

**The Parish Church of St Martin-in-Herne  
with St Peter's Greenhill**



**The Annual Parochial Church Meeting**

**Sunday 27<sup>th</sup> June, 2021,  
at 11.15am in St Martin's**

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# **THE PARISH OF ST MARTIN'S HERNE WITH ST PETER'S GREENHILL**

Together we seek God

Together we seek to reveal God's love and grace to all

## **THE ANNUAL PAROCHIAL CHURCH MEETING**

To be held in St Martin's Church Herne on Sunday 27<sup>th</sup> June 2021 at 11.15 am

### **AGENDA**

Welcome, opening prayers and apologies for absence

#### **Part 1**

##### **The Vestry Meeting**

1. Minutes of the Vestry meeting held on Sunday, 4<sup>th</sup> October 2020
2. Matters arising from the minutes
3. Election of churchwardens (two- one offering herself for re- election and, if nominated ,another) and Deputy Church Wardens (two)

#### **Part 2**

##### **The Annual Meeting**

1. Apologies
2. Church Information and activities of the Parish generally ( for information )
3. Minutes of the Annual Meeting held on Sunday, 4<sup>th</sup> October 2020
4. Matters arising from minutes
5. Vicar's report
6. Electoral Roll Report with updated numbers on roll as at the 27th June 2021
7. Annual Report on the Proceedings of the PCC during 2020
8. Church wardens report
9. Financial Report for St Martin's and St Peter's including approval of the 2020 accounts
10. Appointment of auditors or independent examiner for St Martin's and St Peter's
11. Report on the proceedings of the Deanery Synod
12. Fabric Committee Report
13. Election of PCC members. To include
  - a. Election of two PCC members ( if nominations received)
  - b. Appointment of Sides people to be dealt with by the PCC at the next following PCC meeting
14. Reports from church organisations

- a. Bell ringing
  - b. The Choir
  - c. The Flower arrangers
  - d. Fortnightly Wednesday evening Bible Study
  - e. Gift Aid
  - f. Pastoral Matters
  - g. Restoration
  - h. Safeguarding
  - i. Schools group
  - j. St Martin's servers and chalice bearers
  - k. The St Martin's Herne Tapestry
  - l. St Martin's Tuesday Toddler Group
- 15. Reports from individuals ( Covid Observations)
  - 16. Date of first meeting of the new PCC
  - 17. Any other business
  - 18. The Blessing

## **CHURCH INFORMATION**

### **ST MARTIN-IN-HERNE with ST PETER, GREENHILL,** **Registered Charity No 1134604**

**1st January-31st December 2020**

#### **St Martin-in-Herne Church**

Herne Street  
Herne  
Herne Bay  
Kent

#### **St Peter's Church**

Herne Drive  
Greenhill  
Herne Bay  
Kent

#### **INCUMBENT**

Revd. Carol Smith

#### **CURATE**

Revd. Catherine Darkins  
Revd. Stacey Rand (from April 2019)

#### **BANKERS**

##### **St Martin-in-Herne Church**

Lloyds, Herne Bay

CCLA Investment Management Ltd  
Senator House, 85 Queen's Street, London, EC4V 4ET

##### **St Peter's Church**

Santander Account

#### **INDEPENDENT EXAMINER**

P.G.Lemon LLP 22 – 26 bank Street Herne Bay CT6 5EAL

#### **BACKGROUND**

The parish of St Martin-in-Herne with St Peter, Greenhill extends to the railway in Eddington to the North, includes Broomfield, Talmead Estate, Greenhill, Still Water Park, Herne Common and Blean Woods in the South. The population is approximately 16,000 and, in addition, there is some much needed new housing in the east of the parish.

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure 1956 as amended.

The appointment of the PCC members is governed by and set out in the Church Representation Rules 2020.

#### **THE TASK OF THE PCC**

The Synodical Government Measure 1969 states clearly:

*It shall be the duty of the incumbent and the Parochial Church Council to consult together on matters of general concern and importance in the parish.*

It then sets out a number of functions of the PCC, of which perhaps the most important – and certainly the widest – is that the primary objective of the PCC is:

*Co-operation with the incumbent in promoting in the parish the whole mission of the Church, pastoral, evangelistic and ecumenical*

The incumbent and the PCC each have their own particular rights and responsibilities in the life of the church, but the important theme here is partnership and co-operation. More specifically the PCC is responsible for the maintenance of the church buildings and churchyard, and, with the incumbent, for deciding how the church's money is to be spent. The PCC is formally the employer of the church's paid workers, for example our organist, St Peter's caretaker and administrator. The PCC will have on it one or more members of the Deanery Synod, who have an important role in linking the parish into the wider structures of the church, and also Churches Together in Herne Bay.

### **MEMBERSHIP**

Members of the PCC are either, ex officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules.

From 1st January 2020 and specifically from the APCM of the 4<sup>th</sup> October 2020 the following served as members of the PCC and all are also trustees:

#### **Ex-Officio:**

Revd. Carol Smith	Vicar
Revd. Catherine Darkins	Curate
Revd. Stacey Rand	Curate (from April 2019)
Margaret Edwards	<i>Churchwarden (Retired October 2020)</i>
John Bennett	<i>Churchwarden (term of office ended October 2020)</i>
Lisa Crowhurst	Church warden from 4 <sup>th</sup> October 2020
Paul Tapsell	Deputy Churchwarden from 4 <sup>th</sup> October 2020
Sarah Bingham	Deputy Churchwarden from 4 <sup>th</sup> October 2020
Sheila Gough	Treasurer (originally a co-opted member but appointed as PCC member at the APCM on 4 <sup>th</sup> October 2020)
Andrew Gough	Gift Aid Secretary
Sharon Sayers	<i>Secretary (non- voting member of the PCC or trustee) until June 2020</i>
Denise Smith	Acting Secretary from February 2020 but from June 2020 unable to fulfil role at any on line meetings.
Andrew Gough	In the absence of Denise Smith acting PCC Secretary until 19 <sup>th</sup> October 2020 when confirmed as PCC secretary)
Frances Ventham	Reader & Deanery Synod until 4 <sup>th</sup> October 2020
Priscilla Cox	Deanery Synod from 4 <sup>th</sup> October 2020
Richard Chant	Deanery Synod from 4 <sup>th</sup> October 2020

