

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 2020

Parish of Graffham with Woolavington

St Giles Church, Graffham, Petworth, GU28 0NJ

HMRC reference number X79965

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Website: www.stgilesgraffham.org

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

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

Mr Matthew Pitteway Seaford College Lavington Park GU28 0NB

Mrs Virginia Barrett, Greenwood Cottage, Graffham, GU28 000

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

Bankers: NatWest and Barclays Bank

*Below: Historic closure of St Giles Church 2020
Parish Eucharist celebrated weekly at Rectory during lockdown.*



Parish of Graffham with Woolavington

Trustees' Annual Report for 2020

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.

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

- 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**

What we achieved and how we affected beneficiaries' lives

LEADERSHIP

Graffham with Woolavington is an active parish with electoral roll of 69 in early 2020 and parish priest Revd Vivien Turner in post eighteen months at the beginning of the year. As a result of the virus lockdown PCC meetings were by Zoom for part of the year and the APCM delayed until September. Churchwarden Mr Alan Sargent stood down at this point, with a presentation made in appreciation of his long-standing and valued service in this office. In his place Mrs Virginia Barrett was welcomed as churchwarden, alongside Mr Matthew Pitteway. Mrs Yvonne Butterick and Mrs Sonya Gillespie continued as Treasurer and Safeguarding Officer respectively and are greatly appreciated. Mr Stuart Lewis and Mrs Yvonne Butterick became full PCC members, and Mr Blunt also welcomed onto the PCC as Sustainability Officer, making a complement of nine valued members at the end of 2020. 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.

Leadership aims and objectives for 2020

Enlist practical and financial community support for St Giles' church as a valued historical, spiritual and social resource in our village

With the closing of our church and chapel and disallowing of community activities following the first coronavirus lockdown in March 2020, maintaining parish financial security assumed even greater importance this year.



ONLINE



BY PHONE



VIA YOUR BANK



THROUGH A LEGACY



THROUGH A FORM

Drawings by local illustrator encouraging generous giving on our church website.

Loss of church collections and familiar fundraising initiatives raised concerns of a significant shortfall in income. As noted in the Financial Review (page 17) a drive encouraging donations via the Parish Giving Scheme launched in December 2019 proved a secure foundation for encouraging more predictable giving. As lockdown restricted income from collections, other giving initiatives were launched, including the capability for donors to sign up to the Parish Giving Scheme by telephone, in addition to the established method of filling in a form. A capability was also launched to make initially one-off and later also regular donations online, via our church website (in conjunction with GiveALittle).

The church website, church and village social media and parish magazine also proved invaluable in relaying a message to the community our church's need of financial support, eliciting a generous response. This was emphatically demonstrated in a new, virtual Christmas Fair, replacing its traditional format. It proved a fine example of church and community overcoming restrictions creatively together, providing enjoyment and much-needed income; to our surprise, much more than expected. The masterminding of the fundraising campaign by Sustainability officer Michael and his team was invaluable in achieving a positive outcome here. Again, effective use of the website, magazine and social media proved their worth in permitting a raffle and online auction, alongside a socially distanced roving produce stall and art studio sales. The value of such platforms is an important lesson learned.

FUNDRAISING CAMPAIGN REVIEW / Why was the response so overwhelming? Doubtless for many reasons, but among them because St Giles has long taken steps to put itself at the heart of the community.

Complete formulation of a financial policy to maximise security and mission potential

Alongside the urgent need to recover financial stability in 2020, the parish has not lost sight of the need to establish a formal financial policy which takes account of predictable spending and allocates realistic budgets for the various areas of church life. Because of the exigences of the Covid pandemic however, completion of this financial policy has been carried over into 2021 as a priority for our church.

Engage with the Diocesan Strategy 'Vision for Growth 2020-25'

Again, the pandemic has lessened the parish's opportunity to focus on this diocesan initiative explicitly. Going forward, mindful 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.

