

**ST JAMES CHURCH, CLANFIELD  
ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2025**

**Administrative information**

St James Church is situated in South Lane, Clanfield. It is part of the Diocese of Portsmouth within the Church of England and forms part of the United Benefice of Catherington and Clanfield. Separate PCC's and finances are maintained by each parish.

The correspondence address is:

Parish Office  
The Vicarage  
330 Catherington Lane  
Catherington  
Waterlooville  
PO8 0TD

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission.

PCC members who have served from 1<sup>st</sup> January 2025 until the date of this report was approved are:

Vicar: The Revd Richard Hutchins

Churchwardens: Mr Alan Gothard (to APCM)  
Mrs Diana Hutchins

Deanery Synod Representatives: Mrs Marjorie MacGillivray  
Mr Andrew Martin

Elected Members:  
Mrs Heidi Burgess (to APCM)  
Mr Robert Vann  
Mrs Lorraine Maltby  
Mrs Hilary Batchelor  
Mrs Sue Heighton (From APCM)  
*plus one vacancy*

Co-opted Member: The Revd. Anne Gothard

**PCC Officers**

PCC Secretary: Mrs Sue Heighton

PCC Treasurer: Mrs Linda Stephens

Electoral Officer: Mrs Marjorie MacGillivray

**Structure, governance and management**

Members of the PCC are ex-officio, elected or co-opted by the Annual Parish Church Meeting (APCM) in accordance with the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC conducts its business through routine bi-monthly meetings. The Standing Committee has the legal power to transact PCC business between full meetings. It also sets the agenda for PCC meetings. Where required the Standing Committee may call additional PCC meetings or transact business by correspondence with the PCC members between routine meetings. The Standing Committee with the

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Treasurer present becomes the Standing and Finance Committee and may deal with financial matters relevant at the time of a meeting. In addition to the Standing Committee there is a Fabric Committee who conducts such business as is delegated to them by the PCC; this committee makes recommendations to the PCC for decisions. During the year the hall committee combined with the Fabric Committee.

Marjorie MacGillivray and Diana Hutchins are trained first aiders.

### **Objectives and Activities**

St James PCC has the responsibility of co-operating with the clergy in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It is also responsible for the parish church of St. James, the adjacent hall and the churchyard in which they stand.

### **Achievements and Performance**

#### Church Attendance

As at the APCM 2025 there were 41 parishioners on the Church Electoral Roll. The Average Sunday Attendance reported in the 2025 Statistics of Mission was 31 adults and 2 children/young person under 16 years old.

#### Review of the year

PCC Meetings were carried out in person in the church hall. These occurred in January, March, May, July, September and November, with the APCM being held in May.

The Standing Committee, comprising of the Revd Richard Hutchins, the single Churchwarden and the PCC Secretary, met bi-monthly in non-PCC months, conducting routine PCC business and setting the agenda for PCC meetings. From the APCM the Treasurer was invited to meetings to form the Standing and Finance Committee.

The Fabric Committee continued to meet and reported back to the PCC with recommendations as appropriate, where further discussion and agreement was sought for various projects.

The principal Sunday service is at 11:15am on the first four Sundays each month, with an 8am BCP Holy Communion on the fourth Sunday of the month; the 11.15am service is Holy Communion on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays and a Service of the Word on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays. On the fifth Sunday of a month there is a United Benefice Service at 10am, generally alternating between the two churches, with an 8am BCP Holy Communion in the other church. A monthly Thursday Holy Communion was held at 11.15am on the 4<sup>th</sup> Thursday, with Mothers' Union members forming the majority of the congregation. The service pattern is adjusted in August, with a Benefice Holy Communion service at 10am alternating between St James Clanfield and All Saints Catherington, and an 8.30am BCP Morning Prayer at the other church each week; the intention of this pattern remains to provide increased opportunity for the members of the different regular congregations to worship together and build relationship. Morning Prayer is offered at St James at 8.15am on Wednesdays. Monthly Messy Church has continued successfully, except for an intentional break in August.

There have been fewer Occasional Offices, with no weddings and 1 baptisms and 1 confirmation during the year. There was one funeral service in the church, and 6 burial of ashes in the churchyard (existing plots or in the Garden of Remembrance). There was one funeral service held at a crematorium by members of our clergy team on behalf of a person who had been resident in the Parish of Clanfield.

In 2025 there has continued to be a close relationship between St James' incumbent and the associate priest (The Reverend Joy Windsor) in Blendworth, Chalton and Idsworth; cross-licensing in these parishes remains in place. A particular focus of the work has been Horndean. Ecumenical mission, ministry and fellowship is promoted through Horndean and Clanfield Churches Together (HCCT), which is associated with Churches Together in England.