### **Elected (8 members)**

#### **Retired October 2020**

- Angie Holness

#### **Elected 2018/Retires 2021**

- Margaret Edwards ( but retired October 2020 before end of office)
- Roger Jackson

**Elected 2019/Retires 2022**

- Doug Bubb
- Andrew Gough
- Anne Lehane
- Denise Smith

**Elected 2020/Retires 2023**

- Deborah Waller
- Sheila Gough ( previously co-opted in her role as treasurer)
- Peter Frost

**Deanery Synod Rep Elected 2017/Retired 2020 but re-elected 2020 for a three year appointment**

- Priscilla Cox
- Mr Richard Chant

**In 2021 there will be vacancies for the following:**

- Churchwardens( annual appointment)– Lisa Crowhurst to offer herself for re –election
- Churchwarden – 1 vacancy
- Elected PCC Members – 2 vacancies for 2021-2024.

**Co-opted members/invitees**

- Susan Record
- Joanne Hollings
- Frances Ventham as a lay reader

**Current Officers**

Revd. Carol Smith	Chair
Priscilla Cox	Vice chair
Sheila Gough	Treasurer
Andrew Gough	Secretary

**COMMITTEES****Standing Committee**

This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to direction by the Council. It consists of the incumbent, churchwardens, treasurer and at least another PCC member, in our case preferably a representative of the PCC of St Peter's. It acts as another committee and reports back to the PCC. It can also discuss the next PCC agenda.

By a resolution of the PCC passed on the 19<sup>th</sup> October 2020 it has authority to spend up to £250 for equipment or in relation to any other issue brought before it and may commit to an aggregate expenditure of £500 only, subject to the details of the individual and aggregated expenditure being brought to the next PCC meeting following the standing committee.

Members: Revd. Carol Smith (chair), Andrew Gough (secretary), Sheila Gough (Treasurer), Paul Tapsell, Sarah Bingham, Roger Jackson and Peter Frost.

All members of the PCC are expected to sit on a committee.

Other Committees in 2020 were:

<b>Finance and Stewardship</b> <ul style="list-style-type: none"> <li>• Sheila Gough (Chair)</li> <li>• Priscilla Cox</li> <li>• Peter Frost</li> </ul>	<b>Fabric – St Martin’s, Institute Hall, St Peter’s and reordering at St Martin’s</b> <ul style="list-style-type: none"> <li>• John Bennett Chair until October)</li> <li>• Priscilla Cox(chair from October)</li> <li>• Paul Tapsell</li> <li>• Doug Bubb</li> <li>• Roger Jackson</li> </ul>	<b>Restoration</b> <ul style="list-style-type: none"> <li>• Susan Record</li> <li>• Keith Record</li> <li>• John Bennett</li> </ul>	<b>Social</b> <ul style="list-style-type: none"> <li>• Sarah Bingham (chair)</li> </ul>	<b>Communications &amp; Publicity</b> <ul style="list-style-type: none"> <li>• Revd. Carol</li> <li>• Anne Lehané</li> <li>• Sarah Bingham</li> </ul>
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In addition:

- Mission & Evangelism Team (it had met for the first time on March 19<sup>th</sup> 2019 as a result of Herne Parish becoming one of the first to be invited to join the Diocesan “Changed Lives Changing Lives Conversations” – see report). The team currently comprises Revd. Carol, Revd. Cat, Revd. Stacey (when available), Anne Lehané
- Safeguarding coordinator: Jean Dilnot and Margaret Edwards until October 2020 when they retired and the PCC appointed Joanne Hollings and co-opted her as a PCC member
- Gift Aid Secretary: Andrew Gough
- Electoral Roll Officer: Andrew Gough
- Health & Safety Rep: Doug Bubb

### **CHURCH ATTENDANCE FOR 2020**

Customarily, the full Parish Mission Statistics (Service attendance, Baptisms, Weddings, and Funerals etc.) would appear here. However, given the pandemic-effect in 2020 these do not make comparable reading with previous years’ figures. Therefore, what follows is a summary of service attendance in the weeks in between lockdowns one and two, when Herne St Martin’s was open:

- Advent 2020: 139 people attended special services for the congregation and local community and 350 people attended special services held specifically for schools.
- Christmas 2020: there were 41 communicants at services on Christmas Eve and Christmas Day.
- For the first time, Church at Home attendance figures, i.e. those attending online services, were requested by the Church of England for our parish mission return: apart from the ‘specials’ which are referenced in the Vicar’s Report, we recorded an average 45 people viewing/attending online services each week.
- Our Worshipping Community at the end of 2020 equates to 70 people.
- There were no fresh expressions of Church, i.e. Messy Church or Toddler Groups.
- There were 10 Baptisms and 1 Thanksgiving Service for a child.
- There were 2 Weddings.
- The clergy took 18 Funerals, only one of which was in St Martin’s, and 2 Committal-only services at Herne Bay Cemetery.

A full copy of the Statistics for Mission return is available on request from the Vicar.



## **Electoral Roll**

At the 31<sup>st</sup> December 2020 the number of people on the St Martin's Electoral Roll was 100 (93 at April 2019 APCM and increasing to 100 at the APCM on the 4<sup>th</sup> October 2020)

*Andrew Gough Electoral Roll Officer*

## **PUBLIC BENEFIT**

<sup>1</sup>The Spirit of the Sovereign LORD is on me, because the LORD has anointed me  
to preach good news to the poor.  
He has sent me to bind up the broken hearted,  
to proclaim freedom for the captives and release from darkness for the prisoners,  
<sup>2</sup> to proclaim the year of the LORD's favour and the day of vengeance of our God,  
to comfort all who mourn, <sup>3</sup> and provide for those who grieve in Zion –  
to bestow on them a crown of beauty instead of ashes,  
the oil of gladness instead of mourning,  
and a garment of praise instead of a spirit of despair.  
They will be called oaks of righteousness,  
a planting of the LORD for the display of his splendour

The vision of our parish is stated within our mission statement.

