

CHICHESTER CATHEDRAL

ANNUAL REPORT

&

AUDITED ACCOUNTS

for the year ended

31ST MARCH 2019

CHICHESTER CATHEDRAL

ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

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This report has been produced in accordance with the requirements for Accounting and Reporting by English Cathedrals, prepared for the Association of English Cathedrals, and specified by the Church Commissioners, under Section 27 of the Cathedrals Measure 1999.

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DEAN'S FOREWORD

Thank you for your interest in the life of the Cathedral and the Annual Report 2018/19, which describes something of the complex and varied nature of our work.

During the past year we have said farewell to a number of long-standing members of the Cathedral staff, and I would like to thank them for their commitment to the Cathedral over the years. The Chapter said farewell to the Chancellor, Canon Anthony Cane, who was appointed Dean of Portsmouth, and many of us were very pleased to travel to Portsmouth in March for his Installation – a joyous occasion. We have been delighted to welcome Katherine Prior as a new Lay member of Chapter. We seek to appoint further new Lay members to the Cathedral Chapter.

The report of the Cathedrals' Working Group into the governance of Cathedrals has occupied our minds, and we await the new Cathedrals Measure. This will have an impact on the governance arrangements of all Cathedrals, and we will need to consider how to implement it in a way which works well for Chichester Cathedral.

The huge task of renewing the Cathedral's roof covering and replacing it in lead continues, and the Restoration and Development Trust is working hard to raise the money necessary to complete the project.

Chapter has worked hard to be good financial stewards of the Cathedral's resources and in this year it achieved a small surplus on its operating budget. This could not have happened without the commitment of the Cathedral's staff team and the support of the Restoration and Development Trust, which has responded with huge positivity to Chapter's request for revenue fundraising support alongside the capital appeal for the Cathedral roof. The integrated work now taking place will continue to pay dividends in the years to come.

None of what is presented here would have been possible without the support and hard work of our staff, volunteers, worshippers and supporters. Their contribution to the ministry of the cathedral is immeasurable, and we are very grateful to them.

I commend our Annual Report to you.



The Very Reverend Stephen Waite
Dean of Chichester

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STRATEGIC PLANS

During 2017/18 Chichester Cathedral Chapter undertook a strategic planning exercise to set the Cathedral's direction for the coming years, following the Bishop of Chichester's Visitation and Charge of 2016. The resultant strategic plan sets out the Cathedral's Vision, Purpose and Strategic Goals for 2018-23, and the values that will underpin them. It can be studied in further detail at www.chichestercathedral.org.uk

CHICHESTER CATHEDRAL'S VISION AND PURPOSE

Through imaginative worship, inspiring music and art, engaging teaching and generous hospitality, we will be a place of transformation where our human experience finds its meaning in the unconditional love and compassion of God.

OUR VALUES

Our vision and purpose are supported by our Christian values:

- **Openness, honesty and integrity** – in the way we conduct our common and individual life
- **Fairness, justice and compassion** – in our engagement with individuals and the structures of our society
- **Generosity** – in our judgements and our welcome.

STRATEGIC GOALS

1. **A Cathedral for the City, Counties and Diocese** - to engage with and serve the needs of God's world
2. **Development of Worship** - to draw people into deeply transformative worship, rooted in our Christian heritage and nourished by energy and imagination
3. **Engagement and Learning** - to work in a spirit of inclusivity, openness and service
4. **Social Responsibility** - embracing environmental and social wellbeing
5. **A Sustainable Cathedral** - to achieve financial security and sustainability
6. **Good Governance** - to be accountable, responsible and robust

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THE CATHEDRAL'S FUTURE PLANS

Within the context of its strategic plan, the Cathedral makes shorter term annual business plans that represent steps towards its strategic goals, linked to its budget for the coming financial year and longer term financial forecasting.

Significant property plans in 2019/20 include the re-location of the Cathedral's Finance Team and Cathedral Friends office volunteers from the 'Treasury Building' to the main offices in the Royal Chantry. Proposals are being brought forward to convert the building into apart-hotel suites to add to the Cathedral's income generating hospitality offering, managed by Chichester Cathedral Enterprises Ltd. The hospitality opportunities will be further expanded by the substantial refurbishment of 2 St Faith's – newly returned to Cathedral ownership – and making it available as a four bedroom holiday home. The major project to replace the Cathedral's High Roof will continue, with the completion of phase two (transepts and lantern tower) and commencement of phase three (western nave). Chapter will also investigate the potential for new toilet facilities in the existing structure off the North Transept to enhance its welcome and facilities for visitors.

The Cathedral will continue to work closely with the Diocese of Chichester to ensure that the Cathedral joyfully fulfils its role as the mother church of the Diocese whilst offering outstanding music and liturgy. The Southern Cathedrals Festival will showcase some of that outstanding music and liturgy as it is hosted in Chichester in 2019, working closely with our colleagues at Winchester and Salisbury Cathedrals, and with an exciting new partnership in place with the Chichester Cathedral Friends, who are supporting the Festival. Long-term work on the recruitment of choristers will continue, with an ambition to bring the choir to its full strength of 18 for the first time in some years from Autumn 2019. The successful music outreach work with West Sussex Music will also continue.

The development of partnerships will remain a focus elsewhere, notably Sussex Family Support Work, Stonepillow, UK Harvest and the many partners working to deliver the Chichester Vision, including Chichester District and City Councils and West Sussex County Council.

The Cathedral will install its new Chancellor, Revd Dr Dan Inman, in October. We look forward to Dan beginning his ministry and playing his own part in shaping the Cathedral's future plans. A new structure will be implemented to support planned initiatives for visitors, marketing and communications and volunteers, with the dedicated posts of Visitor Experience Manager, and Marketing and Communications Manager being created, replacing the previous post of Head of Marketing, Communications and Visitor Services. Volunteers will be supported by an evolution of Carolyn Atkinson's role as she becomes Volunteers and Office Co-ordinator, working with the Cathedral's Human Resources Manager, Val Timlin.

An events programme is planned to mark International Day of Peace and promote interfaith understanding, including a new 'Recipe for Peace' event in partnership with the Quakers, UK Harvest and other local organisations. The Cathedral will also plan and seek funding for a programme of engagement for vulnerable and isolated older adults, building on relationships with local organisations including Coastal Mind and the Alzheimer's Society. The Learning and Engagement team will continue to deliver its three-year plan of work to engage Families and Young People with the Cathedral, and also support the launch and delivery of the 'Our City' initiative through partnership with Chichester District Council, increasing the confidence and safety of vulnerable adults moving around the city and using local services.

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STRUCTURE AND MANAGEMENT (GOVERNANCE)

CONSTITUTION AND STATUTES

The Cathedral is governed by the Cathedrals Measure 1999 and its resulting Constitution and Statutes that came into effect in September 2000. The Constitution and Statutes require that any person or body having functions under these instruments shall have due regard to the fact that the Cathedral is the seat of the Bishop of Chichester and a centre of worship and mission.

The authorities in this section each have a specific role in the governance of the Cathedral.

THE CHAPTER OF THE CATHEDRAL

Under the Constitution of the Cathedral, Chapter shall consist of the Dean (Chairman) and all Residentiary Canons of the Cathedral; one member of the College of Canons elected by the College; between two and six other persons appointed jointly by the Bishop and Chapter; and the Communar.

After a lengthy recruitment process, Chapter welcomed Dr Katherine Prior to its number in September 2018 but bid farewell to the Chancellor, the Reverend Canon Dr Anthony Cane in February 2019 on his appointment as the new Dean of Portsmouth. The Cathedral looks forward to the appointment of its new Chancellor, Revd Dr Daniel Inman, in October 2019, and will continue to recruit lay members of Chapter as appropriate.

The Cathedrals Measure 1999 requires that it shall be the duty of the Chapter to direct and oversee the administration of the affairs of the Cathedral having regard to the views of the Bishop, the College of Canons and the Cathedral Council and in particular to:

- Order the worship and promote the mission of the Cathedral.
- Formulate, after consultation with the Bishop, proposals in connection with the general direction and mission of the Cathedral and submit them to the Council for its advice.
- Prepare an annual budget for the Cathedral.
- Submit to the Council the annual report and audited accounts prepared by the Chapter and such other reports as may be requested by the Council on any matter concerning the Cathedral.
- Submit to the College of Canons the annual report and audited accounts prepared as aforesaid.
- Keep under review the Constitution and Statutes of the Cathedral.
- Manage all property vested in the Cathedral and the income accruing from it and, in particular, ensure that the necessary repairs and maintenance in respect of the Cathedral and its contents and other buildings and monuments are carried out.
- Perform such other functions as may be prescribed.

The Chapter is also responsible under the requirements laid down by the Church Commissioners under the powers given them by Section 27 of the Cathedrals Measure 1999 for:

- Preparing and publishing an annual report and audited accounts which give a true and fair view of the financial activities for each financial year and of the assets, liabilities and funds at the end of each financial year of Chichester Cathedral and its connected entities.
- Stating that they have complied in all material respects with the guidelines on the subject prepared by the Association of English Cathedrals or describing which recommendations have not been complied with and giving reasons for non-compliance.
- Selecting suitable accounting policies and then applying them consistently.

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- Making judgements and estimates that are reasonable and prudent.
- Keeping proper accounting records from which the financial position of the Cathedral can be ascertained with reasonable accuracy at any time.
- Safeguarding the assets of the Cathedral and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Cathedral is a Public Benefit entity and in setting the aims of the Cathedral Chapter has had due regard to the Charity Commission guidance on Public Benefit.

New members of Chapter undergo a thorough induction to brief them on their obligations, including briefings from the Cathedral's specialist staff and specific information about the Cathedral Constitution and Statutes and the Cathedrals Measure 1999. The Cathedral's structure, decision-making processes and the financial performance of the Cathedral are also addressed. Members of Chapter are encouraged to attend appropriate training events, especially those provided throughout the year by the Association of English Cathedrals.

The pay of senior staff is reviewed annually and increases are considered by Chapter in the context of average wage inflation in the charitable sector and the wider economy. When reviewing senior roles Chapter benchmarks pay levels against similar roles in other Cathedrals of a similar size, in other comparable charitable organisations and in the wider region. Clergy stipend levels are set nationally by the Church Commissioners.

A list of Chapter members is at Appendix 1.

A list of the Chapter Members' portfolios is at Appendix 3.

A list of the Cathedral Managerial Staff is at Appendix 6.

A list of Volunteer Section Heads is at Appendix 16.

THE CATHEDRAL COUNCIL

The Cathedrals Measure 1999 requires that it shall be the duty of the Council to further and support the work of the Cathedral, spiritual, pastoral, evangelistic and ecumenical, reviewing and advising upon the direction and oversight of that work by the Chapter.

The Bishop, as Visitor, is invited to attend as an advisor and non-voting member.

The Council is therefore both an advisory and consultative body and it has been meeting twice a year since its inauguration in January 2001. During the period of this report the Council has met to be briefed and to discuss a range of topics which have included:

- Appraising the Chapter's annual report and commenting on the wide range of Cathedral activities contained therein.
- Reviewing the Accounts for 2017/2018 and the Budget for 2019/2020.
- Receiving briefs from the chairmen of the various Cathedral committees.
- Contemplating IICSA and Bishop George Bell – The Independent Review.
- Reflecting on the Cathedrals Working Group report.
- Considering security and counter terrorism.
- Cathedral Fundraising

The members of the Cathedral Council are listed at Appendix 4.

THE COLLEGE OF CANONS

The College of Canons is formed from the Dean, Residentiary Canons, Lay Members of Chapter, the Bishops Suffragan, the Archdeacons, thirty-one Prebendary Canons and up to five Lay Canons (none of whom have been

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appointed to date). Two members are elected to the Cathedral Council. One member is elected to Chapter. The Communar acts as Secretary.

The College of Canons shall:

- Meet annually on a day as near as convenient to the Feast of All Saints, whenever the Bishop desires to seek its counsel or advice on any matter, whenever it is required to make an election or, if a request for a meeting were made by not less than two-thirds of its members.
- Receive and consider the annual report and audited accounts.
- Discuss such matters concerning the Cathedral as may be raised by any of its members.
- Perform such functions as may be prescribed.

A list of members of the College of Canons is at Appendix 5.

THE BISHOP

The Cathedral is the Mother Church of the Diocese and values its central role in the Diocese's worshipping life and its close relationship with the Bishop of Chichester and his team. The principal seat of the Bishop is in the Cathedral and the Bishop presides regularly at services including ordinations. In the last year we have continued to enjoy the number of services which have seen the licensing and welcoming of significant Diocesan appointments in the Cathedral.

The Bishop joined Chapter in November 2018 for a positive discussion of Cathedral matters and the changes that had been implemented following his visitation in 2016.

FABRIC ADVISORY COMMITTEE

Under the Care of Cathedrals Measure 1990 (as amended in 2008 and 2011), the Fabric Advisory Committee (FAC) is responsible to the Cathedrals Fabric Commission for England (CFCE) and considers applications from the Chapter in regard to proposed development of and changes to the Cathedral's fabric. It also advises Chapter on the care, conservation, repair and development of the Cathedral and meets three times a year.

The ten members of this committee serve for a period of five years and may be re-appointed. The members appoint a Chairman from among their own number. The Communar is the FAC Secretary. The Dean, Surveyor of the Fabric, Consultant Archaeologist and Clerk of Works attend meetings of the Committee and are entitled to speak but not to vote. Other Chapter members are free to attend if they wish.

The committee was returned to full strength as new member Dr Aylin Obasli attended her first meeting in June 2019.

Over the course of the year the committee considered and were kept informed about the development and progress of the following projects:

- Conservation of the two Romanesque reliefs
- Replacement of the Cathedral's high copper roofs with historically accurate lead
- Ongoing updates to the Cathedral Inventory
- Temporary loan of the Graham Sutherland painting 'Noli Me Tangere' to Coventry Cathedral
- New Cathedral nave seating frontals
- Conversion and refurbishment of 1 St Richard's Walk
- Re-roofing of Vicars' Hall
- Installation of a new safety wire system at clerestory level

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- “Stations of the Incarnation” – a pilgrimage trail around the Cathedral to tell the story of the life of Christ through artistic installations
- A Cathedral lighting project
- Installation of CCTV
- A Bell Ringers Training facility in the Bell Tower
- The Surveyor of the Fabric’s Quinquennial Inspection
- A safety rail to the Bell Tower belfry
- The Surveyor of the Fabric’s Assess Audit
- Development of the Treasury building
- Purchase and refurbishment of 2 St Faiths
- Adaptations to the Cathedral font plinth
- Re-framing of the Graham Sutherland *Noli Me Tangere*’ painting
- Installation of automated timing controls for the Bell Tower ringing mechanism
- Plans for a possible Christmas Market at the Cathedral

The Members of the Committee are listed at Appendix 7.

FINANCE COMMITTEE

The Finance Committee meets four times a year.