Church Links with Petersgate Infant School in Clanfield have been maintained by Revd Richard Hutchins who has supported them twice termly. They have visited St James Church, hosted by Revd Anne Gothard. The HCCT Open the Book team visits the school every two weeks.

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The Revd Anne Gothard is a Local Authority Governor at Clanfield Junior School and regularly supports the school with assemblies, RE classwork and has hosted school visits to St James Church during the year.

The Revd Richard and Diana Hutchins lead a small youth group, meeting in the Vicarage on a monthly basis, joined by Chloe Peett (All Saints congregation) from October 2025. The group has increased to 5 members since September 2025.

The Benefice Safeguarding Team is formed from Alan Gothard and Linda Stephens of St James and Joe Edwards and Caroline Rose of All Saints Church, Catherington. Linda Stephens is the Safeguarding Administrator and ensures that all relevant people complete the required safeguarding forms and DBS checks. The Safeguarding Policy is regularly reviewed and updated in August and is displayed in the church hall and back of the church. Alan Gothard is the Parish Safeguarding Officer for St James Church. We use the Diocesan Safeguarding Dashboard to guide our activity, reviews and actions – currently at Level 3 (the highest level).

At the APCM Alan Gothard stepped down as Church Warden but remains as the PSO.

During 2025 the following works have been carried out on the church, churchyard and hall.

### **Garden of Remembrance and Churchyard**

Ongoing maintenance of the Churchyard has been undertaken by working parties. Andy Martin oversees this work. Gavin Rabetts now looks after all areas of the churchyard apart from the borders and the two burial of ashes area to a high standard and competitive rates. The permissive path through the churchyard was closed in August in order to maintain permissive status.

### **Church**

The maintenance of the church fabric and all relevant inspections of gas, electric and fire equipment have been carried out. A Temporary Minor Reordering Licence (TMRO) remained in place for the removal of three pews to create space near the church main door for accessible seating and to create more room for the families area. Experience is showing that this is effective. A faculty is currently being prepared. List B was granted by the Archdeacon for repairs to the bells and this work will be carried out in early 2026.

### **Church Hall**

Linda Stephens has continued to oversee the operation of the hall. The cleaning and upkeep of the hall and fixtures has continued through the year, along with routine maintenance. Hall finances continued to be monitored to ensure ongoing viability.

### **Fund-raising**

The main fund-raising events in 2025 were the Summer Teas (£2,360) and the Christmas Fair (£1,438).

### **Charitable Giving**

The established practice of outward charitable giving (tithing 5% of total unrestricted funds from the previous year) is continuing to work well and has promoted thoughtful allocation by the PCC.

### **Financial Review**

Total receipts on ordinary unrestricted funds were £45,497 and are detailed in the Financial Statements.

£43,700 was spent to provide the Christian ministry from St James Church, including the contribution to the diocesan parish share.

The net result for the year was an excess of receipts over payments of £1,797.

Money raised specifically for nominated charities is not detailed in the accounts as it is not PCC money.

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In 2025 St. James Church helped to raise £380 for Farm Africa at the Harvest Service and Soup Lunch, £191 for the Royal British Legion from the Remembrance Day Service, £439 from the Children's Society donation boxes, in addition to the PCC charitable donations (tithe) of £1,550.

After adding bank and deposit balances brought forward at the beginning of the year the balance carried forward to 2026 for unrestricted funds was £34,124.

Restricted Fund balances are: Churchyard Fund - £45.50; Garden of Remembrance Fund - £168. These will be applied to these specific purposes as the need arises. The Messy Church Fund was reduced to £0 and further funds entered as unrestricted (General Funds). This will no longer be accounted for as a restricted fund.


The Designated Fund balance is £5,348 and will be used for specific projects as decided by the PCC.

St James Church has no current investments - our policy would be to invest funds ethically through CCLA CBF investments should the need arise. Reserves are presently held on an accessible, interest earning basis via the CCLA CBF Church of England Deposit Fund.

**Reserves policy**

It is PCC policy to maintain a sum that equates to approximately three months unrestricted payments, in unrestricted funds, to cover emergency situations. Using the figures from 2025 this would be £10,925 but will depend on any new payments undertaken in 2026.

**Approved by the PCC \_\_/\_\_/2026 and signed on their behalf by**

**Signature** ..... 

**The Revd Richard Hutchins (PCC Chair)**



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of** Charity Name  
PCC St James, Clanfield

**On accounts for the  
year ended** 31<sup>st</sup> December 2025 **Charity  
no (if any)**

**Set out on pages** 1 and 2

I report to the trustees on my examination of the accounts of the PCC of St James, Clanfield for the year ended **31 / 12 / 2025**.