We now have a Diocesan-trained Pastoral Assistant (Margaret Edwards) who leads our small locally-trained pastoral team.

**We are registered with the Charity Commission by virtue that we "Advance Religion for the Public Benefit", and are required to state our aims in their terms as below**

**Encouraging and facilitating the practice of Christianity by existing followers and seekers.**

### **Place of worship, including:**

- For the practice of Christian faith, the provision and maintenance of two buildings, and adjoining hall and meeting rooms used for related activities, e.g. religious instruction for children.
- The conducting of religious ceremonies, e.g. Eucharist, Baptism, Weddings, Blessings and Funerals.
- The maintenance of two public churchyards with one garden of remembrance and war memorial.
- Provision of Public Worship throughout the year as well as at times of national importance (Remembrance).
- Bereavement care, prayers, visits and worship.
- The provision and maintenance of Christian devotional artefacts and items used in religious services.
- Maintaining a grade one ancient building for the nation.

### **Raising awareness and understanding of religious beliefs and practices, including:**

- Advancing the Christian faith.
- Providing a Christian resource for the community (information, teaching and library).
- Promoting and providing the study of Christian teaching, practice and scripture.

- Supporting schools and other educational establishments, including three theological training colleges (student placements), which provide education in accordance with the principles and practices of the religion.
- Support the Diocese in the provision of ministry and Diocesan services through payment of the Diocesan share.
- Working with (worship, education, pastoral care) and governance of our two church schools in Herne.
- Encouragement and worship in one Community Primary School and also our Secondary School.

**Religious devotional acts, including:**

- Visiting the sick and administering the sacraments to the sick and dying.

**Missionary and outreach work, including:**

- The provision of hospital and other chaplaincy (Critical emergency chaplain, Strode Park).
- Hospital visiting.
- The provision of pastoral care to residential and domiciliary homes.
- Cultural and community activities provided in the place of worship and in the buildings attached, e.g., community facilities, community care, toddlers, community Cafe and Meals for the Homeless etc.).

Work for reconciliation, building community and peace across the parish.

**Religious communication, including:**

- Sermons, talks, meetings and conferences and the provision of religious material via the internet website.

**Retreat and pilgrimage, including:** A place for short and day retreats.

**Advancing religion generally including:**

- Charitable giving to many different peoples in need, both near and far, (e.g., Help for Heroes, Christian Aid, Crisis, Children's Society, Catching Lives, etc.)
- Seeking to safeguard creation through moral use of resources and ways we manage our graveyards.

These aims are fulfilled as evidenced in the reports that follow.

Signed:



31st March 2021

Rev. Carol Smith

Date

**Minutes of the Annual Parochial Church Council Meeting held on Sunday 4<sup>th</sup> October at 10.45am at St Martin's Church, Herne.**

**Agenda**

Opening Prayer

Revd. Carol welcomed those present and led those attending in an opening prayer

Apologies for absence

Apologies for absence had been received from Judith Harvey, Frances Ventham, Alan Wren, Denise Smith, Peter Thomas and Joan Jeffers.

Preliminary Issues

An agenda, full minutes and reports (including accounts) had been sent online and were available in hardcopy form if required by those present. The electoral roll was available for inspection at the back of the church.

Revd. Carol pointed out that there were some typographical errors. The APCM in 2019 had been held on Sunday 14<sup>th</sup> April not Sunday the 24<sup>th</sup>. Also in the Church Information it referred to the independent examiner as being Mr Alan Ratford whereas the new examiner had been PG Lemon LLP.

One report from the churchyard restoration team had not been published and Sandra Williams had prepared a separate addendum which was circulated to those present.

Amended copies of the minutes and reports were available and would be signed off if approved.

Andrew Gough, as acting PCC secretary introduced two issues raised by the PCC

1. In order to offer the opportunity for as many people as possible to take part in the proceedings of the APCM the PCC had decided to offer proxy votes. However, no such proxies had been received either to vote for laity representatives or to raise any issues at the APCM.
2. Because it was unclear whether the Covid arrangements might apply at the next APCM, which was scheduled for April 2021, the PCC had decided to seek authority to arrange for postal votes. This would enable members on the electoral roll to vote for representatives of the laity onto the PCC and other formal positions. Such authority had not previously been sought and a resolution had to be passed at the APCM to confirm such arrangements.

Andrew Gough tabled the proposed resolution shown on the church projector screen (see appendix 1 to these minutes) which would be voted upon today under Any Other Business. He summarised the terms of the resolution and how postal votes worked in practice:

- a. The resolution did not require the PCC to hold a postal vote but it will have discretion to decide whether it wished to do so. If it decided to have a postal vote,

then the APCM resolution gave it authority to do so and for members to seek postal ballots.

- b. The resolution would only take effect at the next APCM in April 2021 and any following APCM until rescinded.
- c. Postal votes will only be required if there was a contested election and there were more candidates than positions available. Otherwise candidates are automatically voted into position.
- d. As candidates for any elected position could be nominated up to the start of the APCM a ballot paper for postal votes could not be prepared in advance until the start of the APCM itself.
- e. If there was a contested election then those voting and present at the APCM would have to vote in writing and would be given a hastily prepared ballot paper to sign and cast their vote. These would be handed to the chair of the meeting who would appoint a presiding officer to take custody of the ballot papers
- f. within seven days of the closing of the APCM the presiding officer would then have to send out a ballot paper to all those who wanted a postal vote and these voters would then have to vote and sign and return there ballot paper within seven days otherwise their vote would not count.
- g. All the votes would then be counted and the result of the election would be announced.
- h. The effect was to delay the appointment of the elected members to the various administrative positions. However, it would ensure that nobody was disenfranchised simply because they did not want to attend an APCM.

Those people present at the APCM were urged to consider the resolution. For it to take effect more than two thirds of those present would have to vote in favour

## **Part 1**

### **The Vestry Meeting**

Revd. Carol explained that historically the vestry meeting would often be held privately but nowadays churches hold it in public as part of the full APCM.

