were once again online only, recorded and streamed from the Rectory study. Lesson Reader's recordings



uploaded to Facebook each week included readers who may have never read a lesson in church before. A Zoom Compline Service was offered each Wednesday evening with participants engaging by candlelight and leading prayers in turn. This was well supported and provided an opportunity afterwards to prepare one participant for baptism. In these ways, we held our congregation together and reached out to our local community, and a few farther afield.

After consideration it was decided to resume in-person services each Sunday from 14 March, beginning with the offering of Matins, a quiet Service accommodating itself well to ongoing restrictions. Streamed Eucharist Services continued until Pentecost. After Easter Day, both Matins and Eucharist were offered in church every Sunday, providing two small congregations, and occasionally outdoor services, to better encourage confidence in people's safety. Monthly Evensong at All Saints Chapel recommenced from June, Prayer Book Service of Matins or Holy Communion alternating with Family Worship at St Giles from September, and Taize Prayer was reintroduced in October. Everyone was delighted to have music and singing in church again, with some charming musical surprises provided by visiting musicians.

*Thank you for such a lovely (outdoor) service on Sunday – my parents haven't been to church for over a year because of Covid and they loved it.* Email from parishioner

*Not only was the service wonderful yesterday (with S's excellent reading and lovely playing from B) but your sermon was absolutely amazing, providing clarity and comfort on so many fronts. Could I possibly have a copy of it to pass on to E and R?* Email from congregation member

*I would like to thank you again for inviting (my daughter) to play in the church. It's a fantastic experience and she has been inspired by it tremendously.* Email on behalf of young violinist visiting the village

#### *Festivals and special services*



*Total immersion baptism in Churchyard on Easter Day; Candle-lighting Station in church for HRH Prince Philip RIP*

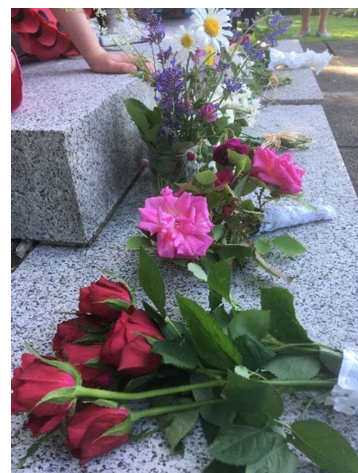
During Lent, a Stations of the Cross was set up along the village street with reflections posted on the church website. A regular Facebook reflection on sacred works of art provided support in the approach to Easter. Both were much appreciated. The Maundy Thursday service remained online, the new bowl and pitcher remaining unused for this for another year. On Good Friday however, a service of readings, reflective music and silence was thankfully offered in church again.

After a recorded first Eucharist of Easter on Easter Eve, with lighting of Easter fire and Paschal candle under the Rectory apples trees and singing of the Exsultet we were delighted to gather again in person for an outdoor churchyard Eucharist on Easter Day. Singing Easter hymns was now permitted outside, and the service contained the memorable experience of one teenager's total immersion baptism in a birthing pool surrounded by daffodils. This was the first of two churchyard baptisms that spring, the second used the Maundy bowl, to great delight.

St Giles tolled the church bell and provided opportunity to light candles in church, following the announcement of the death of HRH Prince Philip the Duke of Edinburgh in April. Some original occasions and locations for worship brightened those attending in the summer. An animal blessing service took place in the churchyard in June, with many dogs, a sheep and two donkeys.

*Just wanted to say how wonderful this morning's service was, I feel so supported and uplifted after a very difficult few weeks in our family. Email from parishioner*

The Centenary of the Dedication of the Village War Memorial Service also took place that month. A 'Blessing of the Stumps' in the recreation ground preceded an annual ladies' cricket match. A Pilgrim Group Eucharist was held in the Roundhouse of a local conservation project.



*Donkeys 'Bill and Ben' at Animal Blessing; War Memorial Centenary flowers*

A video recording for Graffham Infant School children was a way of sharing collective worship while the school remained closed to visitors. Though this proved difficult to repeat regularly, it revealed scope for contact in this way. Later in the year village young people recorded service notices for the parish in a welcome contribution to church life. It was good to return for weekly collective worship from September, to be with and get to know the children again in school and nursery. Each week the service was summarised in the school's 'Friday Flyer' newsheet, to include families in our worship taking place.

