

Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of Goring by Sea

St Mary's & St Laurence's Churches

Goring by Sea

Registered Charity no. 1131418

For the year ended 31st December 2020

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Website: Goringbysea.org

Incumbent: The Revd K Littlejohn
The Vicarage, 12 Compton Avenue, Goring by Sea, BN12 4UJ

Parish Office: 16 Ilex Way, Goring by Sea, BN12 4UZ

Independent examiner: Steve Brentall FCIE
Cooksbridge, Lewes, BN8 4TH

Bankers: Barclays Bank plc
Lloyds Bank plc

St Mary's & St Laurence's Churches

Trustees Annual Report for 2020

Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Revd Keith Littlejohn, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and ecumenical.
- To know Jesus better and make Him better known;
- Practical support and care for people in the parish, from the youngest to the oldest, irrespective of level of need or ability to pay;
- Providing financial support those in need, and to other organisations with similar objectives.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent 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:

- Enabling as many people as possible to worship at our churches
- Enabling as many people as possible to become part of our parish community
- Teaching, baptising and nurturing new and existing believers
- Maintaining an overview of worship throughout the parish
- Considering how we can increase our use of social media
- Putting faith into practice, through prayer and scripture, music and sacrament
- Offering worship and prayer, and learning about the Gospel, in small group situations
- Continuing our "Open Church" policy with both our churches
- Improving the provision of pastoral care for people living in the parish
- Providing assistance to the poor and needy of the parish
- Giving grants to missionary organisations
- Maintaining the fabric of the church building as a historic centre and focus of life in the community.
- Considering introducing the Alpha Course in 2021 for church members and others exploring faith

What we achieved and how we affected beneficiaries' lives

Attendance at worship

Early in 2020 the Coronavirus pandemic started to spread throughout the country. On March 23rd all churches were ordered to close with immediate effect, meaning that we were unable to meet together for worship at Easter.

What followed in the succeeding weeks and months presented us with challenges unknown in recent history. We were tasked with meeting those challenges as we attempted to meet our aims and purposes as a charity.

Our immediate response was to set up facilities to live-stream our services through Facebook and Zoom. This was something of a learning curve for those involved.

With much of 2020 under lockdown or with restrictions due to the Covid-19 pandemic, most of the worship planned took place virtually with a Sunday morning Eucharist live-streamed through the church's Facebook page, either from the Vicarage or from the Church when permitted. Additional audio-visual equipment was purchased to enhance the quality of streamed services from the Church. When churches were permitted to re-open for worship in July, we put in place the regulation social distancing and sanitising measures and were able to accommodate thirty worshippers at St Mary's Church and twenty at St Laurence's Church within these restrictions. Our first service was a double wedding in St Mary's. Two Eucharistic services were held at St Mary's on Sunday mornings, one according to the Book of Common Prayer; the other, using Common Worship, was live-streamed.

Our lively All-Age worship (Family Service) was held on the first Sunday of the month for the first three and the latter three months of the year in St Mary's Church. When the church was closed, the planning group arranged, and pre-recorded, short services involving our music group and invited some of the children who have attended the church to say the prayers. An animated film based on the gospel of the day and a homily from Fr. Keith completed the service and shown through our Facebook page.

It has been the policy that St Mary's Church would be open when permitted for personal prayer, and this has been most days of the week. Visitors and church members have welcomed the space and quiet this affords, with some regularly coming several times a week. St Laurence's Church was, and is, available on request to the Local Wardens at that Church.

It has been difficult to count the number of people attending services on Facebook. We held a short service on Remembrance Sunday. Christmas is a very special time of celebration when many sections of the community come together to join in the services, but this year we were unable to hold the usual round of carol services and nativity plays. A nativity tableau was erected in the Molson Garden. This was much commented on and enjoyed by the local community and presented a unique outreach opportunity. On Christmas Eve, we held a short carol service in the Garden, attended by 200 adults and children – maintaining social distancing with some in the garden, others on the pavement on both sides of the road and on the nearby roundabout. In 2020 we have held 4 weddings, 5 funerals and 1 baptism.

Weekday worship in our churches has been suspended since the first lockdown, with the exception of holding a weekday Eucharist at St Laurence's Church on a few occasions when we were able to. We have held Morning Prayer once a week on Zoom, which gave an opportunity not only for worship but social fellowship, and also Compline twice weekly on Facebook. A weekly coffee time on Zoom was also introduced to give an opportunity for further fellowship.