1. The minutes of the vestry meeting held on 14<sup>th</sup> April 2019 were agreed as a correct record.  
Proposer Sarah Bingham Seconder Doug Bubb
2. There were no matters arising
3. Election of Church Wardens (two positions vacant) and Deputy Church Wardens (two positions). Revd. Carol thanked John Bennett and Margaret Edwards (in her absence) for

their considerable work as Church Wardens over the past three years and also to Sarah Bingham and Paul Tapsell (in his absence) for such willing and able support as Deputies.

4. Only one candidate had put her name forward to be Church Warden.

**Lisa Crowhurst**

Proposed by Liza Seed

Seconded by Roger Jackson

There being no other candidates and everyone being in favour, Lisa Crowhurst was duly elected as Church Warden for the coming year.

5. It would be normal practice for the Church Warden to be admitted to office by the Bishop Rose of Dover (or her formally appointed deputy) at a formal service usually at the cathedral. However, because of the exceptional circumstances of the Covid pandemic Bishop Rose had given full authority to each incumbent at a parish to admit the Church Wardens on her behalf. Revd. Carol then formally admitted Lisa Crowhurst as Church Warden with Lisa giving the formal declaration required in response.

6. There were two candidates for deputy Church Wardens:

**Sarah Bingham**

Proposed by Jean White

Seconded by Roger Jackson.

**Paul Tapsell**

Proposed by Andrew Gough

Seconded by Roger Jackson

There being no other candidates and everyone being in favour, Sarah Bingham and Paul Tapsell were duly elected as Deputy Church Wardens for the coming year

7. There being no other business the vestry meeting was concluded

## **Part 2**

### **The Annual Meeting**

1. Apologies given as above. Judith Harvey, Frances Ventham, Alan Wren, Denise Smith, Peter Thomas and Joan Jeffers
2. Minutes of the annual meeting held on Sunday, 14<sup>th</sup> April 2019 were presented and agreed subject to the amendments previously discussed. The minutes were approved (Proposed by Doug Bubb and Seconded by Liza Seed)
3. There were no matters arising that would not be covered by the agenda
4. Revd. Carol gave a detailed report of the church's business over the past year. A transcript of the report is set out at Appendix 2 to these minutes.

5. Andrew Gough in his capacity as electoral roll secretary confirmed that at the APCM in April 2019 there had been 93 members on the electoral roll. Subsequently eight people had been added to the role but one person's name had been removed. Accordingly there were one hundred (100) members on the electoral roll which meant that there were nine lay places available on the PCC. Five had already been filled and four were now available for nominations. He confirmed that the full electoral roll was available for inspection at the church during the APCM.  
There were no questions.
6. The annual report of the proceedings of the PCC during 2019 was taken as read. Sharon Sayers had subsequently stepped down from her role as PCC secretary. Denise Smith had initially taken over but Andrew Gough was now the acting PCC secretary. There were no questions.
7. Sheila Gough, as treasurer, introduced the 2019 financial reports for St Martin's and St Peter's Greenhill.
  - a. Once again it had been a challenging year. The church had been fortunate to receive a legacy from Peggy Edwards and this had been used to pay for the parish share 2019 but there still remained a deficit of £18,500 respect of the parish share for 2017/2018. The diocese had not yet written this off.
  - b. There had been a successful plan giving stewardship campaign which helped to increase the income for the year.
  - c. Gift aid claims are still useful source of income for the church and those who donated and paid tax should consider signing up for gift aid.
  - d. The Church Institute Hall was paying its way but there was a deficit in the income from St Peter's Greenhill.
  - e. Sheila confirmed that she will be taking over the accounts for St Peter's Greenhill from Jean Dilnot and these would be integrated within the accounts for St Martin's.
  - f. Sheila Gough invited questions but there were none.
  - g. The financial accounts were commended to those present to be approved and were approved unanimously.
  - h. Revd. Carol thanked Sheila Gough for her work as treasurer and asked those present whether there might be members who would be willing to assist Sheila in forming a small finance team. If so they should contact Sheila or Revd. Carol.
8. Appointment of Auditors for St Martin's and St Peter's Greenhill
  - a. Sheila Gough proposed that PG Lemon LLP of 22 to 26 Bank Street Herne Bay Kent CT6 5EA should be re- appointed as independent examiner for the present financial year.
  - b. This was seconded by Andrew Gough
  - c. Those present voted unanimously for the reappointment.
9. Appointment of members of the PCC
  - a. Angie Holness was retiring from the PCC and Revd. Carol thanked her for her support during her term of office
  - b. Three candidates had been nominated to take positions on the PCC

**Sheila Gough** (previously a co-opted member)

Proposed Priscilla Cox

Seconded by Andrew Gough

**Deborah Waller**

Proposed by Doug Bubb

Seconded by Peter Frost

**Peter Frost**

Proposed by Jean White

Seconded by Roger Jackson

There being no other candidates all nominations were accepted

Revd. Carol reported that Jean Dilnot had stepped down from her safeguarding role within the church. Joanna Hollings has offered to take on this position and will be co-opted as a member of the PCC.

10. Revd. Carol confirmed that the Sides people would be appointed at the PCC not at the APCM.
11. Priscilla Cox presented her report on the proceedings of the Deanery Synod which was part of the papers already submitted. There were no questions.
12. The tenures of Priscilla Cox and Richard Chant as Deanery Synod representatives had come to an end. However, they had offered themselves to be re-appointed, their nominations being:

**Priscilla Cox**

Proposed Doug Bubb

Seconded Keith Record

**Richard Chant**

Proposed Priscilla Cox

Seconded Susan Record

There being no other nominations, the two appointments were approved unanimously.