The Committee consists of a Chairman and up to four other members appointed by Chapter for their expertise and experience in the field of finance and investment management. Chapter members are the Dean, Precentor and Communar with the Chapter Accountant as another member.

In early 2019, Chapter recorded its deep appreciation for the valued contributions of long-serving Chairman Mr Anthony Bird, and Finance Committee member, Mr Andrew Dunlop, as they stepped down. New Chairman, Mr Duncan Irvine, and committee members Mr Justin Harrington and Mr Ian Buckley, joined the Committee in Spring 2019.

The Members of the Committee are listed at Appendix 8.

CATHEDRAL COMMUNITY ROLL

Membership of the Cathedral Roll is open to anyone aged sixteen or over who worships regularly at the Cathedral, is resident in the Close or holds office linked to the Cathedral. There is an annual meeting of those on the Cathedral Roll, chaired by the Dean, at which elections take place to the Cathedral Council, the Cathedral Community Committee and the Chichester Deanery Synod.

The number of persons on the Cathedral Roll on 31 March 2019 was 322.

Chapter is grateful to Mr Winston Stelling for his contribution as Community Roll Officer in the re-building of the Community Roll in Spring 2019.

CATHEDRAL COMMUNITY COMMITTEE

The Cathedral Community Committee meets at least four times a year to advise the Chapter on all matters affecting the Cathedral Community and to undertake such functions as may be delegated to it by Chapter.

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The Members of the Committee and of the Stewardship Sub-Committee are listed at Appendix 9.

THE CATHEDRAL'S ACTIVITIES DURING THE YEAR

WORSHIP

November 2018 saw the centenary of the WW1 Armistice commemorated with a special service of Remembrance and Reconciliation, attended by veterans, civics and ecumenical partners from France and Germany. Other anniversaries marked with services in the Cathedral included the 100th anniversary of the formation of the Royal Air Force in a service attended by cadets from the Sussex Wing of the Air Training Corp, and the 60th anniversary of the twinning of Chichester with Chartres, in a special service of Evensong attended by the Mayors of both cities.

Canon Bruce Ruddock was installed as Custos of St Mary's Hospital and Chaplain to the Cathedral in November. In a change to recent practice, nave seating for the Cathedral's Christmas carol services was completely un-ticketed, resulting in considerably higher attendance. A special Christingle service was also held in February on the eve of Candlemas, celebrating the 50th anniversary of the introduction of the Christingle to the UK by The Children's Society.

The Cathedral continues to offer welcome and hospitality to many local organisations, and special services were held for Chichester District Scouts and Guides, the Royal Sussex Regimental Association, the diocesan branch of the RSCM, Stonepillow (now in partnership with the Cathedral) as well as carol services for local schools and colleges. The Cathedral also hosted a Service of Investiture for the Order of St Lazarus, as well as graduation ceremonies for Chichester College and the University of Chichester.

During the year the Cathedral hosted three weddings, one renewal of wedding vows, two baptisms, seven funerals and two memorial services. The Cathedral has also welcomed 39 visiting choirs over the year to sing services when the Cathedral Choir is not present.

The Cathedral's Day Chaplains scheme continues to provide welcome pastoral support to visitors to the Cathedral in addition to the Cathedral's daily office, and the Pebbles children's group, which meets during the Sunday Eucharist, continues to be popular.

MUSIC AND CONCERTS

A highlight of the choir's year came in November, when they were joined by their colleagues from Salisbury and Winchester Cathedrals as well as the Bournemouth Symphony Orchestra, for a performance of Leonard Bernstein's *Chichester Psalms* in the centenary year of the composer's birth. Attended by an audience of 850, this was an event of international significance. The conductor was Bernstein's student, the world-renowned Marin Alsop, and Bernstein's son travelled from the USA to attend. We were especially proud of Jago, our Head Chorister, who sang the demanding treble solo with complete assurance.

After recording sessions in June, the choir released a CD recording to commemorate the Armistice of 1918. Entitled *Lest we forget*, this was the choir's first appearance on the *Signum* label, one of this country's leading classical-music record companies. The project was most generously supported by Chichester Cathedral Friends, who also encouraged an effective PR campaign: tracks from the disc were played repeatedly on Classic FM and BBC Radio 3, and a promotional video had over 30,000 viewings on social media. It was a privilege to have the

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charity 'Combat Stress' as a partner in this venture. They assisted with promotion, supported the launch event in November, and are receiving a share of the sales revenue.

The choir plays a role in the Cathedral's ministry to the diocese: a schedule of visits to parish churches included St Nicholas's, Worth, and St Richard's, Heathfield. Other external events included a concert in Beaulieu Abbey Church, a service at Chichester Guildhall to commemorate the founding of Priory Park, and participation in Dr Anthony Cane's installation as Dean of Portsmouth.

At home, a new liturgy built around one of J. S. Bach's cantatas made for a fresh, imaginative act of worship that was attended by a congregation of three hundred.

In addition to November's Bernstein concert, the theme of Remembrance was also present in performances of Karl Jenkins' *The Armed Man* by students from the University of Chichester and Brahms' *Deutsches Requiem* by the Chichester Singers. Other concerts held in the Cathedral included performances by the Leconfield Singers, Worthing Symphony Orchestra (accompanied by saxophonist Jess Gillam), The Sixteen, and a Christmas concert by G4.

The Cathedral's series of free lunchtime concerts by soloists and chamber ensembles continues to attract an audience of several hundred per week, contributing over £10,000 to Cathedral funds.

THE RELATIONSHIP BETWEEN THE CATHEDRAL AND THE DIOCESE

As Mother Church to the Diocese of Chichester, the Cathedral shares in the Diocese's mission and ministry through support of diocesan events and outreach to parish groups, who are encouraged to visit the Cathedral to experience and share in worship, and are invited annually for tea and Evensong through the Parish Links programme. Over the summer of 2018, the Cathedral hosted four special gatherings of pilgrims from each of the four archdeaconries as part of the Diocesan Year of Prayer, and in October the Cathedral held a special service of farewell for Revd Canon Douglas McKittrick upon his retirement after 15 years as Archdeacon of Chichester.

Other diocesan events held at the Cathedral included the ordination of 11 new deacons in June, the licensing of lay readers in September, the commissioning of Authorised Lay Ministers in January, a beacon event welcoming people from across the diocese for the Archbishops' Thy Kingdom Come prayer initiative at Pentecost, and the commissioning of officers for the Diocesan Mothers' Union in March.

The Cathedral continues to work with the Diocesan Education Department, and four school leavers' services were held in the summer. The Cathedral continues to have a strong link with the Prebendal School, hosting school assemblies, four concerts per year, monthly eucharist services, and special services for the beginning and end of term.

FINANCIALLY SUPPORTING THE DIOCESE

Chapter's policy is to give priority to requests from the Diocese for the use of the Cathedral or other facilities within the Precinct. By not charging facility fees for diocesan events, the Cathedral made an effective donation of £8,000 over the course of the year.

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OTHER EVENTS

The Cathedral frequently plays host to events and gatherings which are part of the life of the community we serve. Highlights of this year's many charitable and community events included separate events by UK Harvest and West Sussex County Council promoting food awareness and waste food prevention. Stonepillow held their annual Sleepout and a sandpaper bed sculpture was displayed on Cathedral Green in support of a national 'bed blocking' campaign. During the summer, a number of student groups from the National Citizen Service raised funds and awareness for their chosen charities with stalls on the Green.

LEARNING AND ENGAGEMENT

The Learning and Engagement team welcomed over 9,900 people to organised events and activities at the Cathedral during this period, providing opportunities for people of all ages to engage with the Cathedral and its significance in ways appropriate to them.

Several of our special events focused on the theme of Peace and Reconciliation during 2018, a theme incorporated in the founding principles of the gift of 4 Canon Lane to the Cathedral. This included Hot Topic talks such as 'Antisemitism Beyond the Headlines' delivered by Rabbi Dr Andrea Zanardo of Brighton and Hove Reform Synagogue and 'Live Better Together 2018' - a programme of learning events marking International Day of Peace. Connected with this theme we participated in the national Inspire project for young people, which culminated in a special School Friends Service exploring Remembrance and Peace-making and the installation and public engagement with the willow Spire of Peace, an art commission by Two Circles Design.

We have continued to develop opportunities for Interfaith engagement including hosting a conversation with Suleman Nagdi MBE, 'Muslims and Christians working Together for the Common Good', an event organised by the Diocesan Interfaith Advisory Group.

Over the last year an engagement programme for families and young people has been established by the new role of Families and Young People's Officer. This work has targeted those living locally in deprived areas and on low incomes and those who are least likely to be engaging with the Cathedral already.

To date the programme has included developing partnerships with key organisations such as Family Support Work, Home Start, Food banks, Children and Family Centres and West Sussex Young Carers team; offering free places to Family Day events at the Cathedral and supporting those that attend by having staff and volunteers assigned to them throughout their visits; also developing activities that meet the needs of participants, such as building confidence in cooking with Young Carers.

Other learning and engagement highlights this year included a new workshop for primary schools 'Time Team Special- Spire Collapse' delivered in partnership with the West Sussex Records Office and for adult learning the Chancellor's lecture series "Narratives of Transformation- learning from auto- biographies about life, love and God" and the annual Biblical study day, 'Learning with Luke'. The team has also continued with our focus on delivery for vulnerable adults, including a very well attended Dementia Friendly carol service supported by the Cathedral's Liturgy and Music specialists, Chichester Anna-Chaplaincy and the Alzheimer's Society and with tailored activities for isolated adults visiting with Coastal West Sussex MIND and the Parkinson's Society.

Partnerships

The Learning and Engagement team developed several partnership projects during this period, to ensure the activity offered is relevant and meaningful to participants, many of whom have had no contact with the Cathedral in the past. For example:

- Working with Chichester Young Carers to create learning opportunities that connect young carers with each other and with the life of the Cathedral. A strand of this project has involved the Cathedral's

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charitable partner UK Harvest in delivering workshops in the kitchen of 4 Canon Lane highlighting the importance of a healthy diet and cooking nutritious meals.

- Working with Family Support Work to engage with deprived families living across the Diocese of Sussex, ensuring our family activity programme is accessible to all.
- Working with the Cathedral's charitable partner Stonepillow, to plan a pilot programme of learning activity for clients and residents of the Chichester hub and hostel, to be delivered in Summer 2019.
- Working with the Bell Tower Drop-in for young people, to maximise the use of this venue for other young people's groups locally including the National Citizen Service initiative.

4 CANON LANE

The Cathedral's residential and conference facility continued to be well used, both for commercial and 'primary' use. In October 2018 refurbishment of the eight bedrooms, two function rooms, dining room and entrance hall took place. This saw a significant increase in accommodation occupancy levels facilitating continued support for 'primary' activities.

VISITORS

The total number of visits excluding attendance for services and concerts was measured at 254,445, a 4% decrease from the previous year. The arrangements for counting visitors are likely to be reviewed during 2019/20 to ensure that they remain accurate. The centerpiece of the year for Cathedral visitors was undoubtedly the Festival of Flowers, entitled "This Earthly Paradise" which took place between 31 May and 2 June 2018. Once again hundreds of volunteer arrangers transformed the Cathedral into a sea of colour, managed and promoted by the Cathedral's Restoration and Development Trust.

It was a pleasure to host 'Thresholds', an exhibition by award-winning international sculptor Diane Maclean and curated by Jacqueline Creswell, which was installed inside and outside the Cathedral from June to September, attracting plenty of visitor interest and prompting questions too. Either side of Christmas, 'Star of Bethlehem' by Jayson Haebich was a laser star suspended in Cathedral Nave – the installation added an extra dimension to events and services in the Advent season, and visitors enjoyed the interactive element as they controlled the star from an iPad at floor level.

The grassed area inside the Cloisters, known as 'Paradise', was opened to visitors during the year, initially on a trial basis. The trial was successful but the presence of scaffolding is currently limiting the opportunities to open the area to the public. William Shakespeare's 'The Tempest' was hosted on the south-west lawn in June.

A trial of contactless giving through a Goodbox terminal took place during the year, and was so successful that the Cathedral bought the terminal at the end of the trial period. Work will continue to encourage increased donations from visitors in the coming years.

MARKETING AND COMMUNICATIONS

The undoubted communications highlight of the year was the launch of the Cathedral's new website in November. Financially supported by the Friends and with input from many Cathedral staff and volunteers, the site launch was project managed to completion by Ruth Poyner with support from local agency Oyster, and represents a step-change in the Cathedral's digital communications. Optimised for mobile use as well as desktops the site gives the Cathedral much greater control over its online presence and is filled with sumptuous imagery of the Cathedral and its life throughout the year. The website will support further development in the

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Cathedral's social media activity in future, and offers much more to those who visit. It will continue to evolve during 2019/20 as user data from its first few months is analysed and acted upon.

The Cathedral continued to take a proactive approach to engaging with media, with plenty of positive coverage during the year. Communications output increased as communications specialist Cathy Clark was welcomed to a part-time role in January.

LIBRARY

The year under review has been a year of innovation and of making the Cathedral library more accessible to both members of the Cathedral community and visitors. The library is now open for two half days each month: on the first Tuesday from 10.00am to 12noon and the last Friday from 2pm to 4pm. Since opening the library in March it has welcomed in excess of two hundred visitors. . Whilst there is no charge made, a donation is requested.

Other innovations include appointing and training a team of library volunteers who help on open days and are carrying out a programme of book cleaning which is much overdue! Space is at a premium and shelves have been added, and a much improved display case in the Cathedral outside the Vergers office is planned. The major task during the coming year is to check the catalogue and to add the books that are waiting to be catalogued.

The Cathedral is indebted to members of the Library Advisory group chaired by the Chancellor and whose members come from the University, West Dean College and The County Record Office.

The Cathedral library is part of the mission of the Cathedral with the aim to be available to researchers, students and all who have a passion for books.

CATHEDRAL TREASURY

The Treasury's role continues as a public display of historic communion plate and other pieces of historic interest, principally on loan from parishes of the Diocese.

During the year the Treasury benefited from new loans from two parishes: from Penhurst, a small James I (1610) chalice; from Bishopstone, an Elizabethan (1568) chalice with paten cover. One parish ended a long loan by laudably withdrawing its pieces permanently for renewed liturgical use. A number of parishes continue to withdraw pieces temporarily for use or display at major festivals, other special services, or exhibitions. Also, parish visits to the Treasury continue. Continuing parish interest in their loaned pieces, and in the collection as a whole, is something that the Treasury particularly welcomes and encourages.

Also during the year the Sub-Treasurer assisted Bishop Martin in a visit to the Cathedral by the French Ambassador which included the Treasury.

CHICHESTER CATHEDRAL ENTERPRISES LIMITED

Chapter solely owns Chichester Cathedral Enterprises Ltd (CCEL) which undertakes the commercial activities of the Cathedral Café, Cloisters Shop, Box Office, Vicars Hall, 4 Canon Lane and other venues located within the Cathedral precinct. Where profits are earned they are covenanted to Chapter and details of its trading activities are summarised within the statement of consolidated financial activities and the notes to the accounts.