Lent (widely disrupted in the first lockdown) and Advent discussion groups took place on Zoom.

In October we welcomed our new Curate, the Revd. Neill Stannard, and his family to the Parish, with Bishop Martin officiating at Fr Neill's ordination to the priesthood.

Provision of pastoral care for people living in the parish during the pandemic.

Almost as soon as lockdown started, a weekly newsletter was produced, together with a pastoral letter from the Vicar, which were sent by email, post or delivered by hand through letter boxes to those church members we have contact with.

A lay-led pastoral support team meets regularly to review the pastoral needs of the parish. With no visiting permitted, the team were active in making telephone calls to members of the congregations to offer support and encouragement and, where this could be arranged, practical help.

Our Church Schools

We are particularly privileged to have two Church of England Primary Schools in our parish with almost 1,200 pupils between them. Our vicar and some members of the congregation are actively involved with the schools and will resume taking assemblies when restrictions allow. Both schools normally hold services in church attended by both children and parents, and we look forward to welcoming them again later in 2021.

Our Church Halls

Smarties, our toddler group, meets in St Mary's Hall weekly during term time. Staffed by volunteers, they offer a safe playing environment. Children from birth to school age are welcomed, together with their adult relatives or child minders. Its activities had to be suspended for much of the year. As part of our outreach to the community we make our two church halls available to numerous groups including a preschool group, uniformed organisations, yoga, dancing, keep fit and U3A, together with social groups who hold talks and gatherings on a regular basis. Meetings of all these groups had to be suspended with the closure of St Mary's Hall. This gave us an opportunity to replace the windows with double-glazed units and redecorate internally which will greatly improve both the comfort and the ambience of the hall when it re-opens.

Although the halls were generally closed, we were pleased to support the continued use of St Laurence's Church Hall by a preschool group for the children of essential workers.

Provision of tangible support to the poor and needy.

We collect for a local food bank. Additionally, we donated some £5,000 to Home and Overseas charities.

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds received were £123,297 compared to £157,831 in the previous year and are detailed in the Financial Report.

The planned giving through envelopes and the Parish Giving Scheme held up well despite the pandemic, dropping to £41,056 compared to £44,976 during the previous year. Much of the reduction can be identified to several generous donors passing away.

Additionally, in 2020 the PCC received two legacies totalling £11,500 for which they are very grateful.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £74,035 paid to the diocese for our share of all churches' Parish Ministry Costs. This year the contribution from Goring increased by 3% on the previous year and the parish continues to meet 100% of its share of costs allocated by the diocese.

This cost relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds, and shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

Staff costs

The PCC has 4 employees, 2 who prepare our Halls for community use plus our organist and a music group leader. Further details are provided in the notes to the accounts.

As amplified in note 8 some of our payroll costs were reimbursed under the government Furlough Scheme.

Trustee payments and expenses

Details of payments to and on behalf of trustees are set out in note 9 together with information disclosing transactions with relatives of trustees in note 10.

Effect of the Pandemic

For several years, our Parish Share to the Diocese, at 100% of allocated costs, has exceeded donations from the congregation and we have relied upon the income from letting our Halls and the former curate's house. In 2020 both donations and Hall hire income dropped away dramatically. In particular, we did not have any surplus from our Halls to transfer to our General Fund. We have managed to transfer £11,780 from our Angus Road rental income but have also needed to take some £36,000 from recent Legacies to keep the overdrawn balance on our General Account to manageable proportions. Otherwise, our General Fund would have been overdrawn by some £50,000.

Why we hold some money in reserve

The Charity Commission issues guidance on the need to maintain adequate reserves so that the good work undertaken can be maintained.

It has been our quoted policy to hold a balance on our unrestricted funds (excluding freehold property) of at least three months' worth of unrestricted payments. This year the figure has dropped from £115,954 to £101,094. Whilst this figure is well above this criterion, the PCC are aware that it has been created from unrestricted legacies received over recent years.

The PCC has let the Angus Road property for several years and it has been decided that it would be appropriate to set aside £3,000 for future maintenance.