Family Worship in the autumn included 'Bring your Bike to Church' and 'Bring your Teddy to Church' Services and a Climate Service to coincide with COP26. A new Halloween Service was held at dusk on 31 October, combining serious reflection with spooky music and costumes followed by a churchyard hunt for guardian angels in the dark. This proved a popular event, engaging new families to church in an accessible way. From congregation members:

*'...and then the great Halloween Service. It was so much fun, so well thought out with so much imagination involved. So much atmosphere. Great to see everyone dancing their way out. I have to say it was a coup! Well done – I am sure you have encouraged more families to come to our fun church in the future.'*

*Halloween. What a triumph! It was so good. Well done. All of it! We loved it.*

*Well done to all involved in tonight's Halloween Service! Brilliant turnout with many sure to return! The bishop is sure to be proud!*

*Wow...that was brilliant! Well done. So glad so many people came and with so many children. It was a lot of fun and had a clear message. And hopefully some of those who are not regular church people will have had a really positive experience of church.*



*Halloween Service; Bring Your Teddy to Church Service*

Fitting observance of Remembrance then took place in church and at the War Memorial, the church continuing to play its vital role in remembering those who served and suffered in demanding times. As Christmas approached, concern at the arrival of Omicron, a new Covid variant began to affect services and attendance again. A Christingle Service for School, nursery and parents making a welcome return was celebrated not in church but outside the school building for safety. With a new organist playing for Sunday Services to great appreciation, and little choir enhancing worship, the Lessons and Carols Service cautiously combined choral and solo singing with fewer congregational carols. A Quiet Advent Service was well placed to reflect on the season and remember loved ones. With organist absence through Covid, a first Crib Service held at St Giles on Christmas Eve adapted cheerfully to guitar accompaniment, and on Christmas Day to the surprise of a willing pianist discovered in the congregation.



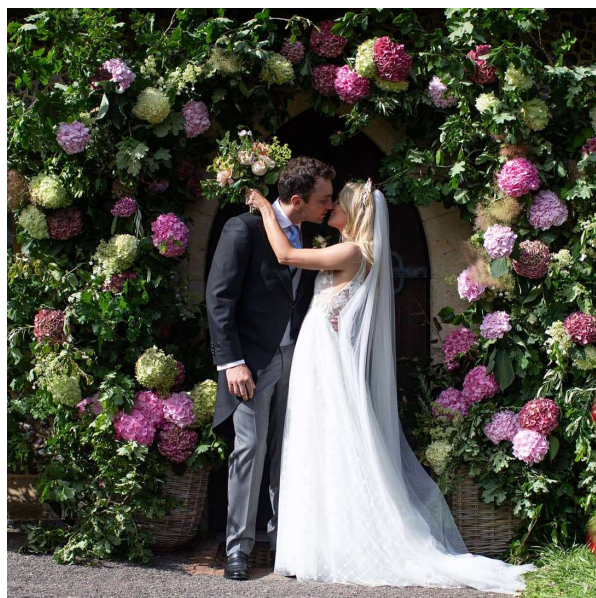
### *Occasional offices*

In addition to baptism services referred to earlier, as restrictions lifted and the numbers of permitted attenders grew, six weddings took place in church again from May onwards to everyone's relief and delight. Renewed restrictions on marriages in early 2021 had put a strain on the mental health of wedding couples whose services had already been postponed, sometimes more than once. We did all we could to provide support and encouragement in this extended time of trial. Floor plans assisted in maintaining social distance requirements.

*We are both still reeling from such a wonderful day and cannot tell you how much it meant to us to be able to do the service bilingually. From the bottom of our hearts thank you, for the incredible lengths you went to, to make the service so personal to us both. We have felt such warmth and welcome from you and the congregation of Graffham church since the very first day we visited, and we look forward to coming back.* Letter from newly married couple

*I cannot thank you enough for all your help and being there for us, over what has been a difficult few years. You really did make our day the most wonderful happy day ever – thank you SO SO much we are so grateful.* Letter from bride

*We just wanted to send you a quick email to say a massive, massive thank you for everything you have done for us over the last couple of years, through all the covid delays, and specifically for our Wedding Day...Thank you also to everyone from the church who helped make our wedding so special!* Email from newly married couple



*Posting the wedding document; Wedding couple at Flower Arch, South Door of St Giles Church*

Bells rang again with limited numbers and restrictions observed. A change in marriage law from 4 May affecting registration led to the introduction of a new ceremony of posting the marriage document, in the convenient post box just outside the church. This has now become a tradition.

Restrictions also affected funeral services. Support was provided for those unable to attend a service for a loved one, and we were thankful when able to conduct funeral and ashes burial services again.