**Responsibilities and  
basis of report** As members of the PCC, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement** I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and 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.

**Signed:** C. Lodge **Date:** 10/04/2026

**Name:** Gillian Lodge

**Relevant professional  
qualification(s) or body  
(if any):** FCCA

**Address:** University of Portsmouth  
Richmond Building  
Portland Street

Portsmouth
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PO1 2DE
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Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

No items of concern to disclose.

**ST JAMES CHURCH, CLANFIELD**  
**BALANCE SHEET AS AT 31 DECEMBER 2025**

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	<u>2025</u>	<u>2025</u>	<u>2024</u>	<u>2024</u>
<b><u>Current Assets</u></b>				
Barclays Bank Current A/c	£18,036.18		£16,489.54	
CBF Church Of England Deposit A/c	£22,305.60		£21,339.85	
		<u>£40,341.78</u>		<u>£37,829.39</u>
<b><u>Current Liabilities</u></b>				
Accruals	-		-	
Net Assets at 31 December 2025/2024		<u>£40,341.78</u>		<u>£37,829.39</u>
<b><u>Represented by:</u></b>				
Unrestricted Funds	£34,123.75		£32,327.03	
Designated Funds	£5,347.61		£4,972.61	
Restricted Funds	£870.42		£529.75	
		<u>£40,341.78</u>		<u>£37,829.39</u>

Approved by the Parochial Church Council and signed on its behalf by



Revd Richard Hutchins  
Chair of PCC

	<u>2025</u> <u>Unrestricted</u> <u>Funds</u>	<u>2025</u> <u>Designated</u> <u>Funds</u>	<u>2025</u> <u>Restricted</u> <u>Funds</u>	<u>2025</u> <u>Total</u> <u>Funds</u>	<u>2024</u> <u>Total</u> <u>Funds</u>
<b>RECEIPTS</b>					
<b><u>Incoming resources from donors</u></b>					
Collections/Donations	£3,104.50	-	£459.67	£3,564.17	£2,603.07
Gift Aid Income	£22,043.42	-	-	£22,043.42	£21,584.15
Income Tax Recovered (Gift Aid)	£6,286.91	£375.00	£7.50	£6,669.41	£7,273.16
Non-Gift Aid Income	£2,311.68	-	-	£2,311.68	£2,301.12
<b><u>Income from operating activities</u></b>					
Weddings/Funerals	£1,603.00	-	-	£1,603.00	£243.00
Hall Income	£4,489.00	-	-	£4,489.00	£5,454.50
<b><u>Income from other activities</u></b>					
Fundraising	£3,958.36	-	-	£3,958.36	£3,537.36
Youth & Fresh Expressions	£182.71	-	-	£182.71	-
Church Hospitality	£420.52	-	-	£420.52	£257.52
Church Flowers	£131.00	-	-	£131.00	-
Sundries	-	-	-	-	£145.57
<b><u>Income from Investments</u></b>					
Interest Income	£965.75	-	-	£965.75	£1,075.59
<b>TOTAL RECEIPTS</b>	<b>£45,496.85</b>	<b>£375.00</b>	<b>£467.17</b>	<b>£46,339.02</b>	<b>£44,475.04</b>
<b>PAYMENTS</b>					
<b><u>Mission Giving</u></b>					
Payments to Charities	£1,550.00	-	-	£1,550.00	£2,038.00
<b><u>Church Activities</u></b>					
Diocesan Payments	£26,658.00	-	-	£26,658.00	£25,387.92
Staff Expenses	£191.98	-	-	£191.98	£186.90
Church Insurance	£929.98	-	-	£929.98	£906.05
Gas, elect, rates, water, etc	£1,464.73	-	-	£1,464.73	£2,117.75
Fabric, Repairs, Churchyard	£4,729.43	-	£50.70	£4,780.13	£5,196.36
Organist/Music	£449.86	-	-	£449.86	£1,036.72
Altar, wine, candles etc	£140.18	-	-	£140.18	£144.80
Fundraising Costs	£100.00	-	-	£100.00	£100.00
Youth & Fresh Expressions	£179.17	-	£24.63	£203.80	£237.43
Church Hospitality	£264.11	-	-	£264.11	£241.74
Church Flowers	£130.56	-	-	£130.56	-
Sundries	£101.00	-	-	£101.00	£137.00
John Richard's Charity	-	-	-	-	-
Open the Book	-	-	£51.17	£51.17	£200.00
	<b>£36,889.00</b>	<b>-</b>	<b>£126.50</b>	<b>£37,015.50</b>	<b>£37,930.67</b>
<b><u>Church Management &amp; Administration</u></b>					
Deanery Capitation Fee	£10.00	-	-	£10.00	-
Hall Costs	£4,749.05	-	-	£4,749.05	£6,652.19
Photocopies	-	-	-	-	-
Faculty	-	-	-	-	-
Admin Expenses	£2,052.08	-	-	£2,052.08	£1,922.68
	<b>£6,811.13</b>	<b>-</b>	<b>-</b>	<b>£6,811.13</b>	<b>£8,574.87</b>
<b>TOTAL PAYMENTS</b>	<b>£43,700.13</b>	<b>-</b>	<b>£126.50</b>	<b>£43,826.63</b>	<b>£46,505.54</b>
<b>EXCESS OF RECEIPTS</b>					
	£1,796.72	£375.00	£340.67	£2,512.39	<b>-£2,030.50</b>
Balance B/Fwd	£32,327.03	£4,972.61	£529.75	£37,829.39	£39,859.89
Transfer from General Funds	-	-	-	-	-
	<b>£34,123.75</b>	<b>£5,347.61</b>	<b>£870.42</b>	<b>£40,341.78</b>	<b>£37,829.39</b>
<b>FUND TOTALS</b>	<b>£34,123.75</b>	<b>£5,347.61</b>	<b>£870.42</b>	<b>£40,341.78</b>	<b>£37,829.39</b>

