

# **St Mary and St Ethelburga's Church, Lyminge**

## **Annual Report of the Parochial Church Council**

### **for the Year Ended 31<sup>st</sup> December 2020**

#### **Aim and Purposes**

St Mary and St Ethelburga's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent priest-in-charge, the Reverend Jane Weeks, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

#### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Mary and St Ethelburga. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament

When planning our activities for the year, the incumbent and the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Bible and the Christian life; and developing their knowledge and trust in Jesus
- Provision of pastoral care for people living in the parish
- Mission and outreach work

To facilitate this work it is also important that we maintain the fabric of the church building of St Mary and St Ethelburga

#### **Achievements and Performance**

##### *Ministry*

During 2020 the parish has continued as one of eight parishes in the Elham Valley Group Benefice, with the Reverend Jane Weeks as priest-in-charge (now Rector). The COVID-19 pandemic resulted in the cessation of most in-person services throughout the benefice during the year but there has been an increased level of co-operation between parishes. Deb Scoble has arrived as a Lay Curate awaiting her ordination in mid-2021. Reader Sharon Paine has taken over the role of the Leader of the Pastoral Care Team following Paul Jarvis's resignation.

##### *Worship and Prayer*

Despite the pandemic the PCC has continued to offer a range of services during the week, using a mixture of Zoom and pre-recorded services during the period when the church building was closed. For example, the 8.00 am Eucharist and evening prayer provide a quiet, intimate and reflective environment for worship whilst opportunities are provided for people to engage in more informal worship through the services on the first and third Sunday mornings of each month, the 3rd Sunday being a more informal style of Family Communion.

All are welcome to attend our regular services. In 2020 there were 72 on the Church Electoral Roll, only two of whom are not resident within the parish. When meeting, the typical weekly attendance was 25-40 adults; online services attracted around 18 attendees while recorded services typically had 40-50 viewings. Sadly, no face-to-face services could be held at Easter, Remembrance or Christmas.

As well as these regular worship services, we enable our whole community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life; in marriage public vows are exchanged with God's blessing; and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated only 4 funerals or interment of ashes in our church during 2020 and, in common with much of the nation, no weddings or baptisms

We have weekly Bible Study and Home Groups and have participated in Benefice Advent and Lent groups – most of these held online this year.

## *Synods*

During 2020, one member of the PCC was a member of the Elham Deanery Synod, providing the PCC with an important link between the parish and the wider structures of the church.

## *The Church Building*

We want our church to be available to our community for private prayer and this year we have again been able to leave it open during daylight hours – mostly for private prayer complying with government COVID restrictions.

As in previous years, the PCC continued the management of the churchyard, saving money on contract grass cutting and involving many people – not all of whom are regular churchgoers. Unfortunately due to COVID restrictions, the Community Service work team, supervised by the Probation Service, were not available to help this year.

## *Pastoral Care*

Ethelburga Lunch Club. The monthly lunch club still proved popular, held in the village pub and catering for both couples and bereaved singles in the few months before lockdown was imposed.

Schools Activities. We interact with the village Church of England school in many ways, although reduced this year due to COVID. Revd Jane Weeks and others take regular assemblies in school, there are schools services, and we have one foundation governor. The school again organised their own Prayer Week this year.

Some members of our parish are unable to attend church due to sickness or age. When allowed, a pastoral care group visits those in the church family and community whose needs are brought to our attention. Priests have visited all church members who have requested it, to celebrate communion with them either at their homes or in hospital.

## *Safeguarding*

The church has, over the past several years, fully met our safeguarding responsibilities by carrying out risk assessments, safeguarding training, and ensuring that DBS clearances are obtained for all required activities.

## *Mission and Outreach*

Outward Giving. One tenth of our weekly giving is set aside for giving to Christian projects outside our own church – distributed to various local, national and international charities – as well as an emergencies fund. In 2020, a total of £3143 was given.