*Words cannot express how grateful we are for our day yesterday – and for your part in bringing it about... Huge good wishes to you. I am not religious, but you have shown us such warmth and welcome, I am beyond words today.* Email from next of kin of departed

### **Reappraise the offering of worship in the light of lockdown experience; ‘more open’**

Although continuing to be challenging for everyone at times, in each case our parish did all it could throughout the year to enable fitting celebration and memorial for all participating in varied forms of worship, while ensuring people’s safety. Although numbers attending continued to fall short of pre-covid levels, they have been sufficiently encouraging to offer hope that in time and with attention, confidence and commitment can return. We learned to be more flexible, ready to change what we offered to suit the circumstances of the time, to value both diversity in worship and the traditional forms of worship which ground us. We discovered greater humility, recognising we could not take what we had for granted, and needed to become more fully open to the challenges and mercies which shape our worshipping life. In 2022 our aim is to encourage a wider cross-section of people to, and opportunities for worship.

### **Encourage study and reflection for the development of faith and mission; ‘more converted’**

Opportunities for reflection took place each Sunday in regular services once recommenced. No Lent lunches were possible. However, one adult and three young people were prepared for baptism during the year. The established Pilgrim group began to regularly from June for prayer and study, using ‘Dear England’ by Stephen Cottrell, Archbishop of York, a valued book studied by the group in 2021. It continued to be a challenge to encourage people into dedicated study for those unaccustomed to doing so, though was greatly rewarding for those who did. The whole experience of 2021 provided much food for thought and reflection on faith and mission, and how to carry this out. We hope to encourage new members to participate in our Pilgrim study group next year.



*Roof of Roundhouse at local conservation project where Pilgrim group Eucharist took place in 2021.*

## COMMUNITY

### Aims and objectives for 2021:

*Enhance the relationship between our church and church school; 'more engaged'*

*Identify opportunities of service to families and individuals in need; 'more engaged'*

---

### Context

*Local community*



*Harvest lunch; 'Beating the bounds' Walkers at South Downs Lizard Sculpture*

A good number of newcomers arrived in our village in 2021, whom we welcomed personally as much as possible. We were delighted to offer an enjoyable Harvest Lunch in September, with shepherd's pies and fruit crumbles prepared by local people and church members. An open studio day, coffee morning and tea afternoon provided further opportunities for new and long-standing residents to meet and socialise. At the village fete, a map showing a planned sponsored 'beating the bounds' of the parish advertised our presence there. Blessing the annual Graffham ladies cricket match with West Wittering was a great delight. Our Christmas Fair took place in person again, providing further social engagement. All these events build 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. Much care was taken to ensure that all activity is carried out with regards to people's safety.

The church continues to provide pastoral support to the community wherever a need is discerned. A new initiative described as 'the ministry of cake' allows Revd Vivien to deliver a cake, left in church each Sunday, to whoever she feels may appreciate it. This has proved an apt and welcome way to communicate the church's care and concern to others.

*Thank you so much for visiting me, delivering a lovely cake and such beautiful flowers. You really cheered me up on what was rather a miserable day for me. Email from Graffham resident*

*When you left, I realised that you are the only person I have spoken to today. Thank you for dropping by. Email from Graffham resident.*

A great highlight of the year was the presentation of the British Empire Medal in the Empire Hall to our shopkeeper Jeeva in December 2021 by our Lord Lieutenant, for services to the community during lockdown. Behind this achievement was the support of local people brought together, amongst whom the church community plays its part.

#### *Communication media*

Our Church Facebook page continues to provide means of communication to the village and provided a kind of lifeline when people were restricted in going out.

*Thank you for being a constant virtual presence and voice of encouragement during the lockdown. The 'voice of calm' in a time of turmoil. But also afterwards when we met by chance in the churchyard when during our conversation you gave me some very valuable words of hope. Email from Graffham resident*

A new feature on our website advertises the availability of our history book 'Graffham through a thousand years', the new Graffham Archive website, and past and present copies of our outstanding parish magazine, the Graffham Parish News. This provides excellent outreach to our village community.

*'...we are really pleased with it. It seems to be a wonderful publication for the community and very interesting too.'* Daughter of deceased whose obituary featured in the magazine.

At the end of 2021, after four years of sterling service, its retiring editor was warmly thanked and an editorial team with new ideas planned took over for 2022. Zoom has continued to provide useful means of communication for meetings and Night Prayer services.

#### *Community use of church building*

2021 was another year when the opportunity to extend use of our buildings was restricted. We were glad to open our doors once again for people to visit the church and enjoy its historical interest, as well as its spiritual integrity. Our bellringers were pleased to return to practice nights in September 2021 and welcoming new recruits, with the support of visiting trainers from other village churches, and a visiting band to ring in October.