Overall result

CCEL had an improved trading year following the necessary restructuring taken at the end of the previous financial year. Overall CCEL made a profit of £19,395 for the year to March 31st 2019. Whilst a pleasing

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turnaround from the previous year's loss of £55,994 there remains challenges in the revenue streams mainly as a result of the continued reduction in footfall through the Café and Shop and fewer events due to the refurbishment of Vicars Hall and 4 Canon Lane during the year. The Board and Management of CCEL – led by General Manager Amy Sim - have continued to review of the strategic offering and changes to menus and improved event marketing are beginning to have positive impact.

Chapter, as the sole shareholder in CCEL, remains committed to supporting the business as it returns to profitability and has asked CCEL to run two of its properties as holiday lets in the forthcoming year and this should see further revenue growth for CCEL.

Cloisters Café, 4 Canon Lane and Hospitality

The combined sales were £976,618 some £97,000 behind the revenue in 2017. Although 4 Canon Lane was refurbished during the year causing substantial periods of room closure, room revenues were broadly in line with last year following improvements to the room booking process and an improved offering which can command higher pricing following the comprehensive refresh of the rooms. The Café and events business was below both budget and previous year performance as footfall and events bookings proved difficult.

CCEL continued to support the Cathedral with events and hospitality around the Cathedral Close ranging from coffee mornings to large formal dinners, also hosting visitors from other Cathedrals in the café, Vicars' Hall and 4 Canon Lane.

Cloisters Shop

The Cathedral's shop achieved sales of £99,120 which was less than budgeted and less than last year. However, the shop returned a solid 57% margin which was higher than budget and, when combined with lower overheads, meant that the shop made a small profit for the year, an improvement on recent years.

The Directors of Chichester Cathedral Enterprises Ltd (of whom three are Chapter members) are appointed by Chapter and are listed at Appendix 15. In January, Tony Bird and Andrew Dunlop resigned from the Board as time served and Chapter would like to express their gratitude to them for their dedicated service. As a result of the vacancies arising during January the board was joined by two new directors: Helen Russell and Justin Harrington.

SAFEGUARDING

Chapter is committed to the protection of children and adults at risk of harm who are visiting the cathedral, the cathedral choristers and those attending services, as well as any employees, trainees and volunteers.

In accordance with the House of Bishops Policy documents the Cathedral has a written Safeguarding Policy and Guidelines – the policy is available in the Cathedral and on its website. The ongoing Service Level Agreement with the Diocesan Safeguarding Team, with its Deputy Diocesan Safeguarding Advisor, Mrs Morag Keane, being the Cathedral's Safeguarding Officer, has continued to be a successful and highly valued model.

The Cathedral's Safeguarding Team, including its Safeguarding Officer, met regularly during the year to consider safeguarding issues and the continuous improvement of the Cathedral's provision. Its priority was working towards the achievement of Chichester Diocese's 'Simple Quality Protects' Quality Assurance Scheme, the most challenging aspect of which was the training in safeguarding awareness of hundreds of Cathedral volunteers. By the end of the reporting period the required steps were complete and ready for assessment.

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The Safeguarding Officer reported to Chapter twice during this period, including an annual report, and the Safeguarding Policy was updated in December 2018.

In summer 2018, the Independent Inquiry into Childhood Sexual Abuse held hearings to inform its case study on the Anglican Diocese of Chichester, reminding us of the historic failures at the Cathedral and the huge personal cost that comes with failures of safeguarding. The Chapter apologises for the damage that has been done to people's lives. The case study report was published in May 2019 and can be found at <https://www.iicsa.org.uk/publications/investigation/anglican-chichester-peter-ball>

Chapter is grateful to those who serve today on its safeguarding group, especially Mrs Ruth Taunt, the independent member of the committee. It would also like to thank Mrs Annabelle Hancock who tirelessly ran so many training sessions for volunteers this year.

THE CATHEDRAL AND ITS INTERIOR

The Surveyor of the Fabric, Mr Antony Feltham King, presented the report of his first Quinquennial Inspection in early 2019. The overall tone was positive, with the majority of major issues (e.g. high roofs, Bell Tower) already known. Other areas highlighted as needing attention in the short or medium term included the failing flat roof above the extension to the North Transept (which formerly housed an electricity substation), and the tiled roofs of the West and South Cloisters.

Following endorsement by Historic England and the Society for the Protection of Ancient Buildings (SPAB), this year has seen the completion in November of the first part of the four phase project to replace the leaking copper roof to the Presbytery and Choir with lead, the cathedral's original roof covering. Works were completed on budget and delivered a new roof with essential repairs and replacement to elements of the historic oak timbers within. The project has also introduced a floating valley rainwater gutter system that provides a ventilated barrier between rainwater routes and the fabric of the building. This has been done in conjunction with a concealed ridge vent system to ensure the roof space remains properly ventilated, ensuring a correct environment is maintained to protect the roof and timbers for generations to come. At valley level, new mesh guards have been designed to fit in the new lead sumps to minimise the chance of blockages, reducing the opportunity for high level flooding. A new fall arrest line system has also been installed to ensure safe access for those needing to go up and check or work on the roof in future. It is expected that the total project to address all transept, nave, high and lower roofs is likely to cost in the region of £5.8m with completion remaining heavily dependent on securing funding for the later stages.

Within the cathedral itself there are two Romanesque reliefs, one of them shows the meeting of Christ, Mary and Martha in front of the gates of Bethany, and the other shows the raising of Lazarus. September saw the start of a project to carry out specialist conservation and cleaning to both. Work was completed by November at which time new, low profile lighting was installed to highlight each. A separate and further project was also undertaken earlier in the year to replace and upgrade the existing microphone and recording system which has proved increasingly problematic over recent years. The new system installed provides clear and balanced sound throughout the cathedral.

A further project was also undertaken within the Cathedral Library with the Estates Team designing new and matching book cases and cabinets to replace the existing metal cupboards and failing chipboard table top

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cabinets. The new units provide essential additional book storage capacity and lockable fire resistant storage space.

CATHEDRAL CLOSE AND PROPERTY

2018 has been a busy time for the Estates Team with the introduction of a new 5 year cyclical painting and decorating program which was dovetailed with several smaller ah-hoc projects to address critical building fabric issues such as the replacement of a lead concealed flat roof and sash window to the Residentiary and replacement floor and beams to 5 Canon Lane. Works were also undertaken to clear and re-purpose an area adjacent the Residentiary to create three additional and much needed parking spaces.

A larger scale project to replace the clay peg tile roof to Vicars Hall also began in April 2018 and was completed by August which saw the roof completely stripped and new breathable membrane and insulation added to improve ventilation and thermal insulation before applying new timber battens and hand-made clay peg tiles whilst re-using a significant number of the previously removed tiles. The project also included the replacement of existing and closed off roof windows which now offer improved lighting and additional ventilation to the space.

General property improvements to the estate include the expansion of the previously reported St Richards Walk alterations, this project increased in scope to instead provide four flats from the two vacant properties, providing a significantly increased income and rental capacity for the property. Similarly, 23a South Street, a vacated property was refurbished to a high standard in order to create a holiday let property. The property is proving popular to date, receiving very positive feedback. Works will continue to progress similar projects that maximise income generation potential across the estate such as the planned Treasury conversion and office moves in 2019, whilst also addressing maintenance issues.

OUR PEOPLE

2018 – 2019 has been a year of some change within our structure. The overall objective has been to develop our employee workforce so that we have the right positions in place to enable us able to achieve our strategic priorities. With this in mind, we have seen some restructuring within our Enterprises, Communications and Marketing and Estates teams.

An increasing priority is our volunteers, including their management and the support that we provide to them and to those who manage them. We continue to rely on the invaluable commitment that our volunteers make and the Volunteers Committee has continued working towards improved processes for recruiting and retaining volunteers and a more consistent approach to management.

We have also begun a programme of investment in the development of our employees and volunteers. All employees and relevant volunteers have access to an on-line training portal that means we can provide relevant health & safety training, and other statutory training such as GDPR, effectively and efficiently. This has been well-received and we will roll it out further in the coming year.

All employees and volunteers have been required to undertake relevant Safeguarding training and this is provided online by the Diocese of Chichester. We are indebted to our volunteers who have run face to face sessions for

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volunteers who preferred that approach as it has meant that a seemingly mammoth task has been successfully completed and the vast majority of our employees and volunteers have now successfully completed their training.

We have also begun work on our customer service training initiative which is an ambitious project as we plan to train all of our visitor facing staff and volunteers.

THE WIDER CATHEDRAL FAMILY

CHICHESTER CATHEDRAL RESTORATION AND DEVELOPMENT TRUST

The Trust was formed in 1980 and since then has raised money for the restoration and development of Chichester Cathedral, other buildings within its precincts, its music foundation, its learning and engagement offering and such other charitable objects and activities undertaken by the Chapter.

The past year saw the continuation of the appeal to raise the estimated £5.8 million required to re-cover the Cathedral's roofs which is fortunate to have Dame Patricia Routledge as its Patron. Another stunning and successful Festival of Flowers at the Cathedral, the Trust's major fundraising event, saw approximately 14,000 visitors welcomed to the Cathedral, involved around 700 volunteers and, importantly, raised over £180,000. This year was the twelfth biennial festival and we were delighted to have Emma Bridgewater as its Patron. Significant income was also received for the Roof Appeal from the Garfield Weston Foundation, the Julia & Hans Rausing Trust (on behalf of Helen, Lady Broughton), the Dulverton Trust and the Golden Charitable Trust, with notification of grants from the Steel Charitable Trust and the Sussex Historic Churches Trust. Income was received from Chichester District Council and the Bassil Shippam and Alsford Trust towards the important work of the Learning & Engagement department.

The Trust's continuing fundraising efforts allowed for the provision of over £1.4 million to Chapter enabling a number of significant projects during the year, including: the re-covering and restoration of the Cathedral roofs (the completion of the Quire roof and start of the Transepts), the re-tiling and repair of the Vicars' Hall roof, and contributions to the Learning and Engagement team's work with young people and families and the work of the Liturgy and Music team, enabling opportunities for talented young singers irrespective of financial circumstances.

In the year to come the Trust has committed to provide the funds required by Chapter for the completion of the re-covering and restoration of the Transept roofs and the Lantern stage and is well positioned to ensure that the final phase of the Cathedral roof programme, the Nave, can start in late 2019. In addition the Trust will continue to work closely with the Learning and Engagement and Liturgy and Music teams to continue to identify opportunities for raising necessary funds to support their important work. Support is received from individual donors, legacies, charitable trusts and fundraising events.

The Trustees are listed at Appendix 10.

CHICHESTER CATHEDRAL MILLENNIUM ENDOWMENT TRUST

The Millennium Endowment Trust was established in 1997 with the aim of raising an endowment fund of £5 million to be held in perpetuity; the income from which would provide funds for the Chichester Cathedral Restoration and Development Trust. The Trust is now generating annual income in excess of £150,000 and this is available to the Restoration and Development Trust. No funds were distributed in the last financial year and it is expected that funds will be made available in the coming financial year to support the £5.8 million roof appeal.

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The Trustees are listed at Appendix 11.

CHICHESTER CATHEDRAL FRIENDS

Chichester Cathedral Friends (CCF) is a registered Charitable Incorporated Organisation (CIO) independent of the Cathedral, which exists to support the ministry and mission of Chichester Cathedral. CCF provides one of many ways for people to become involved with and contribute to the life and work of the Cathedral. The charity is managed and run by volunteers and has approximately 1,350 members who come from the Cathedral congregation, the city, the diocese and beyond. CCF organises social, cultural and educational events and funds a wide variety of projects, large and small, in response to requests from the Cathedral Chapter.

Its main sources of income are annual membership subscriptions, unsolicited donations, proceeds from events and occasional legacies.

ST MARY'S HOSPITAL ALMSHOUSES

The Chapter has, for some decades, acted as the Trustees of St Mary's Hospital almshouses, in Chichester. The arrangement has worked well, with Cathedral staff carrying out a number of the administrative roles that St Mary's Hospital needs. However, times change and Chapter recognised that the highest standards of governance required greater independence for the almshouses. Consequently May 2018 saw a change to the governance arrangements of St Mary's Hospital, with four new Trustees appointed who are independent of Chapter. Three Chapter members remain as Trustees, including the Dean as Chairman. A Services Agreement is now in place to document the professional relationships and services that the Cathedral provides to St Mary's Hospital, agreed by the charity's Trustees.

CHICHESTER CATHEDRAL

ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

FINANCIAL REVIEW OF THE CATHEDRAL'S ACTIVITIES

Introduction

The financial statements for the Chapter of Chichester Cathedral have been prepared in accordance with the requirements of Financial Reporting Standard (FRS) 102 and the Accounting and Reporting Regulations for English Anglican Cathedrals, as specified by the Church Commissioners under section 27 of the Cathedral Measures 1999. The regulations were updated in February 2015 following the adoption of FRS 102.

The consolidated financial statements comprise those of Chapter and its wholly owned subsidiary company, Chichester Cathedral Enterprises Limited.

As stated in the notes to the financial statements there are a number of entities that are related to the Chapter of Chichester Cathedral but are not deemed to be under the control of Chapter and therefore are not consolidated within these financial statements.

Overview of the Financial Activities

Total Income from all activities amounted to £ 4,498,045 (2018 £3,966,771)

Chapter has again been very fortunate to receive a number of grants and donations during the year and some of these are detailed below. The Cathedral is extremely grateful for all the donations it receives and many people contribute regularly to it.

Grants and significant donations

| | |
|--|-------------|
| Church Commissioners (inc stipends reimbursement) | £ 180,196 |
| Allchurches Trust | £ 22,064 |
| Chichester Cathedral Restoration & Development Trust | £ 1,439,000 |
| Cathedral Friends | £ 56,372 |
| The Home Office | £6,715 |
| Pallant Trust | £ 4,500 |
| Paula Day | £5,600 |

Total expenditure amounted to £4,656,396 (2018 £3,873,438).

Chapter closely manages its operating budget within its Unrestricted Funds and, with its senior management team, has worked hard to reduce an operating deficit in recent years. This year Chapter is delighted that the consolidated result for the unrestricted part of Chapter was a small surplus of £26,853 before gains or losses on investments and properties.

Overall however there was an operating deficit arising from all activities across all funds amounting to £158,351, mainly as a result of refurbishment costs on properties owned by endowment funds. This deficit may be analysed as follows:

| | |
|--------------------|-------------|
| Unrestricted Funds | £ 26,853 |
| Restricted Funds | £ (42,000) |
| Endowment Funds | £ (143,203) |

Chichester Cathedral Enterprises Limited made a profit for the year of £ 19,395 which was consolidated into the Unrestricted fund. This compares to a loss for the year of £55,994 for the previous financial year.

The Cathedral continues to make deficit contributions to the Churchworkers Pension Fund, as part of a repayment plan agreed in 2018 which spreads the repayments over a number of years to minimise the impact on cashflow.