WORSHIP



Parish Eucharist celebrated in St Giles' Churchyard, Summer 2020; Communion table relocated to nave during restrictions, Harvest 2020

Welcome

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. Sadly however, lockdown has meant both Church and Chapel closing their doors for people's safety in 2020 for much of the year. While obviously distressing, this has provided opportunity for cleaning and tidying to take place, ready for re-openings for private prayer and services at different stages of lockdown easing. We have been as welcoming as possible at those times, with every care taken to implement risk assessments to abide by government and Church of England regulations for worship.

Services and attendance

Regular services

Service provision in the first three months of 2020 remained as previous years, with the great benefit of a Sunday Service every week, including once monthly both Matins and family-friendly 'Church on Sunday' service, and a fortnightly Evensong and monthly Taize prayer at All Saints Chapel. Numbers attending remained steady during this period at approximately 30 each week across these services.

From the beginning of lockdown, the Eucharist continued to be celebrated every Sunday from the Rectory study. Drawing on clergy family expertise, this began to be recorded and streamed via the church Facebook page and website homepage, to allow congregation members to participate from home. Although not everyone could or wished to take up this virtual opportunity of worship it was surprising to discover others also appreciating this who were not regular worshippers or lived quite far away. The potential of reaching new people in these accessible ways, apart from traditional church attendance, has been a powerful insight that continues to unfold.

ONLINE SERVICE I just wanted to say thank you for the lovely service this morning. It is my first service in many years, and I found it very moving and incredibly uplifting.. I haven't attended a church service for many years apart from occasional weddings and funerals but at this point in my life I feel very drawn to do so again. I now hope to become part of your beautiful church and its community. Somehow that is where I feel at home.

While continuing to offer online worship, we were delighted to return to in-person services when permitted over the summer and early autumn and during Advent up to Christmas. We took full advantage of our open churchyard with pleasant outlook over West Sussex countryside and held our Sunday Eucharist there as much as we could. This proved congenial in sunshine enhanced by birdsong and butterflies, with the advantage of walkers and cyclists passing by witnessing our worship and occasionally joining in.

CHURCHYARD EUCHARIST Today's service was so lovely. Reminded me of having outdoor lessons in school in Sri Lanka! The wall of the church was a lovely backdrop to where you were standing. Well done keeping us all together - what a lot of thinking and work

IN-PERSON SUNDAY SERVICES We have loved being at back at church the last 2 weeks. Inside and outside services have both been very special. Thank you for always making and all the children feel so much a part of things. / Parent Summer 2020

When the changing season returned us to indoor worship, we much appreciated those occasions when occasional organ playing could uplift us during challenging times.

Occasional offices

In 2020, despite many postponements of weddings during the year, we were delighted a marriage service took place in the summer at St Giles with 30 attending and four bells ringing. It proved to be much appreciated for the intimacy these smaller numbers enabled.

WEDDING We want to thank so much for an absolutely wonderful day and ceremony yesterday. We could not have had a more special, intimate and personal service. Your address was so lovely - we are so grateful, and all our guests commented on how on how moving it was. We honestly could not have envisaged a more perfect service and I think the fact it was smaller actually enhanced how meaningful it felt. We are especially grateful given how difficult it has been to plan, and we thank you for the extraordinary effort you have put in. We know you wanted it to feel like a celebration and it definitely did. / Wedding couple

Another wedding taking place at St Peter's Woolavington brought further joy. A child was welcomed into the church through baptism during an autumn churchyard Eucharist. Three funeral services were also conducted, two in the churchyard with close family only attending during lockdown, a sadness mitigated by villagers lining the cortege route to pay their respects to the deceased and their families. A third funeral with 30 attending took place inside our church during the summer. Although challenging for everyone at times, in every case the parish did all it could to enable fitting celebration and memorial for all participating in these forms of worship, while ensuring people's safety.

Festivals and special services

Followed permission granted by Bishop Martin and appropriate preparation, our greatest joy just before lockdown in 2020 was a special service in February admitting six of our children to holy communion.