We hope 2022 will provide greater opportunity for community use.

#### **Enhance the relationship between our church and church school; 'more engaged'**

##### *Lavington Park Federation Schools*

Our parish priest continues as Foundation Governor to our church school. It continued impossible to visit the school during the first part of 2021, offering prayerful support only. In September however



Revd Vivien was delighted to resume weekly collective worship in the hall and get to know the children again after a long absence and also visit the children in Graffham nursery. A Vision group was formed within the Governing body in October, focussing on the school's Christian identity. The school also contributed to a 'crumblethon' and chocolate appeal for Stonepillow and prepared a banner 'Please take care of our planet' for our October Climate Service.

We are continuing this aim to build relationship with local church school for mutual benefit in 2022 and enhance our relationship further.

### **Identify opportunities of service to families and individuals in need: more engaged.**

#### *Wider community*

Our church community continues to support others beyond the parish boundary, despite limitations due to our commitment to pay the full parish share. The Mothers' Union expressed appreciation of our donation to their Caravan Appeal, a thank you illustration by local student being used on its letter headings during the appeal. Petworth Area Churches Together manages a local Foodbank service, with a Foodbank collection point now based at the village shop. A clothes collection for refugees was brought together at the village fete. 32 fruit crumbles made by parishioners and families from our village school were sent to the Stonepillow charity for their freezers, a record number this year. A Christmas appeal for coffee, sugar and chocolate for Stonepillow clients resulted in a goodly amount sent to bring Christmas cheer.



*'Thank you' Notice, one of many produced by talented local illustration student Izzy to advertise our church services and activities; Stonepillow donations Christmas 2021*

Our parish priest's discretionary fund was drawn upon in numerous ways during the year, to the benefit of families finding life challenging after lockdown, especially in our schools.

*This kindness and generosity is life-changing, bringing in the support of this skilled and superb group will make all the difference to this little boy. With many thanks.'* Headteacher of village school following discretionary fund donation

In 2022 we hope to identify further opportunities of service that are not cash-dependent and strive further to engage with important matters like poverty and environment.

## FABRIC

### **Aims and objectives for 2021:**

*Develop plans for improving facilities to serve public needs; 'more open'*

*Consolidate maintenance programme making best use of volunteer working parties; 'more engaged'*

*Continue to emphasise environmental awareness in conjunction with Eco-Church; 'more engaged'*

.....

### *Context*

St Giles Church is situated within an open churchyard with delightful views across the countryside and in the shelter of the South Downs. There is in addition a churchyard extension. 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.

### **Consolidate maintenance programme making best use of volunteer working parties; 'more engaged'**

### *Maintenance*

Our practical maintenance schedule developed during 2020 is beginning to prove its worth. Those who may not attend church services regularly showed 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.

Desirable repair works to string course stonework and electrical work identified in 2020 was carried out successfully early in 2021, helping us to continue to fulfil our duty of care for St Giles Church as a place of worship, historic monument, and community resource.



*String Course Stonework before and after completion, Spring 2021*

Lead painting was carried out to protect this material from theft, all our tungsten lightbulbs replaced with LED lamps for environmental reasons and outdoor automatic lighting restored for public safety. Testing of fire extinguishers and electrical items, examination of headstones and removal of part of a fallen ash tree was carried out in our duty of care for those who use our building and churchyard.

### *Improvement of facilities*

As in 2020, the main thrust of efforts during 2021 focused on financial sustainability, creative alternative worship arrangements, and public safety. For these reasons, plans for improvement to the church building continued to be shelved, though the removal of spoil in our churchyard to provide further burial spaces and the possible installation of pew cushion heating for more environmentally friendly warmth began to be explored. We were also pleased to introduce a new garden bench into the churchyard this year, in memory of long-standing resident Maurice Bradley.

A quinquennial report carried out in December 2021 will permit the church to plan for the forthcoming five years. Our aim is to improve church facilities by the end of 2026 that enable us to increase our quality of worship and service to the community.

### **Continue to emphasise environmental awareness in conjunction with Eco-Church; 'more engaged'**

#### *Environment*

Graffham village has a good reputation for environmental awareness which the church works to encourage. Our churchwarden is an enthusiastic environmental campaigner. Facebook pages encourage interest in local flora and fauna, share articles of general ecological interest and allows local people to buy, sell, swap, giveaway and repurpose their unwanted belongings. Articles on sustainability and wildlife feature monthly in the parish magazine. The grass mowing contractor sensitively leaves areas of cowslips and oxeye daisies in the churchyard. We were delighted to be visited by Sussex Wildlife Trust in 2021. The team offered advice on a more sensitive use of our churchyard, preparing a plan for managing areas to encourage a wildflower meadow. We plan to put this into operation in 2022.