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The Cathedral undertook revaluations of some of its investment property portfolio during the year as a result of refurbishments it carried out. In addition Chapter sold a property in Mitcham which did not fit its strategic objectives, making a significant gain over its valuation. In all, property and investment gains (realised and unrealised) amounted to £696,108.

The surplus arising under Endowment funds – other than legacies and other gifts received in the year - is £98,962. This was transferred to the Unrestricted fund for Chapter to spend on its day to day activities.

After unrealised gains and losses from investments, property and a revision to the pension fund deficit are added to the operating surplus/deficits, the overall surplus was £537,757 (2018 £4,470,448) which can be analysed as follows:

| | |
|--------------|-----------|
| Unrestricted | £ 327,053 |
| Restricted | £ 16,517 |
| Endowment | £194,187 |

Chapter Funds

As at 31 March 2019 the funds held by Chapter maybe summarised as follows:

| | |
|--------------|--------------|
| Unrestricted | £14,982,717 |
| Restricted | £ 5,762,035 |
| Endowment | £ 21,059,787 |
| Total | £41,804,539 |

This compares with total funds at 31 March 2017 amounting to £41,266,782

Financial Forecast

Whilst Chapter has enjoyed an overall surplus for the year as a result of both realised gains on the sale of buildings and unrealised gains and losses on its property and investment valuations, this will likely reverse in the coming financial year as the property portfolio is repurposed and upgraded in order to generate greater income for future years.

In addition Chapter will continue to focus on the overall approach to fundraising, in collaboration with the Trust, across the spectrum of the Cathedral's activities to ensure that adequate funds are in place to meet all of the key elements of the running of the Cathedral; including fabric, music and moreover its general operations.

Risk Assessment

Risk Identification, Assessment and Mitigation are integral parts of the Chapter's management task and are continuously reviewed. Since nearly half of the unrestricted income comes from commercial rents the most obvious risk is from an economic downturn impacting retail businesses with a resultant loss of this rental income. For this reason Chapter is seeking to increase revenue from other sources, to repurpose some of the property portfolio towards holiday accommodation and ensure its portfolio is as resilient as possible.

The Cathedral is actively reviewing working practices and processes to ensure the efficient and effective control of all expenditures, in addition the development of the Enterprises business remains a top priority, in particular the growth of income from all its aspects.

CHICHESTER CATHEDRAL

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During the year, Sheen Stickland undertook a successful financial and business controls audit and no significant issues were found. The handful of recommended improvements will be answered in the main by the ongoing financial systems refresh project and ensuing process manual.

Reserves Policy

It is Chapter's policy that free unrestricted funds should be readily available as a reserve sufficient to provide Chichester Cathedral with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future. Free Unrestricted Reserves are defined as being consolidated unrestricted funds, less unrestricted fixed physical assets.

It is hoped that by maintaining a reasonable level of Free Unrestricted Reserves the Cathedral is protected against unforeseen loss of income from giving, grants or other sources and has a buffer against unplanned exceptional financial expenditure.

Chapter's Free Unrestricted Reserves should be maintained at a level which is at least equivalent to three months expenditure.

Free reserves carried forward at 31 March 2018 amount to £1,387,312 compared with an estimate of three months expenditure amounting to approximately £400,000 (excluding Enterprises which is trading related).

Chapter reviews the amount of reserves that it requires on an annual basis to ensure that they are adequate to fulfil the Cathedral's continuing obligations.

Investment & Cash Policy

Under the Cathedrals Measure 1999 Chapter may invest the Cathedral's funds in any of the following:

- Land;
- Funds administered for the Central Board of Finance of the Church of England by CCLA Investment Management Limited;
- Investments in which the Trustees may invest under the general power of investment in the Trustee Act 2000;
- The improvement or development of property belonging to the Cathedral, except that endowment funds may not be used to improve or develop the Cathedral itself and its ancillary buildings.

Chapter seeks the maximum yield to be prudently achieved from a mixture of bonds and predominantly equities in order to deliver the mission of the Cathedral. Over a period of years the income and capital values should grow fast enough to counteract the effects of the rise in RPI.

During this year the blended average yield has been approximately 4.5% from a mixed portfolio of M&G Charifund / Charibond units and CCLA investment funds with an average holding across all the funds of about 93% in equities.

The Finance Committee reviews the holdings at its regular meetings and monitors performance against other common investment funds in the charitable field. The Committee also monitors costs and ethical investment considerations.

Administrative Office

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REPORT OF THE INDEPENDENT AUDITORS TO THE CHAPTER OF CHICHESTER CATHEDRAL

We have audited the financial statements of the Chapter of Chichester Cathedral (“the Chapter”) for the year ended 31 March 2019 which comprise the Consolidated Statement of Financial Activities, the Consolidated and Chapter only balance sheets, the Consolidated Cashflow statement and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland”.

This report is made solely to the Cathedral Chapter, as a body, in accordance with the regulations made under Section 27 of the Cathedrals Measure 1999. Our audit work has been undertaken so that we might state to the Chapter those matters we are required to state to them in an auditors’ report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Cathedral Chapter as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements;

- give a true and fair view of the state of the group’s and of the Chapter’s affairs as at 31 March 2018, of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Accounting and Reporting Regulations for English Anglican Cathedrals, as specified by the Church Commissioners under section 27 of the Cathedral Measures 1999.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor’s responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC’s Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of the members of Chapter for the financial statements

The members of the Chapter are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members of Chapter are responsible for assessing the group’s and the Cathedral’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless they intend to liquidate the group or the Cathedral or to cease operations, or have no realistic alternative but to do so.

Auditor’s responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council’s website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor’s report.

REPORT OF THE INDEPENDENT AUDITORS TO THE CHAPTER OF CHICHESTER CATHEDRAL

Conclusion relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISA's (UK) require us to report to you were:

- the members of the Chapter's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the members of Chapter have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the Cathedral's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The members of Chapter are responsible for the other information. The other information comprises the information included in the Annual Report of the Chapter. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matter on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which we report to you if, in our opinion:

- sufficient accounting records have not been kept by the Cathedral; or
- the Cathedral's financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Sheen Stickland

SHEEN STICKLAND
CHARTERED ACCOUNTANTS
REGISTERED AUDITORS
7 EAST PALLANT
CHICHESTER
WEST SUSSEX
PO19 1TR

Dated 3rd September 2014

THE CHAPTER OF CHICHESTER CATHEDRAL
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2019

| | | Unrestricted Funds | Restricted Funds | Endowment Funds | Total Funds | Total Funds |
|--|----------|-----------------------|---------------------|--------------------|-------------------|-------------------|
| | Notes | £ | £ | £ | 31-Mar-19 £ | 31-Mar-18 £ |
| INCOME AND ENDOWMENTS FROM: | | | | | | |
| | 1 | | | | | |
| (i) Donations and legacies | | 530,598 | 1,445,636 | - | 1,976,234 | 1,369,018 |
| (ii) Grants in support of mission | | 80,913 | 132,563 | - | 213,476 | 206,837 |
| (iii) Charges and fees arising in the course of mission | | 107,713 | - | - | 107,713 | 79,368 |
| (iv) Trading and fundraising | | 1,073,758 | - | - | 1,073,758 | 1,212,040 |
| (v) Investments | | 924,787 | 128,750 | 65,132 | 1,118,669 | 1,091,719 |
| (vi) Other income | | 8,050 | 141 | 3 | 8,194 | 7,789 |
| Total Income | | 2,725,819 | 1,707,090 | 65,135 | 4,498,044 | 3,966,771 |
| EXPENDITURE ON: | | | | | | |
| | 2 | | | | | |
| (i) Raising Funds | | 1,278,399 | 81,303 | 155,309 | 1,515,011 | 1,559,999 |
| (ii) Ministry | | 388,111 | 305,300 | - | 693,411 | 694,615 |
| (iii) Cathedral and precincts upkeep | | 597,874 | 1,256,954 | - | 1,854,828 | 1,088,112 |
| (iv) Education and outreach | | 103,712 | 18,579 | - | 122,291 | 136,260 |
| (v) Community, parish and congregation | | - | - | - | - | - |
| (vi) Other expenditure | | 383,709 | 86,955 | 190 | 470,854 | 394,452 |
| Total Expenditure | | 2,751,805 | 1,749,091 | 155,499 | 4,656,395 | 3,873,438 |
| NET (OUTGOING)/INCOMING RESOURCES | | (25,986) | (42,001) | (90,364) | (158,351) | 93,333 |
| Gross transfers between funds (Endowment) | 17/18/19 | 52,839 | - | (52,839) | - | - |
| Net income/(expenditure) before gains & losses | | 26,853 | (42,001) | (143,203) | (158,351) | 93,333 |
| Net gains/(losses) on property investments | | 245,000 | - | 335,000 | 580,000 | 4,579,346 |
| Net gains/(losses) on investments | | 55,200 | 58,518 | 2,390 | 116,108 | (93,223) |
| | | 327,053 | 16,517 | 194,187 | 537,757 | 4,579,456 |
| Other recognised gains/(losses): | | | | | | |
| Actuarial gains/(losses) on defined benefit pension scheme | | - | - | - | - | (109,008) |
| Net movement in funds | | 327,053 | 16,517 | 194,187 | 537,757 | 4,470,448 |
| Reconciliation on funds: | | | | | | |
| Total funds brought forward | | 14,655,664 | 5,745,518 | 20,865,600 | 41,266,782 | 36,796,334 |
| Total funds carried forward | | 14,982,717 | 5,762,035 | 21,059,787 | 41,804,539 | 41,266,782 |

(Annex 1)

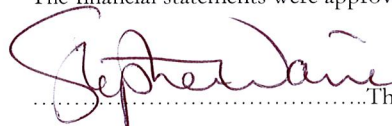
(Annex 2)


THE CHAPTER OF CHICHESTER CATHEDRAL
CONSOLIDATED BALANCE SHEET
FOR THE YEAR ENDED 31ST MARCH 2019

| | | Unrestricted Funds | Restricted Funds | Endowment Funds | Total Funds | Total Funds |
|--|-------|--------------------------|-------------------------|--------------------------|--------------------------|--------------------------|
| | | £ | £ | £ | 31-Mar-19 £ | 31-Mar-18 £ |
| | Notes | | | | | |
| Fixed Assets | | | | | | |
| Investment assets | | | | | | |
| Property | 3 | 11,846,500 | 2,500,000 | 9,900,000 | 24,246,500 | 23,859,000 |
| Investments | 4 | 1,659,274 | 2,775,789 | 1,096,323 | 5,531,386 | 5,482,392 |
| | | <u>13,505,774</u> | <u>5,275,789</u> | <u>10,996,323</u> | <u>29,777,886</u> | <u>29,341,392</u> |
| Non investment assets | | | | | | |
| Property | 5 | 1,683,000 | - | 10,005,000 | 11,688,000 | 11,688,000 |
| Equipment and plant | 6 | 65,905 | - | - | 65,905 | 7,448 |
| | | <u>1,748,905</u> | <u>-</u> | <u>10,005,000</u> | <u>11,753,905</u> | <u>11,695,448</u> |
| Total fixed assets | | <u>15,254,679</u> | <u>5,275,789</u> | <u>21,001,323</u> | <u>41,531,791</u> | <u>41,036,840</u> |
| Current assets | | | | | | |
| Stocks | 7 | 38,454 | - | - | 38,454 | 48,616 |
| Debtors | 8 | 227,352 | 262,435 | - | 489,787 | 512,963 |
| Short term investments | | - | - | - | - | - |
| Cash at bank and in hand | | 602,734 | 274,999 | 60,467 | 938,200 | 907,753 |
| | | <u>868,540</u> | <u>537,434</u> | <u>60,467</u> | <u>1,466,441</u> | <u>1,469,332</u> |
| Liabilities due within one year | | | | | | |
| Loans and bank overdraft | | (14,559) | - | - | (14,559) | (14,740) |
| Creditors | 9 | (775,625) | (51,189) | (2,003) | (828,817) | (841,685) |
| | | <u>(790,184)</u> | <u>(51,189)</u> | <u>(2,003)</u> | <u>(843,376)</u> | <u>(856,425)</u> |
| Net current assets | | <u>78,356</u> | <u>486,246</u> | <u>58,464</u> | <u>623,066</u> | <u>612,907</u> |
| Total assets less current liabilities | | <u>15,333,035</u> | <u>5,762,035</u> | <u>21,059,787</u> | <u>42,154,857</u> | <u>41,649,747</u> |
| Liabilities due after one year | | | | | | |
| Loans and bank overdraft | 9 | (281,965) | - | - | (281,965) | (296,963) |
| Defined benefit scheme liability | 9 | (68,353) | - | - | (68,353) | (86,002) |
| | | <u>(350,318)</u> | <u>-</u> | <u>-</u> | <u>(350,318)</u> | <u>(382,965)</u> |
| Net assets | | <u>14,982,717</u> | <u>5,762,035</u> | <u>21,059,787</u> | <u>41,804,539</u> | <u>41,266,782</u> |
| Funds | | | | | | |
| Unrestricted | 17 | 14,982,717 | - | - | 14,982,717 | 14,655,664 |
| Restricted | 18 | - | 5,762,035 | - | 5,762,035 | 5,745,518 |
| Endowment | 19 | - | - | 21,059,787 | 21,059,787 | 20,865,600 |
| Total Funds | | <u>14,982,717</u> | <u>5,762,035</u> | <u>21,059,787</u> | <u>41,804,539</u> | <u>41,266,782</u> |

(Annex 1) (Annex 2)