Management of risks and their mitigation

The PCC has an ongoing task of reviewing the major risks which impact on the work of the churches in the parish. The usual PAT testing and fire extinguisher checks have been carried out.

The PCC consider that the principal risks and uncertainties are:

- The need to fund unexpected costs associated our buildings particularly as St Mary's is Grade 2* Listed.
- An ongoing fall in income, particularly given the dependence of the church on a limited number of major regular donors and regular hirers of our halls.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation and the parish.

The PCC seeks to manage these risks and uncertainties by regularly reviewing its Mission Action Plan and its plans for the use of the church buildings. We aim to maintain our properties to as high a standard as we can afford and carry out the priority items of our quinquennial reviews in a timely manner.

It is quite apparent that as a parish we need to encourage more people to give regularly and encourage established donors to review their level of giving. We are particularly fortunate in having some 70 members of our congregation donating via the Parish Giving Scheme, a scheme that operates in over 3,300 parishes in the Church of England.

Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by 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 Keith Littlejohn	Chairman
Curate:	The Revd Neill Stannard	(from October 2020)
Reader:	Keith Lelliott	
Wardens:	Gillian Keevill	Vice Chairman
	Janice Lelliott	

Elected Members

	Jennie Boffee	
	Jason Brown	(from October 2020)
	Pam Chilton	
	Penelope Corp	(from October 2020)
	Alison Edwards	
	Graham Hills	
	Ruth Jepson	(Local Warden – St Laurence’s)
	Angela Magor	(Until Oct 2020)
	Geoffrey Oliver	(Local Warden – St Laurence’s)
	Graeme Richardson	
	John Stovell	Treasurer
	Ginny Ward	(From Oct 2020)
<i>Deanery Synod</i>	Lucinda Cox	(Until Oct 2020)
	Alison Evans	
	Ian Hill	(Until Oct 2020)
	Barbara Webber	(From October 2020)

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 3 members of the church who are elected at the Annual Parochial Church Meeting (APCM) for a period of 3 years. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The Annual Parochial Church Meeting in 2020 was deferred until October due to the pandemic.

This Trustees’ Annual Report was **approved** by the Standing Committee on behalf of the PCC and Authorised to be signed on their behalf by The Revd. Keith Littlejohn, PCC Chairman

Keith Littlejohn

12 April 2021

Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of Goring by Sea

St Mary's & St Laurence's Churches

Goring by Sea

Registered Charity no. 1131418

For the year ended 31st December 2020

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Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows:

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	<i>Total All Funds 2020</i>	<i>Total All Funds 2019</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>					
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	66,901	11,500	11,595	-	89,996	88,908	
Charitable activities	1,375	-	-	-	1,375	5,885	
Other trading activities	825	36,511	-	-	37,336	64,988	
Investments	397	-	-	-	397	687	
Other receipts	1,666	4,122	-	-	5,788	-	
Total received	71,164	52,133	11,595	-	134,892	160,468	3
Expenditure on:							
Cost of raising funds	-	-	-	-	-	134	
Charitable costs	108,278	700	4,639	-	113,617	146,714	
Trading costs	837	28,342	6,158	-	35,337	41,531	
Total paid	109,115	29,042	10,797	-	148,954	188,379	4
<i>Reconciliation of funds:</i>							
Net income or (net expenditure)	(37,951)	23,091	798	-	(14,062)	(27,911)	
Transfers between funds	47,780	(47,780)	-	-	-	-	
Net movement in funds	9,829	(24,689)	798	-	(14,062)	(27,911)	
Bank accounts at 1 January	(12,384)	128,338	2,683	-	118,637	146,548	
Bank accounts at 31 December	£(2,555)	£103,649	£3,481		£104,575	£ 118,637	A&L

St Mary's & St Laurence's Churches registered charity number 1131418

Statement of Assets and Liabilities

Our financial position at the year-end was:

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designated</i>					
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>Fund/s</i>	<i>2020</i>	<i>2019</i>	
	£	£	£	£	£	£	
Assets:							
Bank current account	(2,555)	27,852	3,481		28,778	43,162	
CBF Deposit Fund	-	75,797	-		75,797	75,475	
PCC-owned bank balance	(2,555)	103,649	3,481	-	104,575	118,637	R&P
Diocesan Assigned Fees received	-	-	-	-	-	-	
Total bank and deposit accounts	(2,555)	103,649	3,481	-	104,575	118,637	
Hire charges not yet received		353	-	-	353	1,636	
Chancel Fund Accrued Income	2,093	-	-	-	2,093	1,829	
Gift Aid recoverable	2,456	-	-	-	2,456	851	
Debtors	4,549	353	-	-	4,902	4,316	
Freeholds at cost	-	85,337	-	-	85,337	85,337	6
Total assets	£ 1,994	£189,339	£3,481		£194,814	£208,290	
Liabilities:							
Unpaid Diocesan fees for weddings/funerals	1,362	-	-	-	1,362	1,685	
Trade Creditors	2,433	-	-	-	2,433	633	
Electricity used since last billed (est'd)	1,335	-	-	-	1,335	1,586	
Total liabilities	£ 5,130				£5,130	£3,904	

This Financial Report for the year ended 31st December 2020, including the notes following, was approved by the Standing Committee on behalf of the PCC and authorised to be signed on its behalf by The Revd. Keith Littlejohn, PCC Chairman:

Keith Littlejohn

12 April 2021

Notes to the Financial Report

1 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.

2 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.

3 Analysis of total received

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2020	Total All Funds 2019	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Planned giving (excl. tax refunds)	41,056	-	-	-	41,056	44,976	
Planned giving (no tax refunds)	4,973	-	-	-	4,973	4,306	
Loose cash collections	3,713	-	-	-	3,713	10,078	
Sundry donations and appeals	3,877	-	11,325	-	15,202	2,788	
Flower Fund	-	-	270	-	270	264	
Gift Aid recovered	12,171	-	-	-	12,171	21,074	
Social Events	1,111	-	-	-	1,111	2,469	
Christmas music concert	-	-	-	-	-	953	
Legacies	-	11,500	-	-	11,500	2,000	
Donations and legacies	66,901	11,500	11,595	-	89,996	88,908	
Fees for weddings & funerals	1,375	-	-	-	1,375	5,885	
Charitable activities	1,375	-	-	-	1,375	5,885	
Caribbean evening	-	-	-	-	-	1,063	
Sales of the parish magazine	68	-	-	-	68	302	
Temporary letting of property	-	15,600	-	-	15,600	15,550	
Church Hall hiring fees	-	20,911	-	-	20,911	45,750	
Other income	-	-	-	-	-	1,110	
Traidcraft sales	757	-	-	-	757	1,213	
Other Trading activities	825	36,511	-	-	37,336	64,988	
Bank & CBF deposit interest	397	-	-	-	397	687	
Investments	397	-	-	-	397	687	
Furlough Grants received	1,666	4,122	-	-	5,788	-	
Total received on all funds	£71,164	£52,133	£11,595		£134,892	£160,468	

St Mary's & St Laurence's Churches registered charity number 1131418

Notes to the Financial Report

4 Analysis of total paid

	Unrestricted		Restricted	Endowed	Total All Funds 2020	Total All Funds 2019	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Concert posters & musicians' expenses	-	-	-	-	-	134	
Cost of raising funds	-	-	-	-	-	134	
Charitable grants & donations	5,050	-	1,325	-	6,375	7,340	5
Parish share to Chichester Diocese	74,035	-	-	-	74,035	71,883	6
Salaries incl NI	4,616	-	-	-	4,616	4,080	7
Clergy and other people's expenses	6,151	-	-	-	6,151	8,555	
Upkeep of Services	1,774	-	-	-	1,774	5,123	
Sunday school/Children's work	-	-	420	-	420	8	
Church running costs	6,616	-	-	-	6,616	8,870	
Social Events	624	-	-	-	624	3,471	
Upkeep of Churchyard & car park	275	700	450	-	1,425	2,387	
Church Flowers	-	-	170	-	170	660	
Governance	520	-	-	-	520	495	
Church maintenance & redecoration	2,828	-	2,274	-	5,102	10,878	
Administration costs	3,550	-	-	-	3,550	10,940	
Audio visual costs	2,239	-	-	-	2,239	12,024	
Charitable costs	108,278	700	4,639	-	113,617	146,714	
Caribbean evening	-	-	-	-	-	637	
Costs of letting Angus Road house	-	1,702	-	-	1,702	2,372	
Church hall running costs	-	22,218	-	-	22,218	22,251	
Church hall building & major redecorating costs	-	4,422	6,158	-	10,580	15,126	
Magazine printing	-	-	-	-	-	100	
Traidcraft costs	837	-	-	-	837	1,045	
Trading costs	837	28,342	6,158	-	35,337	41,531	
Total paid on all funds	£ 109,115	£ 29,042	£10,797		£148,954	£188,379	

5 Charitable grants and donations included £850 each to overseas charities with whom we are linked, a local family, refugee and homeless charities.