In addition to a special Climate Service, our need to care for creation continues to be prayed for every Sunday in church. It is hard to overstate the importance of this highlighting of our need to care for the wellbeing of a fragile world. We wish to continue to develop strategies for increasing environmental care of our local area in 2022



*Rainbow over Church in South Downs, Spring 2021*

## Aims and objectives for 2022

For 2022 the following objectives and activities to fulfil our aims form our Mission Action Plan, linking to objectives from the four elements of the Chichester Diocesan Strategy 'Vision for Growth 2020-25' as applicable:

### 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'

## 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 Matthew Pitteway	(to April? 2021)
	Mrs Virginia Barrett	+Church Music

### *Elected Members*

Mrs Diane Bellis	+PCC Secretary + Deanery Synod
Mrs Jan Brind	
Mrs Ann Brown	+ Deanery Synod
Mrs Yvonne Butterick	+Treasurer
Mr Stuart Lewis	
Mr Michael Blunt	
Mr Matthew Pitteway	(from April 2021)
Mrs Fiona Mackie	(from April 2021)
Mrs Marie Bracey	(from April 2021)



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

Revd. Vivien Turner Date 24 March 2022

# Annual Financial Report for the year ended December 31<sup>st</sup> 2021

## The Financial Review

### Summary

The Church's total income across all funds in 2021 was £53,438 (2020: £48,513), with costs of £49,543 (2020: £41,122). Unrestricted income totalled £51,796 (2020: £44,346) and expenditure totalled £42,048 (2020: £40,307). Included in the income is the net proceeds from the 2021 Christmas Fair of £5,964 (2020: £6,251) which has been retained in the general fund. The surplus for the general fund, which covers all the day-to-day running expenses of the Church, was £9,748 (2020: £4,039).

Throughout 2021, the PCC has successfully focused on the need to increase unrestricted income to enable all its day-to-day expenditure to be met, and this year has been able to increase reserves establishing a designated fund to cover future major expenditure. The plan is to continue this strategy throughout 2022, as well as raising funds for specific projects and purposes as these are identified.

The other increase in overall funds is the value of our investments which have risen by £5,724 (2020: £2,520). Overall funds have increased by £9,620 (2020: £9,911) to £92,163 (2020 £82,543).

A full breakdown is provided in the financial statements.

### Rectory Costs

The running costs of the Rectory attributable to the Parish amounted to £3,682 (2020: £3,517) 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 £27,048 (2020: £26,124). Restricted funds received £835 (2020: £3,699).

The facility to give online via the Give a Little facility was launched in the second half of 2020. It has proved 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 the year the PCC signed up with the EasyFundraising initiative. While this has so far been limited in take up amongst the community, it is hoped that increased take-up will feature in 2022. The first receipt from this source of circa £165 is expected in the early part of 2022.

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

There remain some parishioners who 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 these preferences. Ongoing efforts and regular communications via the Parish Magazine, at church services and local parish events have resulted in 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 £15,074 (2020 £14,568).

During most of the year we have been able to run a variety of fundraising events, in line with COVID-19 restrictions and rules. We are pleased to report total income from these sources of £1,773 for the general fund.

## **Impact of COVID-19 Pandemic on finances**

Despite the ongoing restrictions during the year, the PCC are generally very pleased that using various communications and methods of giving, our income has increased. The ability to hold wedding ceremonies during the year along with some generous donations coming from these events has contributed to the successful outcome for the year.

In December we were able to hold our Christmas Fair and while the extent of stall holders was reduced on prior years, the funds generated held up extremely well. This annual event continues to be an important source of total income.

## **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 £26,870, being fulfilment of a 100% pledge, £28,632 less fee rebate of £1,762 (2020: £27,842) representing full contribution of our costs as calculated by the Petworth Deanery.

### **Insurance**

The PCC moved to Trinitas from Ecclesiastical as its insurance provider at the beginning of the year. 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 2022.

### **Quinquennial Report**

The next inspection took place in November. The full report is due to be received by the end of January 2022. The invoice for the costs associated with the report had not been received before the year end.

The PCC will examine ways to increase Fabric fund resources and consider detailed expenditure budgets once the extent of repair works is fully understood.

Similarly, the PCC recognise the Bells require ongoing maintenance over the coming years and funds may need to be raised to meet this expenditure.