The financial statements were approved by the Chapter on 30 September 2019 by

 The Very Reverend S Waine - Dean

 D Coulthard - Communar and Executive Director

**THE CHAPTER OF CHICHESTER CATHEDRAL
BALANCE SHEET
FOR THE YEAR ENDED 31ST MARCH 2019**

| | | Unrestricted Funds | Restricted Funds | Endowment Funds | Total Funds | Total Funds |
|--|-------|--------------------------|-------------------------|--------------------------|--------------------------|--------------------------|
| | | | | | 31-Mar-19 | 31-Mar-18 |
| | | £ | £ | £ | £ | £ |
| | Notes | | | | | |
| Fixed Assets | | | | | | |
| Investment assets | | | | | | |
| Property | 3 | 11,846,500 | 2,500,000 | 9,900,000 | 24,246,500 | 23,859,000 |
| Investments | 4 | 1,659,276 | 2,775,789 | 1,096,323 | 5,531,388 | 5,482,394 |
| | | <u>13,505,776</u> | <u>5,275,789</u> | <u>10,996,323</u> | <u>29,777,888</u> | <u>29,341,394</u> |
| Non investment assets | | | | | | |
| Property | 5 | 1,683,000 | - | 10,005,000 | 11,688,000 | 11,688,000 |
| | | <u>1,683,000</u> | <u>-</u> | <u>10,005,000</u> | <u>11,688,000</u> | <u>11,688,000</u> |
| Total fixed assets | | <u>15,188,776</u> | <u>5,275,789</u> | <u>21,001,323</u> | <u>41,465,888</u> | <u>41,029,394</u> |
| Current assets | | | | | | |
| Debtors | 8 | 305,018 | 262,435 | - | 567,453 | 550,625 |
| Short term investments | | - | - | - | - | - |
| Cash at bank and in hand | | 505,544 | 274,999 | 60,467 | 841,010 | 809,473 |
| | | <u>810,562</u> | <u>537,434</u> | <u>60,467</u> | <u>1,408,463</u> | <u>1,360,098</u> |
| Liabilities due within one year | | | | | | |
| Loans and bank overdraft | | (14,559) | - | - | (14,559) | (14,740) |
| Creditors | 9 | (673,668) | (51,189) | (2,003) | (726,860) | (727,534) |
| | | <u>(688,227)</u> | <u>(51,189)</u> | <u>(2,003)</u> | <u>(741,419)</u> | <u>(742,274)</u> |
| Net current assets | | <u>122,335</u> | <u>486,246</u> | <u>58,464</u> | <u>667,045</u> | <u>617,824</u> |
| Total assets less current liabilities | | <u>15,311,111</u> | <u>5,762,035</u> | <u>21,059,787</u> | <u>42,132,933</u> | <u>41,647,218</u> |
| Liabilities due after one year | | | | | | |
| Loans and bank overdraft | 9 | (350,318) | - | - | (350,318) | (382,965) |
| Defined benefit scheme liability | 9 | - | - | - | - | - |
| | | <u>(350,318)</u> | <u>-</u> | <u>-</u> | <u>(350,318)</u> | <u>(382,965)</u> |
| Net assets | | <u>14,960,793</u> | <u>5,762,035</u> | <u>21,059,787</u> | <u>41,782,615</u> | <u>41,264,253</u> |
| Funds | | | | | | |
| Unrestricted | 17 | 14,960,793 | - | - | 14,960,793 | 14,653,135 |
| Restricted | 18 | - | 5,762,035 | - | 5,762,035 | 5,745,518 |
| Endowment | 19 | - | - | 21,059,787 | 21,059,787 | 20,865,600 |
| | | <u>14,960,793</u> | <u>5,762,035</u> | <u>21,059,787</u> | <u>41,782,615</u> | <u>41,264,253</u> |

(Annex 1) (Annex 2)

The financial statements were approved by the Chapter on2019 by

.....The Very Reverend S Waine - Dean

.....D Coulthard - Communar and Executive Director

**THE CHAPTER OF CHICHESTER CATHEDRAL
CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 31ST MARCH 2019**

| | | 31-Mar-19 | 31-Mar-18 |
|--|------|------------------|--------------------|
| | Note | £ | £ |
| Cash flows from operating activities: | | | |
| Net cash provided by / (used in) operating activities | 1 | (1,073,195) | (1,076,444) |
| Cash flows from investing activities: | | | |
| Purchase of tangible fixed assets | | - | - |
| Purchase of investment property | | - | - |
| Purchase of fixed asset investments | | (266,962) | (1,060,000) |
| Sale of fixed asset investments | | 267,114 | - |
| Sale of investment property | | - | - |
| Rentals received | | 859,711 | 852,276 |
| Dividends received | | 258,370 | 238,554 |
| Interest received | | 588 | 889 |
| Net cash provided by / (used in) investing activities | | <u>1,118,821</u> | <u>31,719</u> |
| Cash flows from financing activities: | | | |
| New loans in year | | - | - |
| Loan repayments in year | | (15,179) | (14,280) |
| Net cash provided by / (used in) financing activities | | <u>(15,179)</u> | <u>(14,280)</u> |
| Change in cash and cash equivalents in the reporting period | | <u>30,447</u> | <u>(1,059,005)</u> |
| Cash and cash equivalents at the beginning of the reporting period | | 907,753 | 1,966,758 |
| Cash and cash equivalents at the end of the reporting period | 2 | <u>938,200</u> | <u>907,753</u> |

**THE CHAPTER OF CHICHESTER CATHEDRAL
CONSOLIDATED CASH FLOW STATEMENT NOTES
FOR THE YEAR ENDED 31ST MARCH 2019**

**1. Reconciliation of Net Incoming / (Outgoing) Resources to Net
Cash Inflow from Operating Activities**

| | 31-Mar-19 | 31-Mar-18 |
|---|---------------------------|---------------------------|
| | £ | £ |
| Net income / (expenditure) for the reporting period | (158,351) | 93,333 |
| Adjustments for: | | |
| Depreciation charges | 8,505 | 7,907 |
| Loss on disposal of investment property | - | - |
| Rentals received | (859,711) | (852,276) |
| Dividends received | (258,370) | (238,554) |
| Interest received | (588) | (889) |
| (Increase)/decrease in stocks | 10,162 | 2,309 |
| (Increase) / decrease in debtors | 23,176 | (338,765) |
| Increase / (decrease) in creditors | 161,982 | 250,491 |
| Net cash outflow from operating activities | <u>(1,073,195)</u> | <u>(1,076,444)</u> |

Analysis of cash and cash equivalents

| | 31-Mar-19 | 31-Mar-18 |
|--|-----------------------|-----------------------|
| | £ | £ |
| Cash in hand | 938,200 | 907,753 |
| Short term investments | - | - |
| Total cash and cash equivalents | <u>938,200</u> | <u>907,753</u> |

THE CHAPTER OF CHICHESTER CATHEDRAL ACCOUNTING POLICIES FOR THE YEAR ENDED 31ST MARCH 2019

BASIS OF PREPARATION

The Cathedral constitutes a public benefit entity as defined by FRS 102. The accounts have been prepared in accordance with the Accounting and Reporting Regulations for English Anglican Cathedrals issued in February 2015 by the Cathedral Administration and Finance Association, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

BASIS OF CONSOLIDATION

The consolidated financial statements comprise those of the Chapter and of its wholly owned subsidiary company Chichester Cathedral Enterprises Limited.

INCOME

All incoming resources are included in the Statement of Financial Activities (SOFA) when the Cathedral is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations, legacies and grants to be recognised the Cathedral will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the income and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the Cathedral and it is probable that they will be fulfilled.

Investment income is recognised on a receivable basis.

RESOURCES EXPENDED

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

THE CATHEDRAL, ITS ANCILLARY BUILDINGS AND THE INVENTORY

In accordance with the Guidelines on English Anglican Cathedral Accounts, no value is attributed in the balance sheet to the Cathedral and its ancillary buildings as it is an inalienable and historic building for which no reliable cost information or conventional valuation basis is available.

No value is attributed to items included in the Cathedral inventory which comprises items of architectural, archaeological, artistic or historic interest.

EQUIPMENT AND PLANT

Chapter:-

In accordance with the Accounting and Reporting Regulation for English Anglican Cathedrals plant, machinery, office equipment, furniture and fittings and computer equipment are written off on acquisition.

Chichester Cathedral Enterprises Limited:-

Assets with an initial cost price which exceeds £500 are capitalised and depreciation is provided to write down the cost of all tangible fixed assets by equal annual instalments over their expected useful economic lives. The rates generally applicable are:-

| | |
|-------------------------|---------------------|
| Furniture and equipment | 10% and 20% on cost |
| Fittings in premises | 10% on cost |
| Computer equipment | 25% on cost |

**THE CHAPTER OF CHICHESTER CATHEDRAL
ACCOUNTING POLICIES
FOR THE YEAR ENDED 31ST MARCH 2019**

INVESTMENT PROPERTY

Investment properties are initially measured at cost and subsequently are included at fair value of the freehold and lease investments.

The non-investment properties are included at a nominal value.

LISTED INVESTMENTS

Investments are included in the financial statements as follows:

- (a) Investments are shown at their fair value on 31st March 2019.
- (b) Realised gains and losses are calculated as the difference between their market value on the date of disposal and their market value on the previous balance sheet date.

STOCKS

Shop and refectory stocks are stated at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

VALUE ADDED TAX

A group registration for the Chapter and Chichester Cathedral Enterprises Ltd is in operation. Irrecoverable VAT is included in the cost of the items reported in the financial statements.

CONTRIBUTIONS TO PENSION SCHEMES

The pension costs charged to the accounts represent the amount of the contributions paid to both the Defined Benefit and Pension Builders Schemes in respect of the accounting period.

FUNDS

The financial statements include the following funds:-

- (a) Endowment funds – those where there is no power to spend the capital
- (b) Restricted funds – those where there are specific conditions attached to the expenditure of either capital or income or both
- (c) Unrestricted funds – those where both capital and income may be spent at the discretion of the Chapter.

THE CHAPTER OF CHICHESTER CATHEDRAL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2019

1 INCOME AND ENDOWMENTS FROM:

| | Unrestricted Funds | Restricted Funds | Endowment Funds | Total Funds | Total Funds |
|--|-----------------------|---------------------|--------------------|------------------|------------------|
| | £ | £ | £ | 31-Mar-19 £ | 31-Mar-18 £ |
| (i) Donations and legacies | | | | | |
| Congregational collections and giving | 185,090 | - | - | 185,090 | 180,624 |
| Donations | 229,753 | 43,602 | - | 273,355 | 263,084 |
| Tax recoverable under Gift Aid on voluntary donations | 16,629 | 4,784 | - | 21,413 | 21,266 |
| Chichester Cathedral Restoration & Development Trust | 95,100 | 1,339,000 | - | 1,434,100 | 747,116 |
| Chichester Cathedral Friends | - | 56,372 | - | 56,372 | 118,075 |
| Other | 4,026 | 1,878 | - | 5,904 | 14,988 |
| Legacies | - | - | - | - | 23,865 |
| | <u>530,598</u> | <u>1,445,636</u> | <u>-</u> | <u>1,976,234</u> | <u>1,369,018</u> |
| (ii) Grants in support of mission | | | | | |
| Church Commissioners | 47,634 | 132,563 | - | 180,197 | 169,922 |
| Allchurches Trust (EIG) | 22,064 | - | - | 22,064 | 22,064 |
| Pallant Trust Grant | 4,500 | - | - | 4,500 | 4,250 |
| Other revenue and capital grants | 6,715 | - | - | 6,715 | 10,601 |
| | <u>80,913</u> | <u>132,563</u> | <u>-</u> | <u>213,476</u> | <u>206,837</u> |
| (iii) Charges and fees arising in the course of mission | | | | | |
| Facility and other fees | 107,713 | - | - | 107,713 | 79,368 |
| (iv) Trading and fundraising activities | | | | | |
| Gross income of shop, refectory and other trading activities | 1,073,758 | - | - | 1,073,758 | 1,212,040 |
| (v) Investments | | | | | |
| Income from investment property | 859,711 | - | - | 859,711 | 852,276 |
| Income from other investments | 64,488 | 128,750 | 65,132 | 258,370 | 238,554 |
| Interest receivable on short term deposits | 588 | - | - | 588 | 889 |
| | <u>924,787</u> | <u>128,750</u> | <u>65,132</u> | <u>1,118,669</u> | <u>1,091,719</u> |
| (vi) Other income | | | | | |
| Insurance recoveries | 8,050 | 141 | 3 | 8,194 | 7,789 |
| | <u>2,725,819</u> | <u>1,707,090</u> | <u>65,135</u> | <u>4,498,044</u> | <u>3,966,771</u> |

The Church Commissioners grant consists of £132,563 for stipends of the Dean and two canons and £47,634 as a contribution to administration costs.

**THE CHAPTER OF CHICHESTER CATHEDRAL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2019**

2 EXPENDITURE ON:

| | Unrestricted Funds | Restricted Funds | Endowment Funds | Total Funds | Total Funds |
|---|-------------------------|-------------------------|-----------------------|-------------------------|-------------------------|
| | | | | 31-Mar-19 | 31-Mar-18 |
| | £ | £ | £ | £ | £ |
| (i) Raising funds | | | | | |
| Costs of facilities for visitors | 120,156 | - | - | 120,156 | 111,914 |
| Gross costs of shop, refectory and other activities | 1,054,363 | - | - | 1,054,363 | 1,268,034 |
| Investment property costs | 103,880 | 81,303 | 155,309 | 340,492 | 180,051 |
| | <u>1,278,399</u> | <u>81,303</u> | <u>155,309</u> | <u>1,515,011</u> | <u>1,559,999</u> |
| (ii) Ministry | | | | | |
| Clergy stipends and working expenses | 65,546 | 132,562 | - | 198,108 | 177,394 |
| Clergy housing costs | 7,820 | - | - | 7,820 | 1,830 |
| Clergy support costs | - | - | - | - | - |
| Services, music and congregational costs | 314,745 | 172,738 | - | 487,483 | 515,391 |
| | <u>388,111</u> | <u>305,300</u> | <u>-</u> | <u>693,411</u> | <u>694,615</u> |
| (iii) Cathedral and precincts upkeep | | | | | |
| Major repairs and restoration | - | 1,253,975 | - | 1,253,975 | 574,628 |
| Maintenance and interior upkeep | 341,432 | - | - | 341,432 | 299,007 |
| Cathedral insurance | - | 2,979 | - | 2,979 | 3,728 |
| Precincts, security and gardens upkeep | 256,442 | - | - | 256,442 | 210,749 |
| | <u>597,874</u> | <u>1,256,954</u> | <u>-</u> | <u>1,854,828</u> | <u>1,088,112</u> |
| (iv) Education and outreach | | | | | |
| Educational activities | 103,371 | 18,516 | - | 121,887 | 98,716 |
| Archives and library | 707 | 63 | - | 770 | 447 |
| Charitable and other giving | (366) | - | - | (366) | 37,097 |
| | <u>103,712</u> | <u>18,579</u> | <u>-</u> | <u>122,291</u> | <u>136,260</u> |
| (v) Community, parish and congregation | - | - | - | - | - |
| (vi) Other expenditure | | | | | |
| Interest and similar charges payable | 9,484 | - | - | 9,484 | 8,927 |
| Support costs | | | | | |
| Administration and finance | 336,731 | 28,630 | 190 | 365,551 | 356,332 |
| Information technology | 37,494 | 58,325 | - | 95,819 | 29,193 |
| | <u>383,709</u> | <u>86,955</u> | <u>190</u> | <u>470,854</u> | <u>394,452</u> |
| | <u>2,751,805</u> | <u>1,749,091</u> | <u>155,499</u> | <u>4,656,396</u> | <u>3,873,438</u> |

THE CHAPTER OF CHICHESTER CATHEDRAL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2019

3 Investment property

| | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | Total Funds £ |
|--|----------------------------|--------------------------|-------------------------|---------------------|
| Consolidated and Chapter Freehold | | | | |
| At valuation 1 April 2018 | 10,362,500 | 2,500,000 | 9,565,000 | 22,427,500 |
| Additions | 682,500 | - | - | 682,500 |
| Revaluation | - | - | 335,000 | 335,000 |
| At valuation 31 March 2019 | 11,045,000 | 2,500,000 | 9,900,000 | 23,445,000 |
| Long leasehold | | | | |
| At valuation 1 April 2018 | 1,431,500 | - | - | 1,431,500 |
| Additions | - | - | - | - |
| Disposals | (630,000) | - | - | (630,000) |
| Revaluation | - | - | - | - |
| At valuation 31 March 2019 | 801,500 | - | - | 801,500 |
| At 31 March 2019 | 11,846,500 | 2,500,000 | 9,900,000 | 24,246,500 |

The freehold properties were revalued on 31 March 2019 by Flude Commercial Chartered Surveyors. The basis of the valuation was market value and on the basis of willing buyer and willing seller having regard to any special circumstances. The property portfolio was also reviewed for any change of use since the last valuation in 2012.