13. The Church Wardens' report was taken as read and no questions were raised.
14. Revd. Carol then introduced the reports from the Church Organisations and Committees. They demonstrated the diversity of interests and responsibilities that people took on within the life of the church. She hoped that reading the reports would encourage people to join some of the organisations or offer support. All reports were taken as read and there were no questions.
15. Sandra Williams introduced her written report as an addendum to the previous reports which are been circulated. Hard copies were available. She said that the churchyard team had worked very hard during the year with an approximate group of 20 people regularly turning out to provide gardening help at particular times of the year. Last year had seen the churchyard entered into the National Heritage open day and over 75 people visited the church there was a further event in August as part of the Herne Bay festival which was sustained with the help from the local history group. Sandra Williams commended the group to those present who might be interested in helping. There was always good camaraderie.  
Revd. Carol thanked Sandra for her help.

16. Revd. Carol confirmed that the PCC would be commissioned at the Sunday service on 18<sup>th</sup> October when there would be a service of communion.

17. The date of the first PCC meeting after the APCM will be Monday 19<sup>th</sup> October 2020

18. Revd. Carol then thanked the following for their help and services throughout the year

- John Bennett and Margaret Edwards (Church Wardens)
- Sarah Bingham and Paul Tapsell (Deputy Church Wardens)
- Clergy colleagues: Revd. Cat, Revd. Stacey, Revd. Geoff
- Readers: Frances Ventham, Deborah Waller (latterly)
- Priscilla Cox, for all her assistance with Occasional Offices and in the background
- Sheila Gough (Treasurer)
- Andrew Gough (Sacristan, Electoral Roll Officer, Gift Aid Secretary, now Acting PCC Secretary)
- Susan Record (Organist) & Chris Exley (for Choir leading, and for the Choir themselves) PLUS Sarah Bingham (Band Leader) and the Band members
- Liz Sellen & Flower Team
- Sandra Williams & Churchyard Team (And Sandra & Tim for their ministry among us over many years, as they prepared to move back to Cambridge)
- New Church Cleaning Team (Liza Seed now plus Angie Lemmer & Hilary Burnage)
- Outgoing members of the PCC: Angie Holness (elected 2017) AND Sharon Sayers (who served as PCC Secretary for part of the year)
- Continuing members of the PCC: Roger Jackson, Doug Bubb, Anne Lehane, Denise Smith, plus Priscilla Cox and Richard Chant (Deanery Synod Reps.)
- Hall Booking Secretaries – Dilly (Jean Dilnot) for St Peter's and Wendy Dinley for Herne Church Hall
- The Restoration Team! (After 5 years of work in 4 phases)

19. Any Other Business. Revd. Carol invited questions from the floor

a. Wendy Dinley enquired when would it be possible to offer the Institute Hall for general hire?

Revd. Carol answered that it was not yet possible to do so. Regular hall users had been canvassed as to whether they wanted to return to using the hall but many were not yet ready to do so. Although a general risk assessment had been carried out for the use of the hall it was up



to the individual organisations to prepare their own individual risk assessments to manage their own sessions. No private bookings were yet permitted because it was very difficult to risk assess such meetings.

b. Liza Seed enquired what had happened to the Friends of St Martin's Church?

Andrew Gough answered as the chair of the committee. Effectively over the past two or three years the organisation had become defunct. Final accounts had been prepared and there was a surplus of monies that had been passed to the St Martin's Restoration Fund to be used for the restoration and repair of the clock which was considered to be a worthwhile project for the village as a whole. Balance to go the general fabric fund

He admitted that the formal closure of the organisation had not been undertaken but there appeared little enthusiasm to do so and the organisation had simply closed. This may not have been the correct procedure to adopt but practically this is what had happened and there had been no questions raised to date. There had been little help from outside the congregation and the real purpose of the organisation had been to encourage general help from the community to work for the upkeep and maintenance of the church building. This had not been achieved despite the best efforts of the committee. It was unlikely that the organisation would be revived in the near future.

c. The Resolution regarding Postal Voting (see Appendix 1)

This was formally put to those present and was passed unanimously

Maureen Hadlow thanked Revd. Carol for her stewardship and ministry throughout the year

20. There being no further business the meeting was concluded and Revd. Carol led those present in a prayer and blessing

The meeting concluded at 12.00 noon

**Appendix 1 to the October 2020 Minutes of the Annual Meeting**

**THE PAROCHIAL CHURCH COUNCIL (PCC)**

**OF ST MARTIN-IN-HERNE WITH ST PETER'S GREENHILL**

**Subject: A resolution pursuant to the Church Representation Rules**

**Part 9 Model Rule M11**

**R E S O L U T I O N**

*4<sup>th</sup> October 2020*

The members of the Parochial Church Council of St Martin-in-Herne recommend that the following resolution be passed at the Annual Parochial Church Meeting (the annual meeting) on Sunday 4<sup>th</sup> October 2020:

- That at any future annual meeting the Parochial Church Council has authority to conduct elections for parochial representatives of the laity by means of postal voting if it chooses to do so
- And if it so decides that accordingly any person entitled to attend the annual meeting may apply for such a postal vote for the election of parochial representatives of the laity

Proposer: Andrew Gough (acting PCC secretary)

Seconder: Frances Ventham

*Must be passed by not less than two thirds of the members present at the annual meeting*

*All in favour: passed unanimously at APCM on Sunday 4<sup>th</sup> October 2020*

*Signed: Revd. Carol Smith*

*(Incumbent/Chair)*

## **Appendix 2 to the October 2020 minutes of the Annual Meeting**

### **Vicar's Verbal Report (transcript)**

You don't need me to tell you 2020 has been an extraordinary year so far. You'll hopefully have read my written report for 2019 so I don't to cover it again, unless anyone has any questions or comments.

Now, I shall focus on three things:

- 1) A brief reflection on church life before the Covid-19 pandemic
- 2) The reality of living through a pandemic
- 3) The hopes I have for our future together

#### **1) Before**

Our 2019 Annual Report testifies to our previously vibrant and active church life together as we engaged in God's ministry and mission in Herne and Greenhill. As far as I was concerned, most of our activities were running smoothly, we had no plans to stop anything; rather we were looking to further grow our lives of faith and were looking forward to a Parish Mission at Home weekend plus a Celebration of Completed External Restoration Works. In February we began a "Faith Pictures" course, which was being very well received.