### **Charitable Giving**

During the year the PCC made donations of £657 to The Mothers' Union (Christian Care for Families), £30 to the British Legion, £296 to the Deanery's Family Support Work, and a total of £1,665 from the Parish Priest's Discretionary Fund to help families in need within the parish. In addition £200 of Tesco vouchers were purchased and will be distributed to local families in need when required.

### **Donations via the PPDF**

We are pleased to report the continuation of this restricted fund, which has received an additional donation of £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 £1,665 during the year in support of families and children's mental health within the parish.

### **Reserves Policy**

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 £9,854 (2020: £14,092). Expenditure incurred during the year from this fund totalled £5,529. A LPOW grant application to recover VAT of £914 on these payments was successful with the funds received in early January 2022.

The PCC revised its financial policy in 2021 and made allowance for the general fund balance to be of the order of £20,000 which covers almost six months expenditure (based on 2021 costs). As such a surplus of £30,000 from the general fund has been transferred to a designated fund. At year end the General Fund contained a sum of £22,838.



## Statement of Financial Activities

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2021	Total 2020
<b>Receipts</b>						
Donations and Legacies	35,475	—	835	—	36,310	34,754
Charitable Activities	2,496	—	—	—	2,496	1,820
Other Trading Activities	13,122	—	—	—	13,122	10,741
Investments	703	—	—	430	1,133	1,185
Other Receipts	—	—	377	—	377	13
<b>Total income</b>	<b>51,796</b>	<b>—</b>	<b>1,212</b>	<b>430</b>	<b>53,438</b>	<b>48,513</b>
<b>Payments</b>						
Cost of Raising Funds	312	—	—	—	312	271
Cost of Charitable Activities	38,318	—	7,495	—	45,813	37,789
Trading Costs	3,418	—	—	—	3,418	3,062
<b>Total expenditure</b>	<b>42,048</b>	<b>—</b>	<b>7,495</b>	<b>—</b>	<b>49,543</b>	<b>41,122</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>9,748</b>	<b>—</b>	<b>(6,283)</b>	<b>430</b>	<b>3,895</b>	<b>7,391</b>
<b>Transfers</b>						
Gross transfers between funds - in	—	30,000	430	(430)	30,000	873
Gross transfers between funds - out	(30,000)	—	—	—	(30,000)	(873)
<b>Other recognized gains / losses</b>						
Gains / losses on investment assets	2,106	—	1,291	2,328	5,725	2,520
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—
<b>Net movement in funds</b>	<b>(18,146)</b>	<b>30,000</b>	<b>(4,562)</b>	<b>2,328</b>	<b>9,620</b>	<b>9,911</b>
<b>Total funds brought forward</b>	<b>40,984</b>	<b>—</b>	<b>21,903</b>	<b>19,656</b>	<b>82,543</b>	<b>72,632</b>
<b>Total funds carried forward</b>	<b>22,838</b>	<b>30,000</b>	<b>17,341</b>	<b>21,984</b>	<b>92,163</b>	<b>82,543</b>

## Statement of assets and liabilities

	General Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2021	Total 2020
<b>Current assets - Cash at bank and in hand</b>						
NatWest Current Account -	783	—	—	—	783	2,451
Barclays Current Account -	19,945	5,966	78	—	25,989	21,541
CCLA (CBF) deposit account -	—	9,263	7,002	—	16,265	15,150
<b>Totals</b>	<b>20,728</b>	<b>15,229</b>	<b>7,080</b>	<b>—</b>	<b>43,037</b>	<b>39,142</b>
<b>Debtors</b>						
Gift Aid due from HMRC	538	—	—	—	538	1,295
<b>Totals</b>	<b>538</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>538</b>	<b>1,295</b>
<b>Current assets – Investments</b>						
CCLA (CBF)Investment Fund 610072001S -	2,110	14,771	10,261	—	27,142	23,745
CCLA Fund CBF/110001731S (Nudd Fund) -	—	—	—	16,753	16,753	14,656
CCLA Fund CBF/110001739S Brandt -	—	—	—	5,231	5,231	5,000
<b>Totals</b>	<b>2,110</b>	<b>14,771</b>	<b>10,261</b>	<b>21,984</b>	<b>49,126</b>	<b>43,401</b>
<b>Liabilities - Agency accounts</b>						
Prepaid Advertising	4,170	—	—	—	4,170	2,825
Unpaid Diocesan Fees	—	—	377	—	377	13
<b>Totals</b>	<b>4,170</b>	<b>—</b>	<b>377</b>	<b>—</b>	<b>4,547</b>	<b>2,838</b>
<b>Grand total</b>	<b>19,206</b>	<b>30,000</b>	<b>16,964</b>	<b>21,984</b>	<b>88,154</b>	<b>81,000</b>