4 Investments

Consolidated

| | | | | |
|--|-----------|-----------|-----------|-----------|
| Investments at market value 1 April 2018 | 1,404,074 | 2,792,271 | 1,286,047 | 5,482,392 |
| Reclassification | - | - | - | - |
| Additions | 200,000 | - | - | 200,000 |
| Proceeds from disposals | - | (75,000) | (192,114) | (267,114) |
| Net (decrease) increase on disposals and revaluation | 55,200 | 58,518 | 2,390 | 116,108 |
| Investments at market value 31 March 2019 | 1,659,274 | 2,775,789 | 1,096,323 | 5,531,386 |

Total

At 31st March 2019 **1,659,274** **2,775,789** **1,096,323** **5,531,386**

At 31st March 2018 **1,404,074** **2,792,271** **1,286,047** **5,482,392**

Chapter

| | | | | |
|--|------------------|------------------|------------------|------------------|
| Investments at market value 1 April 2018 | 1,404,074 | 2,792,271 | 1,286,047 | 5,482,392 |
| Reclassification | - | - | - | - |
| Additions | 200,000 | - | - | 200,000 |
| Proceeds from disposals | - | (75,000) | (192,114) | (267,114) |
| Net (decrease) increase on disposals and revaluation | 55,200 | 58,518 | 2,390 | 116,108 |
| Investments at market value 31 March 2019 | 1,659,274 | 2,775,789 | 1,096,323 | 5,531,386 |

Investment in subsidiary

At 1 April 2017 and 31 March 2018 2 - - 2

Total

At 31st March 2019 **1,659,276** **2,775,789** **1,096,323** **5,531,388**

At 31st March 2018 **1,404,076** **2,792,271** **1,286,047** **5,482,394**

THE CHAPTER OF CHICHESTER CATHEDRAL
 NOTES TO THE ACCOUNTS
 FOR THE YEAR ENDED 31ST MARCH 2019

5 Non Investment Property

| Consolidated and Chapter | Unrestricted Funds | Restricted Funds | Endowment Funds | Total Funds |
|--------------------------|-----------------------|---------------------|--------------------|-------------------|
| | £ | £ | £ | £ |
| At 1 April 2018 | 1,683,000 | - | 10,005,000 | 11,688,000 |
| Reclassification | - | - | - | - |
| Revaluation | - | - | - | - |
| At 31 March 2019 | 1,683,000 | - | 10,005,000 | 11,688,000 |

All non investment properties are freehold.

6 Equipment and plant

| Consolidated | Unrestricted Funds | Restricted Funds | Endowment Funds | Total Funds 31-Mar-19 | Total Funds 31-Mar-18 |
|--|-----------------------|---------------------|--------------------|-----------------------------|-----------------------------|
| | £ | £ | £ | £ | £ |
| Cost 1st April 2018 | 89,742 | - | - | 89,742 | 89,742 |
| Depreciation at 1st April 2018 | (82,294) | - | - | (82,294) | (74,387) |
| Net book value at 1st April 2018 | 7,448 | - | - | 7,448 | 15,355 |
| Additions | 66,962 | - | - | 66,962 | - |
| Depreciation for year | (8,505) | - | - | (8,505) | (7,907) |
| Net book value at 31st March 2019 | 65,905 | - | - | 65,905 | 7,448 |
| Cost | 156,704 | - | - | 156,704 | 89,742 |
| Depreciation | (90,799) | - | - | (90,799) | (82,294) |
| Net book value at 31st March 2019 | 65,905 | - | - | 65,905 | 7,448 |

All equipment and plant is held in the trading company.

7 Stocks

| Consolidated | | | | |
|------------------|---------------|----------|----------|---------------|
| Goods for resale | 24,282 | - | - | 24,282 |
| Consumable items | 14,172 | - | - | 14,172 |
| | 38,454 | - | - | 38,454 |

All stocks are held by the trading company.

THE CHAPTER OF CHICHESTER CATHEDRAL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2019

| | Unrestricted Funds | Restricted Funds | Endowment Funds | Total Funds | Total Funds |
|---------------------------------------|-----------------------|---------------------|--------------------|------------------|------------------|
| | | | | 31-Mar-19 | 31-Mar-18 |
| | £ | £ | £ | £ | £ |
| 8 Debtors | | | | | |
| Consolidated | | | | | |
| Trade debtors | 130,744 | - | - | 130,744 | 170,096 |
| Prepayments | 62,613 | - | - | 62,613 | 64,360 |
| Other debtors | 33,995 | 262,435 | - | 296,430 | 278,507 |
| | 227,352 | 262,435 | - | 489,787 | 512,963 |
| Chapter | | | | | |
| Trade debtors | 118,591 | - | - | 118,591 | 165,511 |
| Prepayments | 57,633 | - | - | 57,633 | 60,087 |
| Amounts due from related undertakings | 94,799 | - | - | 94,799 | 46,520 |
| Other debtors | 33,995 | 262,435 | - | 296,430 | 278,507 |
| | 305,018 | 262,435 | - | 567,453 | 550,625 |
| 9 Creditors | | | | | |
| Consolidated | | | | | |
| Trade creditors | 132,127 | - | - | 132,127 | 80,830 |
| Accruals | 247,172 | - | - | 247,172 | 244,051 |
| Other creditors | 349,090 | 51,189 | 2,003 | 402,282 | 471,742 |
| Tax and social security | 29,587 | - | - | 29,587 | 27,413 |
| | 757,976 | 51,189 | 2,003 | 811,168 | 824,036 |
| NatWest Mortgage loan (note 10) | 297,979 | - | - | 297,979 | 311,703 |
| Pension scheme deficit contributions | 84,547 | - | - | 84,547 | 103,651 |
| | 1,140,502 | 51,189 | 2,003 | 1,193,694 | 1,239,390 |
| Shown as:- | | | | | |
| Liabilities due within one year | | | | | |
| Loans and bank overdraft | 14,559 | - | - | 14,559 | 14,740 |
| Creditors | 775,625 | 51,189 | 2,003 | 828,817 | 841,685 |
| Liabilities due after one year | 350,318 | - | - | 350,318 | 382,965 |
| | 1,140,502 | 51,189 | 2,003 | 1,193,694 | 1,239,390 |
| Chapter | | | | | |
| Trade creditors | 83,855 | - | - | 83,855 | 54,073 |
| Accruals | 228,479 | - | - | 228,479 | 224,686 |
| Other creditors | 319,557 | 51,189 | 2,003 | 372,749 | 409,182 |
| Tax and social security | 24,128 | - | - | 24,128 | 21,945 |
| | 656,018 | 51,189 | 2,003 | 709,210 | 709,886 |
| NatWest Mortgage loan (note 10) | 297,979 | - | - | 297,979 | 311,703 |
| Pension scheme deficit contributions | 84,547 | - | - | 84,547 | 103,651 |
| | 1,038,545 | 51,189 | 2,003 | 1,091,737 | 1,125,240 |
| Shown as:- | | | | | |
| Liabilities due within one year | | | | | |
| Loans and bank overdraft | 14,559 | - | - | 14,559 | 14,740 |
| Creditors | 673,668 | 51,189 | 2,003 | 726,860 | 727,534 |
| Liabilities due after one year | 350,318 | - | - | 350,318 | 382,965 |
| | 1,038,545 | 51,189 | 2,003 | 1,091,737 | 1,125,239 |

**THE CHAPTER OF CHICHESTER CATHEDRAL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2018**

10 Borrowings

NatWest Mortgage Loan

A £350,000 loan was entered into by Chapter during the prior year in connection with the purchase of the remaining 42.2% of the freehold interest in 49 West Street, Chichester. The loan is due to be repaid in equal monthly instalments over 20 years at an interest rate of 2.45% over base rate per annum and is secured on the property.

At 31st March 2019 the outstanding loan was £297,979 which is repayable as follows:-

| | Total Funds | Total Funds |
|----------------------------|------------------------|------------------------|
| | 31-Mar-19 | 31-Mar-18 |
| Within one year | 14,559 | 14,740 |
| Between one and two years | 14,995 | 15,250 |
| Between two and five years | 47,737 | 46,129 |
| Over five years | 220,688 | 235,584 |
| | <u>297,979</u> | <u>311,703</u> |

The trading company has no third party borrowings.

11 Investment in subsidiary

Chichester Cathedral Enterprises Limited is a wholly owned subsidiary, trading as a Refectory and Gift Shop. The investment in this Company has been consolidated in these accounts on a line by line basis. A profit amounting to £19,395 arose during the year (2018: Loss £55,994).

**Chichester Cathedral Enterprises Limited
Balance Sheet as at 31st March 2018**

| | 31-Mar-19 | | 31-Mar-18 | |
|--|------------------|---------------|------------------|--------------|
| | £ | £ | £ | £ |
| Fixed assets | | 65,905 | | 7,448 |
| Current assets | | | | |
| Stock | 38,454 | | 48,616 | |
| Debtors | 17,133 | | 13,845 | |
| Cash deposits | - | | - | |
| Cash at bank and in hand | 97,190 | | 98,280 | |
| | <u>152,777</u> | | <u>160,741</u> | |
| Creditors: amounts falling due within one year | <u>(196,755)</u> | | <u>(165,657)</u> | |
| Net current assets | | (43,978) | | (4,916) |
| | | <u>21,927</u> | | <u>2,532</u> |
| Financed by:- | | | | |
| Share capital | | 2 | | 2 |
| Profit and loss account | | 21,925 | | 2,530 |
| | | <u>21,927</u> | | <u>2,532</u> |

**THE CHAPTER OF CHICHESTER CATHEDRAL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2019**

12 Related entities

| | 31-Mar-19 | 31-Mar-18 |
|--|------------------|------------------|
| | £ | £ |
| Chichester Cathedral Friends | 3,949 | 150 |
| The Chichester Cathedral Restoration & Development Trust | 1,323 | 184 |
| The Chichester Cathedral Millennium Endowment Trust | - | - |
| The Hospital of the Blessed Mary, Chichester | 553 | 39,833 |
| The Morse-Boycott Bursary Fund | - | - |
| The Traditional Choir Trust | - | - |

The above are related entities by virtue of common Trustees. They are separate charities with separate objectives and are not under the control of Chapter and do not form part of the consolidated financial statements. Amounts due to the Chapter as at the 31st March 2019 shown above are included in other debtors.

Chapter administers the operations and charge them as follows: The Hospital of the Blessed Mary of £132,683 (2018: £103,518), Morse Boycott £nil (2018: £1,500) and Traditional Choir Trust £nil (2018: £1,500).

**THE CHAPTER OF CHICHESTER CATHEDRAL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2019**

| 13 Auditors' remuneration | 31-Mar-19 | 31-Mar-18 |
|--|------------------|------------------|
| The total remuneration of Sheen Stickland was as follows:- | £ | £ |
| Audit services | | |
| The Chapter of Chichester Cathedral | 10,200 | 11,950 |
| Chichester Cathedral Enterprises Limited | 6,600 | 4,850 |
| Non audit services | | |
| The Chapter of Chichester Cathedral | 18,000 | 6,000 |
| Chichester Cathedral Enterprises Limited | 927 | 250 |
| | 35,727 | 23,050 |

14 Employees

Staff costs during the year were as follows:-

| | | |
|-----------------------|------------------|------------------|
| Wages and salaries | 913,860 | 1,440,509 |
| Social security costs | 86,443 | 118,907 |
| Other pension costs | 65,163 | 99,217 |
| | 1,065,465 | 1,658,633 |

Employees earning over £60,000 and less than £70,000 per annum

| | | |
|--|----------|----------|
| | 1 | 1 |
|--|----------|----------|

| | 31-Mar-19 | 31-Mar-18 |
|--|------------------|------------------|
| The average number of employees during the year was as follows:- | | |
| Clergy | 3 | 3 |
| Administration | 8 | 8 |
| Education | 3 | 3 |
| Liturgy and music | 4 | 4 |
| Maintenance | 5 | 6 |
| Vergers | 5 | 5 |
| Visitors services | 4 | 3 |
| Shop and refectory | 24 | 23 |
| | 56 | 55 |

Total remuneration received by members of the Chapter during the year amounted to £157,320 (2018: £157,320)

In addition, employer's pension contributions were £57,118 (2018: £57,118).

Volunteers

Over 450 volunteers offer time and talents to the Cathedral in numerous capacities in varying degrees.

**THE CHAPTER OF CHICHESTER CATHEDRAL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2019**

15 Pensions

Clergy pensions are the liability of the Church Commissioners who pay contributions to the Church of England Funded Pensions Scheme.

The Chapter of Chichester Cathedral participates in the Church of England Defined Benefits Scheme (DBS), part of the Church Workers Pensions Fund, for employees who joined the staff before 31st December 2002 and the Church of England Contribution Scheme (DCS). At 31st March 2018 the Chapter had no active members and 10 deferred pension members in the Fund. The assets of the fund are held separately from those of the Chapter of Chichester Cathedral.

The Defined Benefits scheme was the subject of a full actuarial valuation as at 31 December 2016. The fund as it related to the Chapter was shown to be in deficit. The total deficit was assessed to be £156,000. Chapter has entered into a revised payment arrangement to eliminate the deficit arising. Annual payments of £17,649 will be made to cease by 31 March 2026.

The Chapter of Chichester Cathedral has agreed to pay the share of this deficit as it relates to the one employee of the scheme who is employed by the subsidiary Chichester Cathedral Enterprises Limited.

Full provision has been made in these financial statements for the deficit as noted above.

In addition contribution rates have increased from 1 April 2015 to a total of 37.9% (employers 24.7% and employees 13.2%).

The Chapter of Chichester Cathedral also participates in a stakeholder defined contribution scheme. Contributions to this scheme are charged to the Statement of Financial Activities as they arise.

16 Expenses of members of the Chapter

During the year 3 members (2018: 7) of Chapter had expenses reimbursed by the Chapter of Chichester Cathedral. The amount reimbursed was £8,730 (2018 £7,647).