#### **2) Reality**

On Sunday March 15<sup>th</sup> 2020, I began a "Church Response to Coronavirus Action Log", sensing it would be an important thing to do.

We pared Holy Communion back to one kind (wafer only), introduced hand sanitiser in more places, stopped passing round the offertory plate and offered wrapped biscuits only at after-church coffee.

The next day (Monday March 16<sup>th</sup>), the government banned meeting in public places.

And the day after that (Tuesday March 17<sup>th</sup>), our Archbishops called for suspension of all public services in church and any non-essential meetings.

Later that same day, Bishop Rose sent updated guidelines to all clergy, which I sought to implement immediately, resulting in:

- Cancellation of all Holy Communion Services
- The introduction of a simple 8.00 am Morning Prayer and 10.00 am Prayers for the day on Sundays
- Simple 10.00 am Morning Prayer on Wednesdays
- Postponed the Restoration Celebration planned for 24<sup>th</sup> April 2020
- Postponed this Annual Meeting (from 26<sup>th</sup> April – to 7<sup>th</sup> June – to 4<sup>th</sup> October 2020)
- Suspended all Groups meeting in our Halls (including Coffee mornings)

At the same time, together with my colleagues, we implemented a pastoral care plan to ensure that everyone in our church family (and later, our wider contacts) was contacted and provided and cared for.

By Wednesday March 18<sup>th</sup>, we'd reviewed all plans and services, began our weekly circulations (hard copy, email & Facebook). We produced a Parish Continuity Plan and so it went on ... by the following Monday (March 23<sup>rd</sup>) the Prime Minister's declaration resulted in church buildings being closed – the Archbishops later endorsed this, which meant no weddings, no baptisms though graveside funerals were permitted. (That morning, I had baptised an adult here in St Martin's though it turned out to be a very long time before we were baptising again!)

From then onwards, our Facebook pages really came into their own and pretty soon, the church leadership was

- Zooming instead of meeting face to face
- Clergy were providing online worship on YouTube {thanks to Cat, especially, for learning the tech and producing it}
- The Daily Prayer Share on Facebook really took off {thanks to Sarah and Cat, in the main}
- And in addition, I was providing a regular service on local radio Cabin FM (*I've reduced this to once a month, in case you're wondering*)

I mention all this because it demonstrates how amazingly quickly, we managed to adapt to radically changed circumstances. God's word – God's people – did not stop.

Many of our great British public who wouldn't normally go to church suddenly began engaging with us online! (A report published by Tearfund in May, headed "Many Brits look to Faith during Lockdown" reported that nearly half of adults in the UK (44%) say they pray; a quarter (24%) of UK adults say they've watched or listened to a religious service since lockdown, and over half of those who pray (56%) agree that prayer changes the world.

Stephen Cottrell, now Archbishop of York, declared "The Church will emerge from coronavirus even stronger". A report, "Everybody Welcome" Online was published by George Fisher (the man I'd booked to lead our Parish Mission At Home weekend) providing insights and tips to help connect online when our churches were closed.

And since we've been back in church (from Sunday August 2<sup>nd</sup>) we're managing to maintain an online as well as a face-to-face in church presence.

### 3) Future Hopes

Although we do not know if there will be a 'second wave' of Covid, we plan tentatively yet positively, knowing that God is very much still with us.

(Jeremiah comes to mind (29.11):

For surely I know the plans I have for you, says the LORD, plans for your welfare and not for harm, to give you a future with hope.)

Presently, we are edging towards plans for Remembrance Sunday – we hope to have one Remembrance Service at St Martin's (the churchyard is to be risk-assessed and current Church of England guidelines allow for bubbles of up to six people to stand apart, safely). Christmas Service planning will follow in a similar tentative manner.

But longer-term, I've rearranged our Parish Mission at Home weekend for next March. Our rearranged Restoration Celebration is also planned for April.

And in between-times, Bishop Rose and the Senior Staff Team are engaging the whole diocese in a “Listening and Discerning on the Way” exercise, which encourages us all to consider three questions:

- 1) What are we noticing of God’s movement at this difficult time? As we reflect on how God seems to be moving?
- 2) What are we learning as we reflect on how God seems to be moving?
- 3) What might we let go of or allow to cease, so that we may enter a new future with God?

Yes, we have huge challenges as we face the future – not least financially as we and all the churches across the land count our losses.

Yet as people of God we must remain prayerful – faithful – hopeful – generous-hearted - and active – if we are to continue ‘keeping the rumour of God alive’ – of being church, here in this part of God’s kingdom that we call Herne with Greenhill.

We have shown ourselves already that we are adaptable, teachable and creative. So my prayer is that we will do *more than* simply survive this together, we will grow and flourish as together we navigate these stormy waters of previously unforeseeable change.

## THE APCM REPORTS FOR 2020

### Vicar's Annual 2020 report for St Martin-in-Herne with St Peter's Greenhill

'On Off, On Off' would be the simplest way to report on church happenings in the 2020 calendar year under report! As someone who likes planning and charting a course for our church life together, when the first lockdown began on March 23rd it was difficult to know how best to serve everyone in such restricted circumstances and with our churches closed.

Looking back, we adapted quite quickly to providing virtual, online Sunday Morning Worship and for this my thanks must go to Revd. Cat for her technical know-how, and to all those who contribute recorded sermons/reflections, readings and intercessions. The 'Specials' in the year under report were the Pentecost, Memorial Carols, Christingle, Nativity online services, which according to our YouTube account, attracted viewings of 166, 301, 103 and 539 respectively.

I am grateful to my ministry colleagues (Revd. Cat, Revd. Stacey, Readers Frances Ventham and Deborah Waller, plus Revd. Geoff) for their collegiality and support. And I am also grateful to our Churchwardens, Lisa Crowhurst, Paul Tapsell and Sarah Bingham for their care

Extending pastoral care without being able to make home or hospital visits was most difficult, especially to those who are bereaved or terminally ill. Although not quite the same, Zoom video-conferencing came into its own as more and more people began using it. And even now, as I write, Zoom family funeral meetings enable relatives in different households to meet all together on screen. Like many, I long to once again offer a hand of comfort or a hug!