FIRST COMMUNION SERVICE *We enjoyed the service, such a lovely atmosphere with a real sense of community and friendship. You have done so well to bring us together.*

At the end of this service, a slab of clay was brought into church by local potter Jo. The children and some others of the congregation, including the youngest and oldest, enjoyed impressing their feet in the clay. The parish was later delighted to receive a bowl and pitcher made from this clay, intended for use on Maundy Thursday. It was disappointing not to be able to make use of these valued symbols of our church identity when that day arrived, due to lockdown. It was a great delight to reappropriate them for our first churchyard baptism in October. Although services could not take place during Holy Week and Easter, crosses were placed in village gardens, fire was lit in the Rectory orchard, and the Exsultet sung and Dawn Eucharist celebrated in the Rectory garden, recorded and streamed online.



Maundy bowl and pitcher 2020; Donkeys at Churchyard Eucharist Christmas Day 2020

2020 was a particular year of commemoration for those who died in war. Flowers were laid and a churchyard service took place to mark VJ75, appreciated by family members of those who served in the Far East, one of whom tolled the church bell in the service.

VJ75 SERVICE Meant to say thank you, V, for a really wonderful service. Hit all the right notes. Well done! Attender whose father served in the Far East in WWII

The eightieth anniversary of the torpedoing of the SS City of Benares was marked in a videoed interview between our local school children and 91-year-old congregation member Sonia, one of the few evacuated children rescued from the ship.

BENARES VIDEO What an enchanting recording, with (Sonia) sitting cheerfully in the sunshine enjoying being the centre of attention and you so sensitively putting the children's questions to her and helping her get back on track when she forgot where she was going with a story!

Thank you so, so much for all the time and trouble you have gone to, to help her tell her story and help the school children to understand what it must have been like. And for arranging this way to save her going into school when she feels that is now beyond her.... Email from Sonia's family member

Short Acts of Remembrance at the War Memorial on Remembrance Sunday and Day permitted a restricted number of people attending to represent the whole village community in expressing its respect. The church plays a vital role in enabling these important remembrances of those who served and suffered in such demanding times.



Flowers laid by villagers in War Memorial Garden for VJ75; atmospheric candlelight enabling social distancing, Christmas 2020

For Christmas, the parish was delighted to offer both ‘Quiet Christmas’ and Christmas Eve Services inside church, and The Graffham Nativity and Christmas Day Eucharist outdoors in the churchyard. Candlelight was used to great atmospheric effect in indoor services, to hearten attenders coping with the limitations of Christmas worship minus carol singing or warm social interaction. It was good to have children and families participating and the support of village community members, including the company of two Graffham donkeys Bill and Ben, at both outdoor services. The memory of sharing in such celebratory worship helped us all as we suspended services for people’s safety once again immediately after Christmas Day.

Study

Opportunities for corporate study have necessarily been restricted in 2020. Just before the first lockdown, a Lent lunch allowed attenders to hear a thought-provoking insight into the plight of refugees in Calais. Our now established Pilgrim group also appreciated meeting on those occasions when the lifting of lockdown restrictions allowed.

Worship aims and objectives for 2020

Create a prayer tree for visitors and regular congregation members

Early in 2020 this was set in place, with leaves cut out for prayers to be written. The encouraging response was cut short by lockdown and ensuing restrictions though it is hoped to restore this when the opportunity returns. We were however able to light two outdoor Christmas trees, in our churchyard and outside our chapel, lifting the spirits at quite a dark time.

Explore creative worship opportunities to encourage new worshippers

This aim has been fulfilled in unexpected ways already outlined in this section, providing insights we hope to build on as time goes on.

Use music creatively in services

Again, restrictions provided unexpected opportunity in the establishment of a little choir of four to five people, allowing a small amount of singing during services when permitted to do so. This lifted our spirits while congregational singing has been disallowed. The use of hymns as poetry has also been explored in church services. In this, as in many other ways listed, our church has done what it can to find new ways of reaching out in worship to the glory of God in a demanding time.