During lockdown, a weekly benefice news and prayer letter has been produced which has been distributed electronically and in paper copy to those without email. This keeps our parishioners informed of the important matters affecting the Church and also contains articles that help develop our knowledge and trust in Jesus.

The annual December St Nicholas Fayre was could not be held – another COVID casualty, along with the usual concerts and musical evening.

Music on a Friday events are held regularly, bringing a wider section of people into the church building. Only one event could be held in 2020 due to the COVID pandemic.

## *Ecumenical Relationship*

The Church has a long-standing ecumenical partnership with the Methodist Church in the village. Now titled “Christians in Lyminge”, only a few joint events have been possible during the year

## *Pathways to the Past – Archaeological Dig*

Following the 2019 Archaeological Dig, much-improved path surfaces and disabled access into the church have been created. Detailed planning for information boards and displays in and around the church building has been completed; the facilities will be completed during 2021.



## Financial Review 2020

### *Receipts*

Like everyone else the church suffered greatly in 2020 from the restraints incurred due to the Covid virus.

There was a shortfall of £18,132 in our unrestricted funds which was £12,817 more than last year

As well as the loss of Sunday service collections, we also had no baptism or wedding service collections, so our income from voluntary giving only totalled £21,380, a reduction of £6,402 on last year despite direct debited giving increasing by £381. Receipts from the collection box were down by a half to £236

Other incoming resources include Parochial fees received, and these were £2,809 less than last year mainly due to the postponed and cancelled weddings.

We received the usual grant of £400 towards the upkeep of the churchyard and the outside lighting of the church, and £1,007 in donations

Income from our investments amounted to £6,194, a surprisingly higher sum than was anticipated and only a tiny reduction on last year

Activities for generating funds only raised £185 this year mainly from sales of candles, a reduction of £3,989 because we were not able to hold any fundraising events, refreshments were cancelled and sales of cards etc were not available.

### *Expenditure*

Our largest unrestricted payment is for Ministry, and the main portion of this is the Parish Share which this year amounted to £34,814 an increase of 1.7%

Due to lack of services and lockdown, ministry expenses were reduced to only £1,131 and the portion of the parochial fees that are payable to the Diocese only came to £1,301

Total service expenses were up this year by £873. Due to a lack of services the actual expenses were reduced, but this was offset by the organist having been put onto a monthly direct debited contract with an increase in fees.

The administration expenses include the Benefice Administrator's wages and expenses which came to £2,152, 30% of which was claimed back from Postling, Stanford and Paddlesworth at the end of the year.

This year we had to draw £20,000 down from the investment funds to support the running expenses of the church because voluntary giving and donations received were not sufficient. Even before the Covid virus this was an ongoing issue each year and it does need to be redressed because we rely on the income from these investments to supplement the shortfall, and the more we draw down each year, the less income we will receive and then the more we have to draw down.

### *Reserves*

The total income from our investments went down this year by £295 but the value of them increased by £22,921 which though much less of an increase than previous years was better than expected.

Our total investments are now valued at £369,601 made up of unrestricted £209,201 and restricted £160,400

Total Assets are: Unrestricted £225,594 and Restricted £199,972

### *Pathways to the Past*

Pathways to the Past, which was set up to raise funds for the archeological dig and subsequent repairs to the pathways and churchyard, received donations and grants this year of £107,350 and expenditure amounted to £108,659 leaving a balance of £12,101 to be carried forward to 2021.

## Volunteers

We would like to recognise and thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular we want to mention our churchwarden Phil Hawken who has worked so tirelessly on our behalf, vergers Bob Lane for his tireless work in both the churchyard and the church building and Lynne Lane for her work on the church's accounts and its finances, and all the other members of the PCC for their valuable contribution to our ministry and keeping the church running.

## Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of our PCC consists of the priest-in-charge, churchwardens, the readers and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met five times during the year with an average level of attendance of 90%. Given its wide responsibilities, the PCC has a number of committees and working groups, each dealing with a particular aspect of parish life. These, which include Mission and Outreach and Fabric and Finance, are responsible to the PCC and report back to it regularly to be discussed as necessary.

## Administrative Information

St Mary and St Ethelburga's Church is situated in Church Road, Lyminge, Kent. It is part of the Diocese of Canterbury within the Church of England.

The correspondence address is: The PCC Secretary, Lanfranc, High Street, Lyminge, CT18 8EL.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and registered as Charity Number 1130345 with the Charity Commission.

PCC members who have served since the 2020 APCM:

<i>Priest in Charge:</i>	The Reverend Jane Weeks (appointed as Rector in 2021)																										
<i>Associate Priest:</i>	The Reverend Stephen Dougal																										
<i>Lay Curate:</i>	Deb Scoble																										
<i>Retired Priest with PTO:</i>	The Reverend Janet Thornby																										
<i>Readers</i>	Diana Baldwin, Roger Davenport, William Meakin, Sharon Paine																										
<i>ALMs:</i>	Lynne Lane, Janet Butcher-Weiser and Kathryn Druery																										
<i>Warden:</i>	Phil Hawken, Bob Lane ( <i>also Verger</i> )																										
<i>Elected members:</i>	<table><tr><td>Lyle Arnold</td><td></td><td>Lynne Lane</td><td>(<i>Treasurer</i>)</td></tr><tr><td>Mike Chinneck</td><td>(<i>Secretary</i>)</td><td>Paul Sharman</td><td></td></tr><tr><td>Gary Colvin</td><td></td><td>Derek Smith</td><td>(<i>Deanery Synod</i>)</td></tr><tr><td>Katherine Goody</td><td></td><td>David Staveley</td><td></td></tr><tr><td>Andrée Hamer</td><td></td><td></td><td></td></tr><tr><td>Tricia Hawken</td><td></td><td></td><td></td></tr></table>			Lyle Arnold		Lynne Lane	( <i>Treasurer</i> )	Mike Chinneck	( <i>Secretary</i> )	Paul Sharman		Gary Colvin		Derek Smith	( <i>Deanery Synod</i> )	Katherine Goody		David Staveley		Andrée Hamer				Tricia Hawken			
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Accepted by the PCC in May 2021 and signed on their behalf by Mike Chinneck (PCC Secretary) on behalf of The Reverend Jane Weeks (Rector) on 25<sup>th</sup> May 2021.

**Parochial Church Council of St Mary & St Ethelburga, Lyminge**  
**Financial Statement for the year ended 31 December 2020**