This Financial Report for the year ended 31st December 2021 including the notes following, was approved by the PCC, and signed on its behalf by The Revd. Vivien Turner, PCC Chairman:

.....Date

## Analysis of receipts and payments

### Receipts

	General Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2021	Total 2020
Gift Aided Donations S/O's & CAF	3,331	—	—	—	3,331	4,258
Parish Giving Scheme (gift aided)	14,496	—	—	—	14,496	13,998
Parish Giving Scheme (not gift aided)	578	—	—	—	578	570
Collections (excl. envelopes)	4,139	—	—	—	4,139	3,067
St Giles Donations Box	20	—	—	—	20	10
One-off Gift Aid gifts	2,495	—	—	—	2,495	2,146
Other Donations	1,989	—	835	—	2,824	5,774
Tax recoverable on Gift Aid	7,397	—	—	—	7,397	4,904
Legacies	1,000	—	—	—	1,000	—
Other funds generated	30	—	—	—	30	27
<b>Total</b>	<b>35,475</b>		<b>835</b>	<b>—</b>	<b>36,310</b>	<b>34,754</b>
<b>Charitable Activities</b>						
Fees for weddings and funerals	2,496	—	—	—	2,496	1,820
<b>Total</b>	<b>2,496</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2,496</b>	<b>1,820</b>
<b>Other Trading Activities</b>						
Christmas Fair	5,964	—	—	—	5,964	6,251
Christmas Fair - late payments	455	—	—	—	455	25
Other Fundraising Events	1,773	—	—	—	1,773	420
Parish Magazine Advertising - Current Year	720	—	—	—	720	1,092
Parish Magazine Advertising - Advances	4,170	—	—	—	4,170	2,825
Parish Magazine Subs & Sales	40	—	—	—	40	128
<b>Total</b>	<b>13,122</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>13,122</b>	<b>10,741</b>
<b>Investments</b>						
CBF Funds Interest	703	—	—	430	1,133	1,185
<b>Total</b>	<b>703</b>	<b>—</b>	<b>—</b>	<b>430</b>	<b>1,133</b>	<b>1,185</b>
<b>Other Receipts</b>						
Agency fees & Other	—	—	377	—	377	13
<b>Total</b>	<b>—</b>	<b>—</b>	<b>377</b>	<b>—</b>	<b>377</b>	<b>13</b>
<b>INCOME TOTAL</b>	<b>51,796</b>	<b>—</b>	<b>1,212</b>	<b>430</b>	<b>53,438</b>	<b>48,513</b>

## Payments

	General Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2021	Total 2020
Cost of Christmas Fair	312	—	—	—	312	247
Cost of Other Events	—	—	—	—	—	24
<b>Total</b>	<b>312</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>312</b>	<b>271</b>
<b>Cost of Charitable Activities</b>						
Gifts to Charities	1,183	—	1,665	—	2,848	471
Diocese Contribution and Deanery Costs	26,870	—	—	—	26,870	27,842
Incumbent's Expenses	626	—	—	—	823	549
Rectory - Council Tax, Water, Fuel	3,682	—	—	—	3,682	3,517
Parish training and mission	—	—	—	—	—	39
Routine Repairs and Maintenance	539	—	1,509	—	2,048	358
Upkeep of services	179	—	—	—	179	190
Church Flowers	112	—	—	—	112	—
Churchyard and Cemetery Maintenance	1,152	—	—	—	1,152	1,152
Bells	—	—	—	—	—	30
Repairs/Renewals/Maintenance Administration/Other	975	—	—	—	778	940
Visiting Priests	53	—	—	—	53	53
Agency Payments	—	—	13	—	13	56
Church Utility Bills	1,115	—	—	—	1,115	688
Church Insurance	1,832	—	—	—	1,832	1,904
Major Church Repairs (inc. redecoration)	—	—	4,308	—	4,308	—
<b>Total</b>	<b>38,318</b>	<b>—</b>	<b>7,495</b>	<b>—</b>	<b>45,813</b>	<b>37,789</b>
<b>Trading Costs</b>						
Parish Magazine Costs	3,418	—	—	—	3,418	3,062
<b>Total</b>	<b>3,418</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>3,418</b>	<b>3,062</b>
<b>Payments Total</b>	<b>42,048</b>	<b>—</b>	<b>7,495</b>	<b>—</b>	<b>49,543</b>	<b>41,122</b>
<b>Balance of Receipts over Payments</b>	<b>9,748</b>	<b>—</b>	<b>(6,283)</b>	<b>430</b>	<b>3,895</b>	<b>7,391</b>

## 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 31<sup>st</sup> December was £16,265 (2020: £15,150) and interest of £703 was received and applied to the general fund.