COMMUNITY

Local community

The 2019 TAR report highlighted Graffham's community spirit. 2020 revealed how strong this is. The Village Shop in particular showed its worth in serving the community in valued ways, for which the shopkeepers have been deservedly honoured. The Graffham Health Support Association too, played its vital part. It has been vital for the church to serve and uphold this spirit in a difficult year, when so many community activities have been curtailed or suspended. When easing of restrictions provided opportunities during the year, artists' studios were kindly opened with careful risk assessment to enable community engagement in a welcome, if limited way. A roving produce stall overcame the impossibility of offering produce in an indoor sale and provided pleasure to villagers.



Opening of art studio to raise funds and enable social engagement, Summer 2020; roving produce stall in car boot, Christmas 2020

Communication media

As already highlighted, these proved invaluable in 2020. During lockdown, daily reflections posted by Reverend Vivien or Churchwarden Ginny on the St Giles Church Graffham Facebook page provided continuity of contact and encouragement, more than doubling numbers of people liking or following the page in 2020.

FACEBOOK 23 JUNE 2021: Waiting for each next step in lock-down key-turning has made me tired at times. I've been praying for resilience and endurance to adjust and readjust every time the guidance and direction changes. 'A bruised reed he will not break', say Isaiah and Matthew, suggesting difficult experiences contribute to our resilience and endurance. Here's a picture of Graffham lavender, fenced in yet bravely flowering away. When you bruise these reeds, their fragrance fills the air. Encouragement for the future here.



FACEBOOK DIARY COMMENTS SPRING 2020

How fabulous. Just love your diary; it's quite 'magical' i.e. 'transcendent with our Father's Love'.

I love it that people who never come to church like the churchy posts.

As we walked down through the village after one of our downland sorties today we stopped to talk to Betty. We were soon joined by Giles and Simon who were chasing Fiona who had run up the hill to the church with Phoebe in her pram. At a suitable distance a short conversation took place. Betty told us how much she enjoys your daily contribution to the St Giles website and this was echoed by the boys and me. I thought you would like to know your efforts are very much appreciated by a goodly number.

The St Giles Facebook page is comforting to read each day, and it is wonderful to see all the contributions from folk in the village helping so many of us to feel we are in touch.

And your creativity is brilliant, everything that is done like this reminds all of us that we are not alone, as we sit in our home and hope that the virus passes us by. It is quite biblical actually.

The Graffham Parish News published monthly by the church uplifted spirits, circulating throughout the parish when possible, without charge and available online through our church website. Its comprehensive redesign in 2019 really proved its worth this year.

MAGAZINE COMMENT Even though I'm not from the village I found the magazine very interesting it's great that people have gone to the trouble of writing the articles and that someone has collated it into a publishable article

Two extraordinary videos made during 2020, organised by our church, also highlighted the warmth and strength of our local community.

The first, 'Celebrating VE75' began with words from Lieutenant Michael de Burgh, recipient of WWII Spitfire flypast over his home near Graffham. Then provided a drive-through snapshot of local village celebrations from people's gateways before reaching the Graffham War Memorial for reading of the Roll of Honour, generating 1.3K views.

VE75 VIDEO 'Thank you! Wonderful! ...what an amazing village. So pleased to be living here!' 'How absolutely marvellous...thank you all who worked on this and may this video be saved forever.' Facebook comments



Graffham decorated for VE75; Christmas Story video cover

'The Village of Graffham tells the Christmas Story' once again brought our village community together in a shared retelling of the Gospel stories to which many villagers contributed, generating an extraordinary 1.5K views.

GRAFFHAM TELLS THE CHRISTMAS STORY VIDEO *'Gracious me, what a lovely thing.'* *'One of the most moving things that has been done in Graffham. Thank you to everyone involved. God bless Graffham this Christmas.'* Facebook comments.

Thank YOU for putting it all together and providing us with some spiritual hope this Christmas!! email

Wider community

Following our Lenten focus on this before lockdown, children at our church infant school made a generous collection of clothes for refugees, encouraging their kindness and benefitting people in serious need. Generous giving in our virtual Christmas Fair allowed our Christmas service collections to be donated to the Chichester Mothers Union appeal to refurbish and replace caravans for families in need, which will figure in our 2021 financial review.