**RECEIPTS AND PAYMENTS ACCOUNT**

	Unrestricted funds	Restricted funds	TOTAL	2019
	£	£	£	
<b>Receipts</b>				
Voluntary Income	21,380	0	<b>21,380</b>	27,782
Other Incoming Resources	6,481	0	<b>6,481</b>	9,252
Donations, Grants etc	1,407	1,248	<b>2,654</b>	6,423
Income from Investments	6,194	4,630	<b>10,824</b>	11,118
Activities for Generating Funds	185	110	<b>295</b>	4,284
Church Activities	0	0	<b>0</b>	0
Mission & Outreach	0	36	<b>36</b>	57
Pathways to the Past		107,350	<b>107,350</b>	108,279
Music/Organ Fund		411	<b>411</b>	397
Flower Fund		32	<b>32</b>	52
Special Collections	69	0	<b>69</b>	601
Choir Fund	0		<b>0</b>	160
<b>TOTAL RECEIPTS</b>	<b>35,716</b>	<b>113,817</b>	<b>149,533</b>	<b>168,405</b>
<b>Payments</b>				
Ministry	40,079		<b>40,079</b>	41,511
Service Expenses	4,315		<b>4,315</b>	3,441
Church Fabric	0	4,900	<b>4,900</b>	9,455
Running Costs	3,360		<b>3,360</b>	3,183
Administration Expenses	2,566		<b>2,566</b>	2,658
Cost of Activities for Generating Funds	115		<b>115</b>	196
Church Activities	0		<b>0</b>	0
Charitable Giving	3,147		<b>3,147</b>	300
Mission & Outreach	0	158	<b>158</b>	110
Pathways to the Past		108,659	<b>108,659</b>	121,308
Music/Organ Fund		0	<b>0</b>	4,213
Flower Fund		30	<b>30</b>	113
Special Collections	265		<b>265</b>	405
Non PCC Funds - Choir Fund	0		<b>0</b>	382
<b>TOTAL PAYMENTS</b>	<b>53,847</b>	<b>113,747</b>	<b>167,594</b>	<b>187,275</b>
<b><u>Excess of Receipts over Payments</u></b>				
Unrestricted	(18,131)		(18,131)	(5,314)
Restricted		70	70	(13,555)
<b>TOTAL</b>	<b>(18,131)</b>	<b>70</b>	<b>(18,061)</b>	<b>(18,869)</b>
Gains on Investment Funds	12,560	10,361	<b>22,921</b>	58,098
	(5,571)	10,431	<b>4,860</b>	39,229
Bank Balances at 1 January	231,165	189,541	<b>420,706</b>	381,477
Bank Balances to date	<b>225,594</b>	<b>199,972</b>	<b>425,566</b>	<b>420,706</b>

**STATEMENT OF ASSETS AND LIABILITIES AS AT 31/12/2020**

	Unrestricted & Designated funds	Restricted funds	TOTAL	2019
<b>Cash Funds</b>				
HSBC Current Account	8,724	652	<b>9,377</b>	8,698
<b>Deposit Accounts</b>				
HSBC CMS/Organ Fund		1,516	<b>1,516</b>	984
HSBC Pathways to the Past		12,101	<b>12,101</b>	2,590
HSBC Mission & Outreach		3,969	<b>3,969</b>	4,087
HSBC Church Fabric Fund		5,166	<b>5,166</b>	9,622
CBF Parish General Fund	2,389		<b>2,389</b>	1,671
CBF Parish Hall Reserve	5,280		<b>5,280</b>	4,804
CBF Parish Organ/Music Reserve		3,183	<b>3,183</b>	2,660
CBF Parish Fabric Reserve		12,984	<b>12,984</b>	18,909
	<b>16,393</b>	<b>39,572</b>	<b>55,965</b>	<b>54,026</b>
<b>Investment Funds</b>				
CBF Parish General Fund	25,262		<b>25,262</b>	23,630
CBF Parish Hall Reserve	183,939		<b>183,939</b>	193,011
CBF Parish Organ/Music Reserve		18,190	<b>18,190</b>	17,015
CBF Parish Fabric Reserve		142,210	<b>142,210</b>	133,024
	<b>209,201</b>	<b>160,400</b>	<b>369,601</b>	<b>366,680</b>
<b>Total Assets</b>				
Unrestricted & Designated	225,594		<b>225,594</b>	231,165
Restricted		199,972	<b>199,972</b>	189,542
<b>TOTAL</b>	<b>225,594</b>	<b>199,972</b>	<b>425,566</b>	<b>420,706</b>



## **Independent examiner's report to the PCC of St Mary and St Ethelburga, Lyminge**

This report on the financial statements for the PCC for the year ended 31 December 2020, which are set out on pages 1 and 2, in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.43 of the Charities Act 1993 ('the Act').

### **Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation for the financial statements; you consider that the audit requirements of the Regulations and s. 43(2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

### **Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under S.43(7) of the Act and to be found in the Church guidance, 2006 edition. That examination included a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also included considering any unusual items or disclosures in the financial statements and seeking explanations for you are trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare financial statements, which accord with the accounting records and comply with the requirement of the Act and the Regulations have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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