**17 Unrestricted funds
Consolidated**

| | At 1st April 2018 | Net surplus/ (deficit) for the year | Transfers | At 31st March 2019 |
|--|-------------------------|---|---------------|--------------------------|
| | £ | £ | £ | £ |
| General revenues | 14,655,664 | 274,214 | 52,839 | 14,982,717 |
| Designated Fabrication and Restoration | - | - | - | - |
| Hussey Memorial Commission Designated Fund | - | - | - | - |
| | <u>14,655,664</u> | <u>274,214</u> | <u>52,839</u> | <u>14,982,717</u> |

**THE CHAPTER OF CHICHESTER CATHEDRAL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2019**

Unrestricted funds - note 17 continued

Chapter

| | At 1st April 2018 | Net surplus/ (deficit) for the year | Transfers | At 31st March 2019 |
|--|-------------------------|---|---------------|--------------------------|
| | £ | £ | £ | £ |
| General revenues | 14,655,664 | 274,214 | 52,839 | 14,982,717 |
| Designated Fabrication and Restoration | - | - | - | - |
| Hussey Memorial Commission Designated Fund | - | - | - | - |
| | <u>14,655,664</u> | <u>274,214</u> | <u>52,839</u> | <u>14,982,717</u> |

18 Restricted funds

Consolidated and Chapter

| | At 1st April 2018 | Net surplus/ (deficit) for the year | Transfers | At 31st March 2019 |
|--|-------------------------|---|-----------|--------------------------|
| | £ | £ | £ | £ |
| Chichester Cathedral Choral Foundation Fund | 2,750,509 | 71,694 | - | 2,822,203 |
| Chichester Cathedral Restoration and Development Trust | 167,480 | 56,715 | - | 224,195 |
| D & C Evans Gift | - | - | - | - |
| Library Fund | 124,531 | 6,655 | - | 131,186 |
| Music Fund | - | - | - | - |
| 4 Canon Lane | 2,619,813 | (38,263) | - | 2,581,550 |
| Sailors' Chapel Fund | - | - | - | - |
| Chichester Cathedral Friends | 83,185 | (80,285) | - | 2,900 |
| Scholarships & Prizes | - | - | - | - |
| | <u>5,745,518</u> | <u>16,516</u> | <u>-</u> | <u>5,762,035</u> |

Use of funds

Chichester Cathedral Choral Foundation Fund (CCCCF) - set up to fund the Choral and music tradition at the Cathedral including bursaries scholarships and prizes.

Chichester Cathedral Restoration and Development Trust - grants for the Fabrication of the Cathedral

D & C Evans Gift - donation to fund Music . It was agreed by the donors in the year to move this fund to the CCCC fund.

Library Fund - set up to fund the library

Music Fund - set up to fund , Music and Choristers including choir tours. The fund balance has been transferred to the CCCC fund.

4 Canon Lane - set up to fund the maintenance and primary use of the house

Sailors' Chapel Fund - to fund the repairs and restoration to the sailor's Chapel. This fund was fully expended in the year.

Chichester Cathedral Friends - grants to fund various works around the Cathedral

THE CHAPTER OF CHICHESTER CATHEDRAL
 NOTES TO THE ACCOUNTS
 FOR THE YEAR ENDED 31ST MARCH 2019

19 Endowment Funds

| | At 1st April 2018 | Net surplus/ (deficit) for the year | Transfers | At 31st March 2019 |
|------------------------|-------------------------|---|-----------------|--------------------------|
| | £ | £ | £ | £ |
| Prebend Funds | 2,455,345 | 89,875 | - | 2,545,220 |
| Endowment Fund | 17,522,458 | 121,216 | (28,813) | 17,614,861 |
| Music Endowment Funds | 869,673 | 35,935 | (24,026) | 881,581 |
| Endowed Prebend Stalls | 18,124 | - | - | 18,124 |
| | <u>20,865,600</u> | <u>247,026</u> | <u>(52,839)</u> | <u>21,059,787</u> |

THE CHAPTER OF CHICHESTER CATHEDRAL
STATEMENT OF FINANCIAL ACTIVITIES - RESTRICTED FUNDS
FOR THE YEAR ENDED 31ST MARCH 2019

Annex 1

| | Chichester Cathedral Foundation Fund | Chichester Cathedral Restoration and Development Trust | D & C Evans Gift | Library Fund | Music Fund | 4 Canon Lane | Sailor's Chapel | Scholarships & prize | Chichester Cathedral Friends | Total Funds 31/03/2019 | Total Funds 31/03/2018 |
|--|--|---|---------------------|-----------------|---------------|------------------|--------------------|-------------------------|------------------------------------|---------------------------|---------------------------|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| INCOME AND ENDOWMENTS FROM: | | | | | | | | | | | |
| (i) Donations and legacies | 38,812 | 1,348,377 | - | 2,000 | - | 75 | - | - | 56,372 | 1,445,636 | 911,953 |
| (ii) Grants in support of mission | - | - | - | - | - | - | - | - | - | - | 10,005 |
| (iv) Trading and fundraising activities | - | - | - | - | - | - | - | - | - | - | - |
| (v) Investments | 120,919 | - | - | 5,703 | - | 2,129 | - | - | - | 128,750 | 118,274 |
| (vi) Other income | 137 | - | - | 3 | - | 2 | - | - | - | 141 | 153 |
| Total Income | 159,867 | 1,348,377 | - | 7,706 | - | 2,206 | - | - | 56,372 | 1,574,528 | 1,040,385 |
| EXPENDITURE ON: | | | | | | | | | | | |
| (i) Raising Funds | - | - | - | - | - | 41,795 | - | - | 4,800 | 46,595 | 55,952 |
| (ii) Ministry | 139,537 | - | - | - | - | - | - | - | 33,201 | 172,738 | 186,018 |
| (iii) Cathedral and precincts upkeep | - | 1,291,662 | - | - | - | - | - | - | - | 1,291,662 | 574,628 |
| (iv) Education and outreach | - | - | - | 410 | - | - | - | - | 76,494 | 76,904 | 9,600 |
| (vi) Other expenditure | 5,131 | - | - | 1,264 | - | 73 | - | - | 22,162 | 28,630 | 23,313 |
| Total Expenditure | 144,668 | 1,291,662 | - | 1,674 | - | 41,868 | - | - | 136,657 | 1,616,529 | 849,511 |
| BEFORE INVESTMENT GAINS/(LOSSES) | 15,199 | 56,715 | - | 6,032 | - | (39,662) | - | - | (80,285) | (42,001) | 190,874 |
| Net gains/(losses) on property investments | - | - | - | - | - | - | - | - | - | - | (100,000) |
| Net gains/(losses) on investments | 56,495 | - | - | 623 | - | 1,399 | - | - | - | 58,518 | (46,142) |
| Net income/(expenditure) | 71,694 | 56,715 | - | 6,655 | - | (38,263) | - | - | (80,285) | 16,516 | 44,732 |
| Gross transfers between funds | - | - | - | - | - | - | - | - | - | - | - |
| Net movement in funds | 71,694 | 56,715 | - | 6,655 | - | (38,263) | - | (80,285) | 16,516 | 44,732 | 44,732 |
| Reconciliation on funds: | | | | | | | | | | | |
| Total funds brought forward | 2,750,509 | 167,480 | - | 124,531 | - | 2,619,813 | - | - | 83,185 | 5,745,518 | 5,700,786 |
| Total funds carried forward | 2,822,203 | 224,195 | - | 131,186 | - | 2,581,550 | - | - | 2,900 | 5,762,035 | 5,745,518 |

THE CHAPTER OF CHICHESTER CATHEDRAL
STATEMENT OF FINANCIAL ACTIVITIES - ENDOWMENT FUNDS
FOR THE YEAR ENDED 31ST MARCH 2019

Annex 2

| | Prebend Funds | Endowment Fund | Music Endowment Funds | Endowed Prebendal Stalls | Total Funds 31-Mar-19 | Total Funds 31-Mar-18 |
|---|------------------|-------------------|-----------------------------|--------------------------------|-----------------------------|-----------------------------|
| | £ | £ | £ | | | |
| INCOME AND ENDOWMENTS FROM: | | | | | | |
| Donations and legacies | - | - | - | - | - | - |
| Investments | 1,857 | 32,203 | 31,072 | - | 65,132 | 66,515 |
| Other income | 1 | 2 | - | - | 3 | - |
| Total Income | 1,858 | 32,205 | 31,072 | | 65,135 | 66,515 |
| EXPENDITURE ON: | | | | | | |
| Raising Funds | 154,074 | 1,235 | - | - | 155,309 | 11,154 |
| Other expenditure | 61 | 62 | 67 | - | 190 | - |
| Total Expenditure | 154,136 | 1,297 | 67 | | 155,499 | 11,154 |
| BEFORE INVESTMENT GAINS/(LOSSES) | 152,278 | 30,908 | 31,005 | - | (90,364) | 55,361 |
| Net gains/(losses) on investments | 242,153 | 90,308 | 4,929 | - | 337,390 | 2,175,203 |
| Net income/(expenditure) | 89,875 | 121,216 | 35,935 | - | 247,026 | 2,230,564 |
| Gross transfers between funds | | 28,813 | 24,026 | - | (52,839) | (88,962) |
| Net movement in funds | 89,875 | 92,403 | 11,908 | - | 194,187 | 2,141,602 |
| Reconciliation on funds: | | | | | | |
| Total funds brought forward | 2,455,345 | 17,522,458 | 869,673 | 18,124 | 20,865,600 | 18,723,998 |
| Total funds carried forward | 2,545,220 | 17,614,861 | 881,581 | 18,124 | 21,059,787 | 20,865,600 |

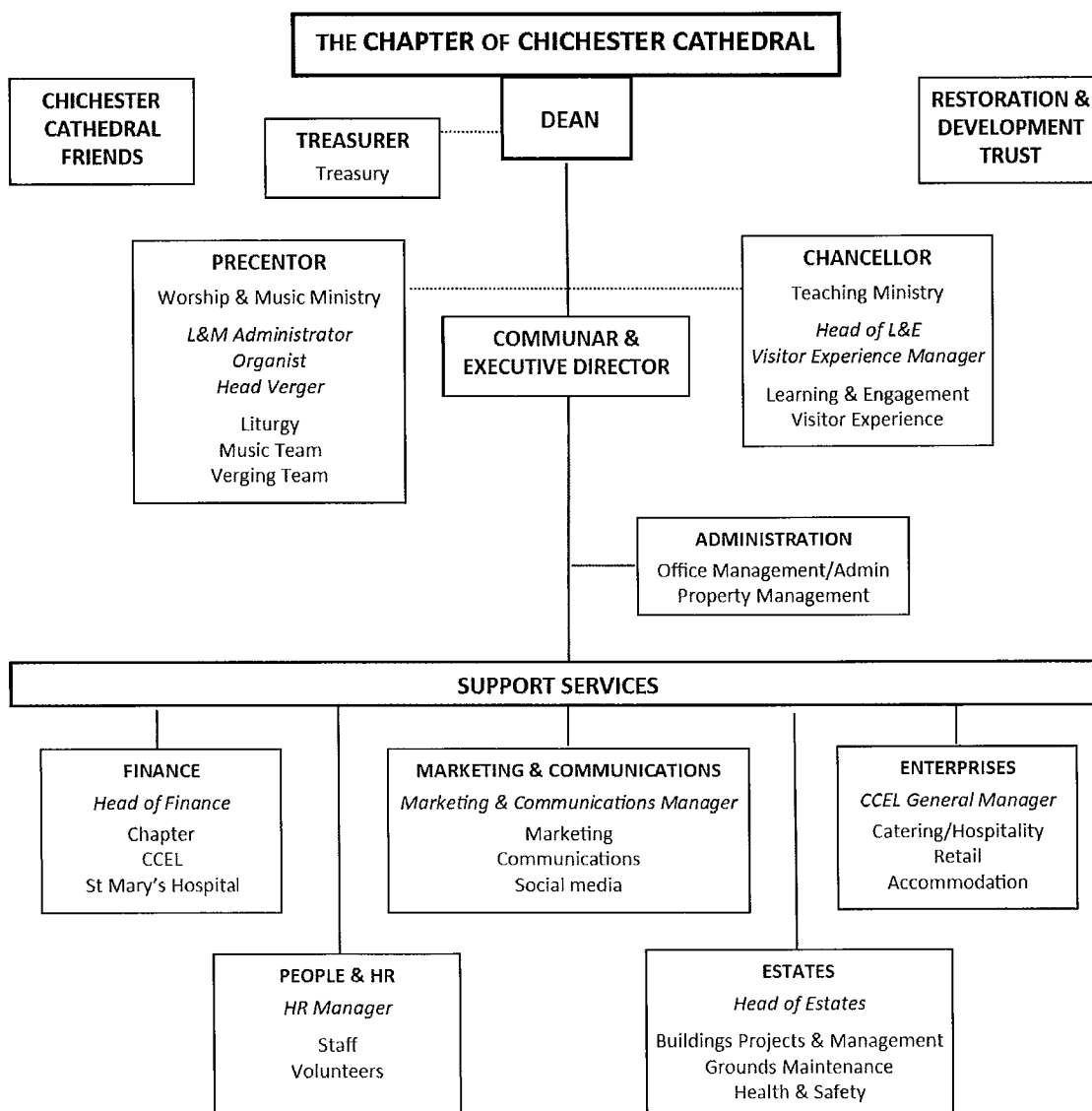
CHICHESTER CATHEDRAL

ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

APPENDIX 1 - THE CATHEDRAL CHAPTER

| | |
|-----------------------|---|
| Dean | The Very Reverend Stephen John Waine |
| Precentor | The Reverend Canon Nigel Timothy Schofield BA |
| Chancellor | The Reverend Canon Dr Anthony Cane BA MPhil PhD (<i>until Feb 2019</i>) |
| Treasurer | The Reverend Canon Stephen Ferns |
| Prebendary of Ferring | The Reverend Canon Simon Holland |
| Lay Member | Mr Simon Bell BSc(Hons) MRINA CEng FRSA |
| Lay Member | Dr Katherine Prior PhD FRHS (<i>from Sept 2018</i>) |
| Communar | Mr David Coulthard |

APPENDIX 2 - ORGANISATION AND STRUCTURE OF THE CATHEDRAL



CHICHESTER CATHEDRAL

ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2019

APPENDIX 3

Chapter Members' Portfolios (as at 31 March 2019) – tasks undertaken in addition to principal duties

| Chapter Member | Portfolio |
|---|---|
| Stephen Waine Dean | Cathedral Council Chairman: College of Canons Chairman of Trustees: St Mary's Hospital Chairman: Executive Board Fabric Advisory Committee Chairman: Restoration Planning Group Cathedral Finance Committee Cathedral Community Committee Chairman: Chichester Cathedral Enterprises Ltd Stewardship Committee Chairman of Trustees: Morse-Boycott Bursary Fund Chairman of Trustees: The Traditional Choir Trust Chairman: 4 Canon Lane Committee Trustee: Cathedral Restoration and Development Trust Trustee: Millennium Endowment Trust Chair of Governors: Prebendal School Trustee: Southern Cathedrals' Festival Diocesan Synod Bishop's Council Bishop's Senior Staff Patron: Art and Sacred Places Cathedral's Fabric Commission for England Trustee: Pershore, Nashdom and Elmore Trust |
| Timothy Schofield Precentor | Cathedral Council College of Canons Trustee: St Mary's Hospital Executive Board Cathedral Finance Committee Cathedral Community Committee Trustee: Morse-Boycott Bursary Fund Trustee: The Traditional Choir Trust Trustee: Cathedral Restoration and Development Trust Chichester Cathedral Choral Foundation Committee Cathedral Diary Planning Group Diocesan European Ecumenical Committee Chairman: St John's Trust Governor: Prebendal School Prebendal School Finance and General Purposes Committee Prebendal Pastoral and Health and Safety Committee Trustee: Chichester Cathedral Choristers' Association Trust Chichester Deanery Chapter and Synod |
| Anthony Cane Chancellor <i>(until Feb 2019)</i> | Canon Librarian College of Canons Cathedral Council Fabric Advisory Committee |