Community Aims and Objectives for 2020

Enhance the relationship between our church and church school

Lavington Park Federation Schools

We would like to have developed this further in 2020. Instead, although engagement with our local school necessarily lessened during lockdown, children and staff remained uppermost in our thoughts and prayers and we continue this aim in 2021. Despite the year's limitations, the school's refugee clothes' collection was appreciated, the 'City of Benares' anniversary interview provided inspiration and we were delighted when the children contributed decorations to our stunning illuminated churchyard Christmas tree, donated by a local grower. We have also been able to offer support to school families in the form of the newly established priest's discretionary fund, with generous contributions by the community.



Identify opportunities for wider use of our buildings

Ironically 2020 saw a lessening of opportunity to use our buildings, though an unexpected widening in the use both of our churchyard and the whole village itself, a blessing we wish to continue going forward into 2021.

Encourage environmental awareness in conjunction with Eco church

Graffham village has a good reputation for environmental awareness which the church works to encourage. 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. Our churchwarden, an enthusiastic environmental campaigner, was invited to attend the Caring for God's Creation virtual meeting with +Ruth. Our need to care for creation is prayed for every Sunday in church, as requested by our village children, a prayer heard by a wider audience since services have been offered online. It is hard to overstate the importance of this highlighting of our need to care, for the future wellbeing of a fragile world.

FABRIC

Fabric aims and objectives for 2020

Prepare a schedule of repair works and regular maintenance schedule

The foundation of a practical maintenance schedule was developed during the year. Desirable repair works to stonework and electrical work were identified. Effective fund raising in 2020 would enable this work to be carried out 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.

Bring together a volunteer church maintenance support group

The place of the church in symbolizing, focusing and building community revealed itself strongly this year, vital when a shared difficult experience depends on mutual support to help one another through. Although restrictions narrowed the opportunity for volunteers to work together, community spirit was revealed, nonetheless. Those who may not attend church services regularly showed they still identify with and are willing to support the church in their community. The planting of flowers by church neighbours to improve the environment of the churchyard showed the church continues to be well-loved despite required closures. Lockdown provided ample opportunity for a thorough tidy of the church interior. This revealed hitherto concealed treasures including a Mothers' Union banner and historic C19th document, prompting investigation by our local archivist. Necessary rearrangement was also made to provide safer access, and improve worship provision during 'social distancing' restrictions when lockdown eased.



Volunteer party enhancing the churchyard, Summer 2020.

Continue to develop plans for improving facilities to enlarge public appeal.

The main thrust of efforts during 2020 focused on financial sustainability, creative alternative worship arrangements, and public safety during times when worship in person was possible. For these reasons, plans for improvement to the church building were shelved in 2020 until an opportune time.

Aims and objectives for 2021

For 2021 the following objectives and activities to fulfil our aims are planned, linking to objectives from the four elements of the Chichester Diocesan Strategy 'Vision for Growth 2020-25' as applicable:

Leadership

Complete robust financial planning to maximise security and mission potential; 'more generous'
Explore ways of supporting the wider church in mission; 'more engaged'

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 to families and individuals in need; 'more engaged'
Continue to emphasize environmental awareness in conjunction with Eco-Church; '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.

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	
	Mr Alan Sargent	(to September 2020)
	Mrs Virginia Barrett	(from September 2020)

Elected Members

Mrs Diane Bellis	+PCC Secretary + Deanery Synod
Mrs Virginia Barrett	(from September 2020)
	+Church Music
Mrs Jan Brind	
Mrs Ann Brown	+ Deanery Synod
Mrs Yvonne Butterick	+Treasurer
Mr Stuart Lewis	
Mr Michael Blunt	(from September 2020)

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 2020

The Financial Review

Summary

The Church's total income across all funds in 2020 was £48,501 (2019 - £54,377), with costs of £41,068 (2019 - £46,615). Unrestricted income totaled £44,347 (2019: £46,907) and expenditure totaled £40,308 (2019: £43,295). Included in the income is the net proceeds from the 2020 Christmas Fair of £6,251 which has been retained in the general fund. The effect of this has been to see contribute to a surplus for the general fund, which covers all the day to day running expenses of the Church, this year of £40,986.

