

St Mary and St Ethelburga's Church, Lyminge

Annual Report of the Parochial Church Council

for the Year Ended 31st December 2021

Aim and Purposes

St Mary and St Ethelburga's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent rector, 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 2021 the parish has continued as one of eight parishes in the Elham Valley Group Benefice, with the Reverend Jane Weeks as Rector and priest-in-charge. The COVID-19 pandemic resulted in the cessation of most in-person services throughout the benefice during the early part of the year and there has been an increased level of co-operation between parishes. Revd Deb Scoble was ordained in June 2021 and is now Curate, resident in Lyminge. Reader Sharon Paine has continued as the Leader of the Pastoral Care Team.

Worship and Prayer

Despite the pandemic we have continued to offer a range of services week by week, using a mixture of Zoom and pre-recorded services during the period when the church building was closed. 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 fourth Sunday mornings of each month, the 3rd Sunday now being a choir-led Communion service.

All are welcome to attend our regular services. In 2021 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 20-25 adults; online services attracted around 18 attendees while recorded services typically had 40-50 viewings. With the relaxation of COVID restrictions, face-to-face services were resumed from Easter onwards.

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 12 funerals or interment of ashes in our church during 2021 and only one wedding and two baptisms – numbers reduced due to COVID.

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 2021, 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 popular monthly lunch club has not met due to COVID restrictions.

Schools Activities. We interact with the village Church of England school in many ways, although reduced this year due to COVID. Revd Jane and Revd Deb 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 2021, a total of £3000 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 could not be held – but we did hold a very popular Christmas Tree Festival.

Our Music on a Friday event, bringing a wider section of people into the church building, restarted in September.

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

Financial Review 2021

Receipts

Despite restraints incurred due to the Covid virus, our total voluntary income increased overall by £210, due mainly to the fact that weddings and baptisms were resumed, collections from these brought in £316, an increase of £274.

Donation box receipts also increased by £165 and tax recovered on all voluntary income by £407. These increases, however were offset by an overall reduction in regular voluntary giving of £636

The increase in receipts was due mainly to the following:

- Parochial Fees received which were £3,588 more than last year because of the resumption of weddings.
- Income from our investments amounted to £10,614, a surprisingly higher sum than was anticipated and only a tiny reduction on last year
- It was a real pleasure for us all to at last be able to hold some fundraising activities this year. Apart from the social aspect that we had all missed we raised a net total of £451 from the music evenings, £699 from the garden safari weekend and £467 from the Christmas tree festival.

Expenditure

Our largest unrestricted payment is for Ministry, and the main portion of this is the Parish Share which this year amounted to £31,362 - a decrease of 1%

Due to lack of services and lockdown, ministry expenses were reduced to only £590 for our Curate's expenses.

With the increase in weddings, the portion of the parochial fees that were payable to the Diocese increased to £2,309. We had to pay £193 in total to other clergy because of Rev Jane's extended sick leave.

Running Costs were reduced by £486 mainly due to a negotiated decrease in utility payments

The Administration Expenses include Lyminge's share of the Benefice Administrator's wages and expenses, copier repairs, advertising etc

- The total wages and expenses that were recouped from the other parishes in the benefice amounted to £6,593, an increase of £3,444.

Every year we reserve 10% of our unrestricted income to give to charities: this year we gave a total of £3,000

We had to draw £10,000 down from investment funds this year to support the running expenses of the church because voluntary giving, donations received and income from our investments were insufficient by £11,161. However despite having to draw down this sum, the investment funds have increased in value by £28,955, leaving us still in a good financial position to cover ministerial and running costs for several more years

Reserves

The total income from our investments went down this year by £210 but the value of them increased by £23,064 which was much better than expected.

Our total investments are now valued at £463,902: made up of Unrestricted £220,513 and Restricted £243,389.

Pathways to the Past

Pathways to the Past, which was set up to raise funds for the archaeological dig and subsequent repairs to the pathways and churchyard, received donations and grants this year of £63,987 and expenditure amounted to £68,617 leaving a balance of £18,274 to be carried forward to 2022.

- This will be finally wound up when the remaining invoices to come are paid in 2022.

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 Bob Lane who has worked so tirelessly on our behalf (acting also as vergers) in both the churchyard and the church building and Lynne Lane for her work on the church's finances, and all the other members of the PCC for their valuable contribution to the ministry and running of the church.

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 who are on the electoral roll of the church. All 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 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 six 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.