The CCLA Investment fund holds 1159.02 shares whose value at 31<sup>st</sup> December was £27,142 (2020: £23,745). Income of £689 received is applied to the general fund.

The Nudd fund, an endowment fund, holds 715.39 shares whose value on 31<sup>st</sup> December was £16,753 (2020: £14,656). Income received from this fund was £425 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 £5,000. In mid-year the PCC agreed to transfer this from a deposit account to an investment fund. Total interest from the deposit account of £5 was attributed to the garden fund. Since establishing the investment fund, the value has increased by £198 with a further £33 of investment income raising the value as at the end of the year to £5,231.

## 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. It is recognized that costs of running the Parish include the proper maintenance of the church building, the bells, the graveyard, and the organ. While some funds to cover these aspects are held in the respective restricted funds, it is clear the levels they presently contain will be insufficient to meet immediate and future expenses associated with maintaining and improving these vital elements of our church properties. Against this background, the PCC wishes to adopt a prudent approach by ensuring sufficient liquidity is available to meet planned and unforeseen costs. The formulation of a five-year plan will take place in the first quarter of 2022. The plan will include aspects as identified in the quinquennial report, the inspection report on the bells and the much-needed works to the graveyard extension to facilitate additional burial spaces. Additionally, at the end of the year the organ needed repair. The PCC consider the funds held in this new designated fund to be protected, as far as reasonably possible, from general running costs.

### **Restricted Funds:**

**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 £2,426 on 31<sup>st</sup> December. The PCC plan to utilize £1,000 towards the cost of the graveyard maintenance in 2022. It is anticipated the balance will contribute to the costs of removal of the soil heap in the graveyard extension.

**The Bell Fund:** This fund received donations during the year amounted to £335 and we carry a total at the end of the year of £2,348 after costs of £288 for an inspection report in the last autumn. This identified a range of maintenance works required and it is anticipated the bell fund balance will be fully utilized to contribute to these costs.

**The Organ Fund:** The Organ Fund contains the balance of donations made to purchase the organ of £323. These funds will be used for ongoing maintenance and repair.

**Fabric Fund:** Expenditure from this fund was the closing balance, after revaluation of the investment funds is £9,854. This fund will be used to cover costs as identified in the quinquennial report.

**Parish Priest Discretionary Fund:** Established in July 2020. Gifts in support of local families in need totaled £1,665 during the year. The closing balance is £2,013 will allow more giving during 2022.

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

## 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 Balance
<b>Unrestricted Funds</b>						
General Fund	40,984	51,796	(42,048)	(30,000)	2,106	22,838
<b>Designated Funds</b>						
St Giles Designated Fund	—	—	—	30,000	—	30,000
<b>Restricted Funds</b>						
Garden and Cemetery	1,996		—	430	—	2,426
Bell	2,301	335	(288)	—	—	2,348
Organ	323					323
Fabric – St Giles	14,092		(5,529)		1,291	9,854
Parish Priest Discretionary	3,178	500	(1,665)			2,013
Agency Payments	13	377	(13)			377
<b>Total Restricted Funds</b>	<b>21,903</b>	<b>1,212</b>	<b>(7,495)</b>	<b>430</b>	<b>1,291</b>	<b>17,341</b>
<b>Endowment funds</b>						
Nudd	14,656	425	(425)	—	2,097	16,753
Brandt	5,000	5	(5)	—	231	5,231
<b>Total Endowment funds</b>	<b>19,656</b>	<b>430</b>	<b>(430)</b>		<b>2,328</b>	<b>21,984</b>
<b>Total All Funds</b>	<b>82,543</b>	<b>53,438</b>	<b>49,973</b>	<b>430</b>	<b>5,725</b>	<b>92,163</b>

## 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	£626
Yvonne Butterick, Treasurer	£ 107
Michael Blunt	£216
Marie Bracey	£76

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 31<sup>st</sup>, 2021

This is my report to the Parochial Church Council (PCC) of St Giles Church, Graffham, on the annual report for the year ended 31<sup>st</sup> December 2021.

## 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

25<sup>th</sup> March 2022

Relevant professional qualification(s)

FCCA (retired)

Examiner's address

Sandrock Cottage, Norwood Lane, Graffham, GU28 0QG