Throughout 2020 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 will continue in 2021 along with additional activities which are necessary to raise funds for specific projects and purposes.

The other increase in overall funds is the value of our investments which have increased by £2,520 (2019 £5,610) plus £3,549 into a new restricted fund, The Parish Priest's Discretionary Fund (PPDF).

A full breakdown is provided in the financial statements.

Rectory Costs

The running costs of the Rectory attributable to the Parish amounted to £3,517 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 £26,149 (2019: £25,414). Restricted funds received £3,699 (PPDF £3,549 Bell £150).

In the second half of the year the PCC established a facility to give online via the Give A Little facility which is promoted on the St Giles Church Website. Since its launch £830 (ex Gift Aid) was donated using this system. Next year the PCC hope to see continued use of online giving and, once services in Church resume, a return to use of the Goodbox system.

During the year the PCC has continued to encourage existing regular donors to switch to giving through the Parish Giving Scheme (PGS), and most regular givers have now taken this opportunity. Ongoing efforts and regular communications via the Parish Magazine and via the website have resulted in new donors to contribute through the scheme. By the end of the year there had been a notable increase in donations via PGS.

Our ability to run the usual kind of fundraising events during the year was curtailed due to restrictions imposed by the COVID-19 pandemic, although a sponsored walk resulted in the helpful contribution of almost £420 to the general fund.

Impact of COVID-19 Pandemic on finances

Soon after the imposition of lockdown measures at the end of March it became very clear the major impact would be felt on our ability to raise funds from collections at all services in church. As the year progressed it became increasingly clear that arranged weddings could not take place, resulting in reduced fee income, and that planned fundraising events including the usual format for the Christmas Fair, could not take place. Budgets were prepared based on a variety of scenarios and online giving was launched and heavily promoted to try and mitigate the loss of income.

Inevitably total income from the usual sources has been very much impacted and will continue to be adversely affected into 2021 as long as Government restrictions remain in force.

We are however pleased to report that the “virtual” Christmas Fair was a tremendous success raising over £6,200 and ensuring that overall income exceeded expenditure by £4,000.

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 contribution to the Diocese of Chichester of £27,842 (2019: £27,533) representing 100% of our costs as calculated by the Petworth Deanery. This includes our contribution to the Petworth Deanery of £278 (2019: £326).

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 2021.

Quinquennial Report

The next inspection fell due towards the end of 2020 but has been postponed due to COVID-19 restrictions. It is anticipated this will now take place at the earliest opportunity next year. In the meantime necessary and important work to maintain the fabric of the building is being undertaken. The PCC will examine ways to increase Fabric fund resources and consider detailed expenditure budgets once the extent of repair works are fully understood.

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

Charitable Giving

During the year the PCC made donations of £100 to Stonepillow. Regrettably no additional gifts were made given concerns over the ability to ensure sufficient general fund income to cover operating expenditure.

Donations via the PPDF

We are pleased to report the establishment of a new restricted fund, the Parish Priest's Discretionary Fund, following an initial donation of £2,500 from The Laing Foundation. The purpose of the fund is to assist local families in need, as recommended to the Parish Priest. During the year just over £370 was gifted with plans for further giving to be made throughout 2021.

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 £14,092 (2019: £13,854).

At year end the General Fund contained a sum of £40,986 (which includes the transfer of £471 from the Flower fund and £402 from the All Saints fund, these transfers having been approved by the PCC and cleared as allowable. The general fund balance at year end is equivalent to almost 12 month's annual expenditure of £40,300 (2019: £43,295). The PCC policy allows for retention of a sum up to 6 months expenditure and dependent on the outcome for 2021, the PCC will consider transfers to designated funds as appropriate.