CHICHESTER CATHEDRAL

ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

Cathedral Community Committee
Director: Chichester Cathedral Enterprises Ltd
Trustee: Morse-Boycott Bursary Fund
Trustee: The Traditional Choir Trust
Chairman: Education Development and Review Group
Chairman: Chancellor's Group
Chairman: Exhibitions Committee
Editor: Cathedral Newsletter
Chairman and Trustee: Chichester Cathedral Friends
Trustee: Bell Tower Drop-In
Trustee: Oxmarket Gallery
Trustee: Festival of Chichester
Chairman and Director: Diocese of Chichester Academy Trust
Governor: Prebendal School
Governor: University of Chichester
Associate Lecturer in Contemporary Theology, University of Chichester
Member: Bishop Luffa School Academy Trust
Bishop's Educational Advisor for the Ordained Ministry
Candidates Panel, Ministry Division of the Church of England
Quality Adviser (SEITE – South East Institute of Theological Education)

Stephen Ferns
Treasurer

Trustee: Morse-Boycott Bursary Fund
Trustee: Traditional Choir Trust
Senior Chaplain to the Bishop of Chichester

Simon Holland
Prebendary of Ferring
*(College of Canons
Representative)*

Trustee: St Mary's Hospital
Trustee: Morse-Boycott Bursary Fund
Trustee: The Traditional Choir Trust
Rector of St Paul's Chichester with St Peter's Westhampnett
Priest-in-charge of St Wilfrid's Chichester
Director: Bishop Luffa School
Bishop's Adviser on Deliverance Ministry

Simon Bell
Lay Member

Trustee: Morse-Boycott Bursary Fund
Trustee: The Traditional Choir Trust

Katherine Prior
Lay Member
(from Sept 2019)

Trustee: Morse-Boycott Bursary Fund
Trustee: The Traditional Choir Trust
Chair: Cathedral Fundraising Group
Diocesan Fundraising Adviser, Diocese of Chichester

David Coulthard
Communar

Secretary: Cathedral Council
Secretary: Fabric Advisory Committee
Executive Board
Cathedral Finance Committee
Restoration Planning Group
Managing Director: Chichester Cathedral Enterprises Ltd
Clerk to the Trustees: St Mary's Hospital
Administrator: Morse-Boycott Bursary Fund
Administrator: The Traditional Choir Trust

CHICHESTER CATHEDRAL

ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

Chairman: Health & Safety Committee
Property Committee
Cathedral Community Committee
Director: Chichester Business Improvement District (BID)
Director: Cathedral Administrators & Finance Association (CAFA)
Trustee: Stonepillow

APPENDIX 4 - MEMBERS OF THE CATHEDRAL COUNCIL

| | |
|---|------------------------------|
| Mr Harry Goring, Chairman | <i>Elected/ Appointed By</i> |
| The Very Revd Stephen Waine, Dean | Bishop |
| Mr David Coulthard, Council Secretary | Ex Officio |
| Mr Julian Munby | Bishop & Chapter |
| Mr Mark Powell | Bishop & Chapter |
| Dr Brian Hanson CBE | Bishop & Chapter |
| Mr Anthony Bird (<i>until October 2018</i>) | Bishop & Chapter |
| Mr Richard Ashby | Cathedral Community |
| Mrs Maggie Saffrey | Cathedral Community |
| Mr Martin Richards | Bishop & Chapter |
| The Reverend Canon Timothy Schofield, Precentor | Chapter |
| The Reverend Canon Dr Anthony Cane, Chancellor | Chapter |
| The Venerable Fiona Windsor | College of Canons |

APPENDIX 5 - NOMINAL ROLL OF THE COLLEGE OF CANONS (*as at 31 March 2019*)

| | |
|---|--------------------------------|
| The Very Reverend Stephen John Waine | Dean |
| The Reverend Canon Nigel Timothy Schofield | Precentor |
| The Reverend Canon Stephen Anthony Dunbar Ferns | Treasurer |
| The Right Reverend Mark Sowerby | Bishop of Horsham |
| The Right Reverend Richard Charles Jackson | Bishop of Lewes |
| The Venerable Luke Thomas Irvine-Capel | Archdeacon of Chichester |
| The Venerable Fiona Windsor | Archdeacon of Horsham |
| The Venerable Martin Clifford Lloyd Williams | Archdeacon of Brighton & Lewes |
| The Venerable Dr Edward Dowler | Archdeacon of Hastings |
| The Reverend Canon Trevor George Buxton | Prebendary of Waltham |
| The Reverend Canon Dr David James Clarke | Prebendary of Selsey |
| The Reverend Canon Mark James Townsend Payne | Prebendary of Colworth |
| The Reverend Canon Julia Kathleen Peaty | Prebendary of Hova Ecclesia |
| The Reverend Canon Peter Robert Wells | Prebendary of Middleton |
| The Reverend Canon David Richard Frost | Prebendary of Firle |
| The Reverend Canon Rebecca Jane Swyer | Prebendary of Hova Villa |
| The Reverend Canon Simon Paul Holland | Prebendary of Ferring |
| The Reverend Canon Jonathan Baldwin | Prebendary of Bishopshurst |
| The Reverend Canon Moira Wickens | Prebendary of Bracklesham |
| The Reverend Canon Paul Seaman | Prebendary of Heathfield |
| The Reverend Canon Dr Christine Mary Hall | Prebendary of Sutton |
| The Reverend Canon Philip Russell Moon | Prebendary of Sidlesham |
| The Reverend Canon Timothy Lewis Peskett | Prebendary of Somerley |
| The Reverend Canon Ann Elizabeth Waizeneker | Prebendary of Wisborough |
| The Reverend Canon Alison Bowman | Prebendary of Bury |

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| | |
|--|-------------------------|
| The Reverend Canon Richard Michael Coates | Prebendary of Hampstead |
| The Reverend Canon Philip Mark Gilbert | Prebendary of Highleigh |
| The Reverend Canon Dr Simon Matthew Jones | Prebendary of Exceit |
| The Reverend Canon Dr James Arthur Walters | Prebendary of Windham |
| The Reverend Canon Dr Jennifer Strawbridge | Prebendary of Bargham |
| The Very Reverend John Hall | Bursalis Prebendary |
| The Reverend Canon Lisa Barnett | Prebendary of Woodhorn |
| The Reverend Canon Martin Lane | Prebendary of Gates |

vacancies: Chancellor. Prebendaries of Thorney, Wighting, Ipthorne, Fittleworth, Mardon, Eartham and Seaford

APPENDIX 6 - CATHEDRAL MANAGEMENT AND OFFICERS

Chapter is supported by the Cathedral lay staff, accountable to the Communar and functionally responsible to their Heads of Department. The key staff members as at 31 March 2019 are:

Liturgy and Music – Precentor

| | |
|---------------------|---------------------------------------|
| Mr Charles Harrison | Organist and Master of the Choristers |
| Mr Richard Paterson | Liturgy & Music Administrator |
| Mr Howard Waddell | Head Verger |

Learning & Engagement and Visitors – Chancellor

| | |
|-------------------|--|
| Ms Ruth Poyner | Head of Communications, Marketing & Visitor Services |
| Mrs Cynara Davies | Head of Learning & Engagement |

Finance, Estate Management, Administration – Communar

| | |
|------------------|---|
| Mr Mike Titley | Head of Finance/Chapter Accountant |
| Mrs Debbie Atlee | Chapter Secretary |
| Mr Andy Wright | Head of Estates |
| Mrs Val Timlin | Human Resources Manager |
| Mrs Nicola Smith | Property Manager/Assistant to the Dean & Communar |

Other Cathedral Officers

Chapter is also supported by various other external Cathedral Officers:-

| | |
|------------------------|--------------------------|
| vacant | Priest Vicar |
| Mr Michael Moriarty | Sub-Treasurer |
| Mr Antony Feltham-King | Surveyor of the Fabric |
| Mr Mark Taylor | Consultant Archaeologist |

APPENDIX 7 - MEMBERS OF THE FABRIC ADVISORY COMMITTEE (*as at 31 March 2019*)

Mr Julian Munby, Chairman
Mr Philip Jackson
Mr James Peill
Mr Clive England
Mr Simon Martin
The Reverend Canon Jeremy Davies
Mrs Karen Coke
Mr Geoff Noble

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Mr Seif El Rashidi
Dr Aylin Obasli

Attendees: The Very Reverend Stephen Waine (Dean)
Other Members of Chapter if they so wish
Surveyor of the Fabric
Consultant Archaeologist
Head of Estates
Mr David Coulthard, FAC Secretary

APPENDIX 8 - MEMBERS OF THE FINANCE COMMITTEE *(as at 31 March 2019)*

Mr Duncan Irvine, Chairman
Mr Michael Power
Mr Justin Harrington
Mr Ian Buckley
The Reverend Canon Timothy Schofield, Precentor)
The Very Reverend Stephen Waine, Dean) All ex officio
Mr David Coulthard, Communar and Executive Director)
Mr Michael Titley, Head of Finance and Chapter Accountant

APPENDIX 9 - MEMBERS OF THE CATHEDRAL COMMUNITY COMMITTEE *(as at 31 March 2019)*

| | |
|------------------------|---|
| Mr Richard Ashby | Chair and Cathedral Council Representative |
| Mrs Toni Hayes | Secretary |
| Mr Winston Stelling | Cathedral Roll Officer |
| Dr Richard Hancock | Chair of Stewardship Committee |
| Mrs Marguerite Saffery | Cathedral Council Representative |
| Mr John Workman | |
| Mrs Valerie Rossiter | |
| Mr Nicholas Light | |
| Ms Dianne Berry | |
| Mr Robin Barratt | Diocesan and Deanery Synod Representative |
| Mrs Jennie Gurney | Deanery Synod Representative |
| Mrs Rachel Moriarty | Diocesan Synod Representative |
| Mr Bernard Adkins | Diocesan Synod Representative |
| Dean | The Very Reverend Stephen Waine <i>(Vice Chair)</i> |
| Precentor | The Reverend Canon Tim Schofield |
| Communar | Mr David Coulthard |

APPENDIX 10 - TRUSTEES OF THE CHICHESTER CATHEDRAL RESTORATION & DEVELOPMENT TRUST *(as at 31 March 2019)*

Trust Patrons

Mrs Susan Pyper – Lord Lieutenant of West Sussex
Mr Peter Field – Lord Lieutenant of East Sussex

Trustees

Mark Powell (Chairman)

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Mrs Michael Bedford JP DL
Ian Buckley
The Earl of Cork & Orrery
Allan Hepworth
Daniel Hodson
The Reverend Canon Timothy Schofield
Daniel Stewart-Roberts
The Very Reverend Stephen Waine

Honorary Governors

Anthony Bird
David Hopkinson CBE RD DL
Mrs Philip Jackson
Trevor James
Mrs David Tupper DL

APPENDIX 11 - TRUSTEES OF THE CHICHESTER CATHEDRAL MILLENNIUM ENDOWMENT TRUST *(as at 31 March 2019)*

Mr Michael Power (Chairman)
Mr Julian Biggs
The Earl of Cork and Orrery
Mr Mark Powell
Mr Julian Tregoning
The Very Reverend Stephen Waine

APPENDIX 12 - DIRECTORS OF CHICHESTER CATHEDRAL ENTERPRISES LIMITED *(as at 31 March 2019)*

The Very Reverend Stephen Waine, Chairman
Mr Andrew Dunlop
Mr Christopher Tod
Mr Nick Sutherland
Mrs Helen Russell
Mr Justin Harrington
Mr David Coulthard

APPENDIX 13 - VOLUNTEER SECTION HEADS *(as at 31 March 2019)*

The work of the Cathedral is supported by the dedication of some 600 volunteers, led by their Section Heads:

| | |
|---------------------------------|------------------|
| Dr Judith Lee | Head Guide |
| Mr Jeremy Mudford | Head Doorkeeper |
| Mr Simon James | Head Steward |
| Mrs Annabelle Hancock | Information Desk |
| Mr Anthony Schofield | Money Counters |
| Mr Howard Waddell (Head Verger) | Holy Dusters |
| Mr John Workman | Servers |
| Mr Michael Moriarty | Sub-Treasurer |

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| | |
|----------------------|---------------------|
| Mrs Susan Doggart | Flower Arrangers |
| Miss Susan Fletcher | Seffrid Guild |
| Mrs Jane Deadman | Tower Captain |
| Various Team Leaders | Sunday Coffee Union |

APPENDIX 14 - CHARITABLE GIVING

| | |
|---|---------|
| Sanctuary in Chichester | 1,000 |
| Zane – Zimbabwe a National Emergency | 1,000 |
| Diocesan Association for family support | 2,000 |
| UK Harvest | 1,000 |
| Stonepillow | 1,000 |
| Mission to Seafarers | 1,000 |
| Dementia Support | 1,000 |
| Chichester Foodbank | 750 |
| Chichester Anna Chaplaincy | 750 |
| RFUK | 500 |
| Midnight Mass collection: Christian Aid | 1,182 |
| Crib Service – Sussex Snowdrop Trust | 825 |
| | <hr/> |
| | £12,007 |

APPENDIX 15 - PROFESSIONAL ADVISORS

| | |
|----------------------------|---|
| Surveyor of the Fabric | Mr Antony Feltham-King St Ann's Gate Architects The Close Salisbury Wiltshire SP1 2EB |
| Consultant Archaeologist | Mr Mark Taylor 115 Whyke Lane Chichester PO19 8AU |
| Auditors | Sheen Stickland Chartered Accountants and Registered Auditors 7 East Pallant Chichester PO19 1TR |
| Commercial Property Agent | Flude Commercial Ltd 24 Southgate Chichester PO19 1ES |
| Residential Property Agent | Henry Adams Lettings Ltd 10 Southgate Chichester PO19 1ES |

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Health & Safety Consultant

Kruger Brent Training Ltd
23 Dukes Meadow
Bognor Regis PO19 3PJ

Bankers

National Westminster Bank plc
East Street
Chichester PO19 1HH

Solicitors

Irwin Mitchell Solicitors
Thomas Eggar House
Friary Lane
Chichester PO19 1UF