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 2021 APCM:

<i>Priest in Charge:</i>	The Reverend Jane Weeks (appointed as Rector in 2021)			
<i>Associate Priest:</i>	The Reverend Stephen Dougal			
<i>Curate:</i>	The Reverend Deb Scoble			
<i>Readers</i>	Diana Baldwin, Roger Davenport, William Meakin, Sharon Paine			
<i>ALMs:</i>	Lynne Lane, Janet Butcher-Weisner, Sharon Paine and Kathryn Druery			
<i>Warden:</i>	Bob Lane (<i>also Verger</i>)			
<i>Elected members:</i>	Mike Chinneck	(<i>Secretary</i>)	Lynne Lane	(<i>Treasurer</i>)
	Gary Colvin		Paul Sharman	
	Katherine Goody		Derek Smith	(<i>Deanery Synod</i>)
	Andrée Hamer		David Staveley	
	Philip Hawken			
	Tricia Hawken			

Accepted by the PCC in May 2022 and signed on their behalf by Derek Smith (PCC Chairman and Churchwarden) on behalf of The Reverend Jane Weeks (Rector) on 24th May 2022.


CHURCHWARDEN
CHAIR OF PCC
24 May 2022

Parochial Church Council of St Mary & St Ethelburga, Lyminge

Financial Statement as at 31/12/21

RECEIPTS AND PAYMENTS ACCOUNT

	Unrestricted funds	Restricted funds	TOTAL	Last Year at 31/12/20
	£	£	£	
Receipts				
Voluntary Income	21,590	0	21,590	21,380
Other Incoming Resources	19,786	50	19,836	6,481
Donations, Grants etc	151	3,218	3,369	2,654
Income from Investments	5,942	4,672	10,614	10,824
Activities for Generating Funds	1,887	88	1,975	295
Pathways to the Past		63,987	63,987	107,350
Flower Fund		992	992	32
Special Collections	565	0	565	69
Choir Fund	80		80	0
TOTAL RECEIPTS	50,001	73,006	123,007	149,533
Payments				
Ministry	37,408		37,408	40,079
Service Expenses	4,363		4,363	4,315
Church Fabric	0	5,846	5,846	4,900
Running Costs	2,874		2,874	3,360
Administration Expenses	5,968		5,968	2,566
Benefice Expenses to be recouped	6,593		6,593	3,149
Cost of Activities for Generating Funds	242		242	115
Charitable Giving	3,000		3,000	3,147
Mission & Outreach	0	108	108	158
Pathways to the Past		68,617	68,617	108,659
Flower Fund		958	958	30
Special Collections	612		612	265
Choir Fund	103		103	0
TOTAL PAYMENTS	61,162	75,529	136,692	167,593
Excess of Receipts over Payments				
Unrestricted	(11,161)		(11,161)	(18,131)
Restricted		(2,523)	(2,523)	70
TOTAL	(11,161)	(2,523)	(13,684)	(18,060)
Gains on Investment Funds	28,955	23,064	52,019	22,920
	17,794	20,541	38,335	4,860
Balances at 1 January	225,595	199,972	425,567	420,707
Balances to date	243,389	220,513	463,902	425,567

STATEMENT OF ASSETS AND LIABILITIES AS AT 31/12/2021

	Unrestricted funds	Restricted funds	TOTAL	Last Year at 31/12/20
Cash Funds				
Petty Cash	42	38	80	0
HSBC Current Account	6,469	(132)	6,337	9,377
Deposit Accounts				
HSBC CMS/Organ Fund		1,576	1,576	1,516
HSBC Pathways to the Past		18,274	18,274	12,101
HSBC Mission & Outreach		3,897	3,897	3,969
HSBC Church Fabric Fund		2,560	2,560	5,166
HSBC Amazon Smile	111		111	0
CBF Parish General Fund	3,124		3,124	2,389
CBF Parish Hall Reserve	5,487		5,487	5,280
CBF Parish Organ/Music Reserve		3,713	3,713	3,183
CBF Parish Fabric Reserve		7,124	7,124	12,984
	15,233	37,049	52,282	55,965
Investment Funds				
CBF Parish General Fund	28,894		28,894	25,262
CBF Parish Hall Reserve	199,261		199,261	183,939
CBF Parish Organ/Music Reserve		20,806	20,806	18,190
CBF Parish Fabric Reserve		162,658	162,658	142,210
	228,155	183,464	411,619	369,601
Total Assets				
Unrestricted	243,389		243,389	225,595
Restricted		220,513	220,513	199,972
TOTAL	243,389	220,513	463,902	425,567

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 2021, 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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