Statement of Financial Activities

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
Receipts					
Donations and Legacies	31,055	3,699	—	34,754	38,627
Charitable Activities	1,790	30	—	1,820	3,941
Other Trading Activities	10,741	—	—	10,741	9,985
Investments	760	425	—	1,185	1,174
Other Receipts	—	—	—	—	649
Total income	44,347	4,154	—	48,501	54,377
Payments					
Cost of Raising Funds	271	—	—	271	396
Cost of Charitable Activities	36,974	759	—	37,734	43,093
Trading Costs	3,062	—	—	3,062	3,127
Total expenditure	40,308	759	—	41,068	46,616
Net income / (expenditure) resources before transfer	4,038	3,394	—	7,433	7,760
Transfers					
Gross transfers between funds - in	872	—	—	872	16,655
Gross transfers between funds - out	—	(872)	—	(872)	(16,655)
Other recognised gains / losses					
Gains / losses on investment assets	981	596	943	2,520	5,611
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	5,893	3,117	943	9,953	13,372
Total funds brought forward	35,092	18,771	18,713	72,578	59,205
Total funds carried forward	40,986	21,889	19,656	82,532	72,578

Statement of assets and liabilities

	General Fund	Restricted Fund	Endowment Fund	Total 2020	Total 2019
Current assets - Cash at bank and in hand					
NatWest Current Account -	2,451	—	—	2,451	2,115
Barclays Current Account -	15,184	6,356	—	21,541	15,563
CCLA (CBF) deposit account -	8,573	6,577	—	15,150	14,074
Totals	26,209	12,933	—	39,143	31,754
Debtors					
Gift Aid due from HMRC	1,295			1,295	
Totals	1,295			1,295	
Current assets - Investments					
CCLA (CBF) Investment Fund 610072001S -	14,771	8,974	—	23,745	22,167
CCLA Fund CBF/110001731S (Nudd Fund) -	—	—	14,656	14,656	13,713
CCLA Fund CBF/110001621D Brandt -	—	—	5,000	5,000	5,000
Totals	14,771	8,974	19,656	43,401	40,880
Liabilities - Agency accounts					
Prepaid Advertising	2,825				
Refund to Goodbox					4
Unpaid Diocesan Fees	—	13	—	13	52
Totals	2,825	13	—	13	56
Grand total	39,450	21,895	19,656	81,001	70,018

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:

.....

..... Date

Analysis of receipts and payments

Receipts

	General Fund	Restricted Fund	Endowment Fund	Total 2020	Total 2019
Gift Aided Donations S/O	4,258	—	—	4,258	6,544
Parish Giving Scheme Gift Aid	13,998	—	—	13,998	7,632
Parish Giving Scheme (no Gift Aid)	570	—	—	570	322
Collections (excl. envelopes)	3,067	—	—	3,067	8,622
St Giles Donations Box	10	—	—	10	158
One-off Gift Aid gifts	2,146	—	—	2,146	400
Other Donations	2,075	3,699	—	5,774	3,355
Tax recoverable on Gift Aid	4,904	—	—	4,904	6,368
Legacies	—	—	—	—	5,000
LPOW VAT Grant	—	—	—	—	—
Other Grants	—	—	—	—	—
Other funds generated	25	—	—	25	225
Total	31,055	3,699	—	34,754	38,627
Charitable Activities					
Fees for weddings and funerals	1,790	30	—	1,820	3,941
Total	1,790	30	—	1,820	3,941
Other Trading Activities					
Christmas Fair	6,251	—	—	6,251	5,196
Christmas Fair - late payments	25	—	—	25	—
Other Fundraising Events	419	—	—	419	340
Proceeds from concerts	—	—	—	—	555
Parish Magazine Advertising - Current Year	1,092	—	—	1,092	1,305
Parish Magazine Advertising - Advances	2,825	—	—	2,825	2,560
Parish Magazine Subs & Sales	128	—	—	128	28
Total	10,741	—	—	10,741	9,985
Investments					
CBF Funds Interest	760	425	—	1,185	1,174
Total	760	425	—	1,185	1,174
Other Receipts					
Insurance claims & Other	—	—	—	—	649
Total	—	—	—	—	649
INCOME TOTAL	44,347	4,154	—	48,501	54,377