6 The Parish Share to the Diocese of Chichester is for the payment of Clergy and other central costs as explained in the Trustees Report.

St Mary's & St Laurence's Churches registered charity number 1131418

Notes to the Financial Report

7 Payments to PCC employees

	2020	2019
	£	£
Salaries	14,746	14,002
Employer National Insurance	9	8
	£14,755	£14,010

Of these payments £4,616 (2020 - £4,080) is included in General Fund expenditure and the remainder in Church Hall Running Costs.

8 Furlough Grants

Due to the Covid-19 epidemic it was necessary to furlough some employees during the year. Furlough Grants were received from HMRC amounting to £5,787, the sum of £1,666 being included in General Fund income and the remainder in Church Hall running costs.

9 Payments to PCC members in the year comprised Clergy Support: Council Tax £2,969, and environmental and energy charges £1,707.

10 Transactions with persons related to PCC members:

Payments were made to relatives of PCC members; for musical services £801: for IT services £246: for Church Hall decorating £ 4,030

11 Freeholds at cost

The freehold land and buildings comprise the former Curate's House in Angus Road which cost £84,000 in 1965, the Molson Garden which was acquired at a cost of £1,101 in 1968, the land at St Mary's Church Hall was acquired for £235 in 1939 and St Laurence Church Hall is Included at a nominal £1. At present there are no details of the building costs of either church halls.

Insurance cover of our buildings and contents is:

St Mary's Church Hall	£839,481
St Laurence's Church Hall	£272,820
Angus Road	£452,081

In addition, the PCC is responsible for paying the insurance premiums on our churches where the cover is:

St Mary's Church	£11,590,000
St Laurence's Church	£2,900,000

12 Statement of Funds

Endowed Funds are required by the donors to be invested and the income spent on specific objectives.

As mentioned in the Trustees Report last year, the St Mary's Chancel Fund was removed from our accounts as the Diocese determined that the PCC did not legally, nor beneficially own the Trust Fund or its Investments. Accumulated grant income not yet received from Chichester DBF and included in debtors amounts to £2,093 (2019 - £1,829).

Restricted funds are not invested permanently but are to be spent on their intended purpose.

Unrestrictive funds are not subject to any donor restrictions and can be spent as the PCC decides, however many have been designated for a particular purpose which the PCC has the power to change.

The summary of all funds appears on the next page

St Mary's & St Laurence's Churches registered charity number 1131418

Notes to the Financial Report

15 Summary of funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2020	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2020
	£	£	£	£	£
	-	-	-	-	-
	-	-	-	-	-
Total of all endowed funds	-	-	-	-	-
Young Peoples Fund	1,578		(420)	-	1,158
Flower Fund	137	270	(170)	-	237
Vicar's Discretionary Fund	149	-	-	-	149
Special Collections	819	11,325	(10,207)	-	1,937
Total of all restricted funds	2,683	11,595	(10,797)	-	3,481
Parish Development Fund (Des)	100,000	-	-	-	100,000
Mission Fund (Des)	1,281	-	-	-	1,281
Hall Fund (Des)	883	25,033	(26,640)	-	(724)
Legacies Fund (Des)	24,592	11,500	-	(36,000)	92
Freehold Property Fund (Des)	85,337	-	-	-	85,337
Angus Road I&E Fund (Des)	882	15,600	(1,702)	(11,780)	3,000
Church Building & Grounds (De)	700	-	(700)	-	-
Total All Designated Funds	213,675	52,133	(29,042)	(47,780)	188,986
General Fund	(12,384)	71,164	(109,115)	47,780	(2,555)
Total of all unrestricted funds	201,291	123,297	(138,157)	0	186,431
TOTAL ALL FUNDS	£203,974	£134,892	£(148,954)	£0	£189,912