Zoom also came into its own for our church meetings, which the majority of the PCC and other committees, teams or groups were able to access.

The weekly notice sheet continued throughout. This goes out with my 'Weekly Words' Saturday email which began in the first lockdown and continues. The circulation list has grown as new people have found us online or moved into the parish and been added. For those who do not have the technology, paper copies are delivered to their homes.

Schools' ministry also changed with Revd. Cat and myself recording weekly Collective Worship for the children, which contributed to home-schooling and which continues for in-school. One memorable service which I was part of, was Herne Juniors' Online Remembrance Service when Mr Saunders' video-conferencing facility was over-subscribed with more than 100 devices logged on!

Unsurprisingly, our mission statistics for 2020 look nothing like the previous year when, for example, we had 54 baptisms. And sadly, the majority of our pastoral offices were funerals which saw a significant increase. The majority of the baptisms and weddings previously booked for 2020 have been moved into 2021, which therefore promises to be a busy year once the church reopens.

Despite us all having been deprived of face to face fellowship, we have largely held together and now look forward to 'being church' together again – although as part of our Deanery Consultation: "Moving Towards a Flourishing and Sustainable Future", we are continuing to change and adapt to the changed circumstances as we all emerge from the pandemic.

We have continued steadfastly in prayer and now look forward with hope to the future.

*Revd. Carol Smith*

### **Assistant Curate's Report from the Reverend Cat Darkins**

If you would have told that a few years into my ministry that we would be legally asked to close the church building I am not sure that I would have believed you. This past year has been a learning curve for me, and something that I am sure I will reflect upon for years to come. Many of us assumed that the restrictions would only last a few weeks, and here we are a year later.

Ministry looks quite different now to how it was pre-pandemic. We have embraced the need to provide Online Worship which is something that I take a large responsibility for. It has been a good opportunity to be creative with the style and format of worship. This has also influenced worship when we have been able to be in church too.

Keeping connected has been an important theme over the past year. From phone calls to doorstep visits, to bumping into others on daily walks, taking the time to maintain our connections has been another important aspect to ministry. I have also appreciated the ways in which others have taken the time to check in on me to make sure I am doing okay.

Though Michael and I were in Isolation over Christmas, it was still a highlight of the past year. Having worked with Sarah and others since late October to put together a Community Nativity, it was a joy to see the culmination of lots of work come together for the video. Many people from the local area watched and appreciated the video which greatly lifted my spirits. We also were able to provide around 100 Christingle at Home kits to families from the area (with donations from a local supermarket), along with a make-a-long video. Isolation prevented me from being there on the day, so I am incredibly grateful for the team who put the bags together and delivered them! Though neither of us was able to be in parish on Christmas Day, it will be a season that we will remember for years to come!

Though there have been many things that we've not been able to do, there has also been opportunities to connect and worship in different ways.

I am continually grateful to Revd. Carol for her collegiality and for the parish of St Martin-In-Herne with St Peter's, Greenhill for continuing to support me and help me grow in my ministry.

*Cat Darkins -Assistant Curate*

### **Non Stipendiary Curate's report from the Reverend Dr Stacey Rand**

It has been just over two years since I was licensed to St Martin's Herne with St Peter's Greenhill as a non-stipendiary curate and Minister in Secular Employment. (MSE means that I am a priest, with a 'day job'. An important part of my ministry is to help others connect faith and the everyday.) I think that it is fair to say that this past year has been quite different from the first.

Despite the challenges of the last year, it has been good to see how we have adapted as best we can to the situation. There was an effort to stay connected, on social media, by newsletter, phone and in other ways. There has also been opportunity for learning, especially as we broadened our offer of written reflections and newsletters to include online worship. The majority of technical expertise and effort has been provided by Revd. Cat, but it has been good to play a part in the team effort.

Over the last year, I have carried on my work as a Senior Research Fellow (Associate Professor) at the University of Kent. My work has continued, with 'working from home'. As a MSE, I have been available to provide pastoral support to colleagues and continued to co-lead the staff Chaplaincy group, which meets during Advent and Lent.

I look forward to the year ahead; especially in being able to gather for worship again in our church buildings, to gently find a new balance, and to discern the way ahead.

*The Reverend Dr Stacey Rand*



## **REPORTS REQUIRED UNDER THE CHURCH REPRESENTATION RULES 2020**

### **Report from Electoral Roll Secretary as at 31 December 2020**

At the APCM in October 2020 there were 100 members on the electoral roll. Since that APCM one member has resigned but one new member has been added. So as at December 31 2020 we still had 100 members on the roll.

The numbers on the roll following the March 2021 revision will be given orally at the APCM.

*Andrew Gough Electoral Roll Secretary*

### **An annual report on the proceedings of the Parochial Church Council during 2020**

As for so many organisations the restrictions imposed during the Covid pandemic have meant that the PCC was required to conduct its business in new and hitherto unexpected ways. Two face-to-face meetings were held on 20 January and 24<sup>th</sup> of February but after that government guidance prevented such meetings. The business of the PCC resumed on the 8<sup>th</sup> June, but using online meetings via Zoom. Unfortunately this meant that two members of the PCC were not able to take part either because of lack of Wi-Fi or poor Wi-Fi reception.

Sharon Sayers stepped down from her role as PCC secretary in January. Thanks go to her for the work she undertook as secretary. She was a non-voting member of the PCC and in February Denise Smith kindly took up the role as PCC secretary once again. However, because she had poor Wi-Fi reception at home she was not able to take part in online meetings from June onwards and Andrew Gough offered to be acting PCC secretary.

The Annual Parochial Church meeting had originally been planned for April. However, following guidance from Bishop Rose Hudson-Wilkin it was agreed that the APCM would be postponed and was eventually held in October. This was thankfully a face-to-face meeting in St Martin's Herne, fully complying with our risk assessment and Covid guidance.

There have been seven PCC meetings during the year (there are usually no meetings in August or December). Two were face to face and five have been by way of an online Zoom facility. There is guidance for the conduct of such meetings and if votes are taken, then those voting must be present at the on line meeting itself. In addition emergency business has been conducted online by email. This is again permitted pursuant to the Church Representation Rules 2020.