Payments

	General Fund	Restricted Fund	Endowment Fund	Total 2020	Total 2019
Cost of Christmas Fair	247	—	—	247	316
Cost of Other Events	24	—	—	24	80
Total	271	—	—	271	396
Cost of Charitable Activities					
Gifts to Charities	100	371	—	471	1,173
Diocese Contribution and Deanery Costs	27,842	—	—	27,842	27,533
Organist Salary	—	—	—	—	500
Incumbent's Expenses	549	—	—	549	703
Rectory - Council Tax, Water, Fuel	3,517	—	—	3,517	4,201
Rectory - Repairs & Renewals	—	—	—	—	—
Parish training and mission	39	—	—	39	81
Organ Repair/ Piano Tuning	—	—	—	—	341
Routine Repairs and Maintenance	—	358	—	358	398
Upkeep of services	190	—	—	190	386
Churchyard and Cemetery Maintenance	1,152	—	—	1,152	3,732
Bells	(30)	30	—	—	462
Repairs/Renewals/Maintenance Administration/Other	967	—	—	967	2,051
Visiting Priests	53	—	—	53	223
Church Utility Bills	688	—	—	688	1,304
Church Insurance	1,904	—	—	1,904	—
Total	36,974	759	—	37,734	43,093
Trading Costs					
Parish Magazine Costs	3,062	—	—	3,062	3,127
Total	3,062	—	—	3,062	3,127
Payments Total	40,308	759	—	41,068	46,616
Balance of Receipts over Payments	4,038	3,394	—	7,433	7,760

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 £15,150 (2019: £14,074) and interest of £760 was received and applied to the general fund.

The CCLA Investment fund holds 1159.02 shares whose value at 31st December was £23,745 (2019: £22,167). Income 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 £14,656 (2019: £13,716). 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.

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

Restricted Funds:

The Flower Fund: This fund was established many years ago for the purpose of purchase of flowers to decorate the Church at Festivals. The PCC finds that volunteers generously donate their own flowers and having obtained as much evidence as possible that the original donors are content for the balance of £471 to be transferred to the general fund.

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 £1,996 at 31st December.

The Bell Fund: This fund received donations during the year amounted to £150 and we carry a total at the end of the year of £2,300

The All Saints Fund: This fund was established many years ago for the purpose of purchase of kneelers for All Saints Chapel. The PCC established that the original donors are content for the balance of £402 to be transferred to the general fund.

The Organ Fund: The Organ Fund contains the balance of donations made to purchase the organ and has been used for maintenance. There was no expenditure during the year.

Fabric Fund (restricted): There was just one item of expenditure during the year of £359 for repairs to the roof and lych-gate. The closing balance, after revaluation of the investment funds is £14,092.

Parish Priest Discretionary Fund (restricted): Established in July following an initial donation of £2,500 with additional gifts totaling £1,049 during the following few weeks. Gifts to local families in need totaled £371 during the latter part of the year. The closing balance is £3,178 which will allow more giving during 2021.

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 2020 the fund held 715.39 units with a total value of £14,656 (2019: £13,713) 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 2020

	Opening	Incoming	Outgoing	Transfers	Gains/ Losses	Closing
Unrestricted						
General Fund	35,092	44,347	40,307	873	981	40,986
Restricted						
Garden and Cemetery	1,571	425	—	—	—	1,996
Flowers	471	—	—	(471)	—	—
Bell	2,151	180	30	—	—	2,301
Organ	323	—	—	—	—	323
All Saints	402	—	—	(402)	—	—
Fabric - St Giles	13,854	—	358	—	596	14,092
Parish Priest Discretionary	—	3,549	371	—	—	3,178
Total Restricted Funds	18,772	4,154	759	(873)	596	21,890
Endowment						
Brandt	5,000	—	—	—	—	5,000
Nudd	13,713	—	—	—	943	14,656
Total Endowment Funds	18,713	—	—	—	943	19,656
Total All Funds	72,578	48,501	41,066	—	2,520	82,532

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	£ 11
Reverend Vivien Turner	£ 549
Yvonne Butterick, Treasurer	£ 114
Stuart Lewis	£154

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 2020

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 2020.

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