**NOTES:**

PCC Income is shown for Weddings/Funerals: Less Operating Activity and Fees which are not PCC income  
 Charity collections are not shown

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**YEAR ENDED 31 DECEMBER 2025**

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<b>FUNDRAISING</b>	<b>2025</b>	<b>2025</b>	<b>2024</b>	<b>2024</b>
Christmas Fair	£1,438.18		£1,353.93	
Sunday Afternoon Teas	£2,360.24		£1,876.91	
Preserves	-		£4.00	
Books	£54.94		£21.02	
Misc Sales	£5.00		-	
Pop Up Charity Shop	-		£181.50	
		<b><u>£3,858.36</u></b>		<b><u>£3,437.36</u></b>

**Charitable Donations**

New Wine Trust	£250.00		£250.00	
Sailors Society			£250.00	
Christian Blind Society			£250.00	
Little Princess Trust			£250.00	
MU AFIA			£250.00	
Southern Domestic Abuse Service			£250.00	
Flame International (Ukraine)	£250.00		£250.00	
DEC Ukraine			£288.00	
Open Doors	£250.00			
Bible Society	£250.00			
Tearfund	£250.00			
The Kings Arms Youth	£250.00			
Koforidua Fund	£50.00			
		<b><u>£1,550.00</u></b>		<b><u>£2,038.00</u></b>

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	2025	2025	2024	2024
<b><u>RESTRICTED FUNDS</u></b>				
<b><u>Churchyard</u></b>				
b/fwd	£45.50		£15.50	
donated	-		£24.00	
tax recovered	-		£6.00	
Transfer to GF	-		-	
used	-		-	
c/fwd		£45.50		£45.50
<b><u>Garden of Remembrance</u></b>				
b/fwd	£111.13		£111.13	
donated	£100.00		-	
tax recovered	£7.50		-	
used	-£50.70		-	
c/fwd		£167.93		£111.13
<b><u>Messy Church Fund</u></b>				
b/fwd	£24.63		£44.57	
donated	-		£145.57	
GF transfer	-		-	
tax recovered	-		£43.42	
used	-£24.63		-£208.93	
c/fwd		-		£24.63
<b><u>John Richard's Trust (Non PCC)</u></b>				
b/fwd	£348.49		£548.49	
donated	-		-	
used	-		-£200.00	
c/fwd		£348.49		£348.49
<b><u>Open The Book (Non PCC)</u></b>				
b/fwd	-		-	
donated	£359.67		-	
used	-£51.17		-	
c/fwd		£308.50		-
<b>Total</b>		<b>£870.42</b>		<b>£529.75</b>
<b><u>DESIGNATED FUNDS</u></b>				
b/fwd	£4,972.61		£3,472.61	
donated	-		£1,500.00	
tax recovered	£375.00		-	
used	-		-	
GF transfer	-		-	
c/fwd		£5,347.61		£4,972.61
<b>Total</b>		<b>£5,347.61</b>		<b>£4,972.61</b>

**NOTES:**

Non PCC funds represent funds held on behalf of other organisations