Notwithstanding the above, the PCC and sub committees have continued to conduct their business efficiently and thanks must be given to all PCC members who take part enthusiastically. They debate all issues with much consideration and politely, but firmly and with good humour.

All minutes (unless confidential) are available for inspection from the PCC secretary. Where possible they have been published at the church for immediate inspection after approval by the PCC at the following PCC meeting.

However, the following is a summary of the principal business conducted

1. Considering and debating the Changed Lives, Changing Lives Conversations initiative by Bishop Rose of Dover.
2. Planning but regrettably being unable to implement the "Parish Mission at Home weekend" in May
3. Continuing to monitor the final stages of the church restoration programme including repairs to the clock and in particular the restoration of the churchyard after the completion of phase III of that programme
4. Continuing to review and approve the work of the Fabric Committee (see separate report)
5. Continuing to review the restoration work at phase IV
6. Receiving and considering a report in January from the organist on the condition of the church organ.
7. Following closure of churches because of the pandemic, approving the risk assessments for reopening of St Martin's Herne in August. Approving the cost of signage and cleaning materials to ensure a safe environment
8. Over viewing the opening of St Martin's Herne and the continued Covid compliant services until guidance required the church to close once again
9. Considering a response to the Black Lives Matters campaign and whether it was appropriate to specifically offer a statement on behalf of the PCC. This was deemed unnecessary given that we already emphasise the inclusive nature of our congregation and mission
10. Formally appointing PC Lemon LLP as the independent examiner for the annual accounts
11. Approving the 2019 accounts
12. Considering the mission initiative "our Mission Ministry and reopening of church buildings"
13. Considering the arrangements for the APCM in October, including passing resolutions to permit proxy voting and suggesting that a resolution should be passed at the AP CM permitting postal votes for appointments to the PCC and other elected positions. Both proposals were agreed.
14. Holding the October APCM
15. At the October meeting ,reviewing the minutes of the AP CM held on 4th October 2020 and confirming that these could be submitted to the annual meeting in April 2021 for approval
16. Reviewing the authority of the standing committee
17. Pledged Harvest giving to the work of Catching Lives (for the homeless in Canterbury)
18. Receiving safeguarding reports from Jean Dilnot and Margaret Edwards. This to include updates on safeguarding training available from the Diocese. Following their respective resignations as safeguarding officers the PCC appointed Joanne Hollings to be the new safeguarding officer for the two church buildings and church affairs generally. See further declaration below.
19. Agreeing at the October PCC meeting the appointment of all church officers and the appointment of chairpersons to the various committees
20. Passing the following formal resolutions ( other decisions are noted in minutes)
  - a. Setting the financial authority of the standing committee
  - b. Licensing those authorised to administer the Holy Sacrament with effect from 1 January 2021 both at church and at home visits
  - c. Appointing a new Foundation Governor ( Deborah Waller) at Herne C of E infant school
  - d. Accepting the Parish Safeguarding Statement

- e. Passing (online in December) a resolution to seek authority to close St Martin's Herne and St Peter's Greenhill during the month of January 2021. This was reinforced subsequently by passing a second resolution in January 2021 to close those church buildings until Easter 2021 in accordance with the authority given by Bishop Rose
- f. Approving all risk assessments to open St Martin's Herne

21. approving the reappointment of Frances Ventham and Andrew Gough as Foundation Governors at Herne C of E Junior School

The PCC confirms that it has complied with section 5 of the Safeguarding and Clergy Discipline Measure 2016 with regard to its duty to follow the House of Bishops guidance on safeguarding children and vulnerable adults. The Parish Safeguarding statement is available for inspection

*Andrew Gough PCC Secretary*

### **Finance Report, Reserves Policy and Accounts; see Appendix A for the Financial Statements**

Financial matters in 2020 were dominated by the Covid-19 restrictions.

Due to the Church being closed, we saw a decrease in collections at services and gift aid receipts. On a positive note, planned giving (tax efficient giving) increased by over £2,800. This increase was due to members of the congregation either changing from weekly envelopes to standing orders or deciding to set up standing orders. Tax recovered in 2020 saw an increase but this is mainly due to back payments of gift aid being received from Canterbury Diocese.

With both St Martin's and St Peter's Halls being closed rental income was down and St Martin's made a loss over the year of £3,790. This was partly due to £6,000 being transferred to the general fund to meet Parish Share commitments.

On the subject of Parish Share, we were unable to pay our full quota this year, finishing the year £18,528 short of a total liability of £73,683. St Martin's is not the only Parish with financial difficulties and although there are on-going discussions with the Diocese about this the PCC will need to address the shortfall in 2021.

In 2020 St Peter's Greenhill accounts were amalgamated into the General Fund; these are shown as net amounts for 2020.

Church running expenses were lower than in 2019.

Our CCLA investments raised £609 in interest over the year.

The net result for the year was an excess of payments over receipts of £3,159 on unrestricted funds.

I would like to thank Andrew Gough for administering the Gift Aid emoluments (including making the claim for rebate of tax); his help is invaluable to me.

## Reserves Policy

We do not currently have a reserves policy. This means keeping a certain amount of money in the bank account ring fenced to cover emergency situations for particular projects or future work. For example, sums set aside for the maintenance of the organ, the bells or buildings.

It is our policy to invest our fund balances with the CBF Church of England Deposit Fund.

*Sheila Gough Treasurer*

## Report from the Fabric Committee for 2020 on the condition of the church buildings

### **This forms the Churchwarden's Report on the Fabric of the Church Buildings pursuant to section 50 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018**

The year began normally enough for our Committee as for everyone else. However, as soon as the first lockdown began, radical changes had to be made arising from the closure of the Church and the cessation of all rentals in our halls.

Steve King, our Caretaker at both St. Martin's Hall and St. Peter's stepped forward at this point to minimise the impact of the restrictions on the Parish. A member of our Committee though not of our Congregation, Steve, through his adaptability, willingness and skill, has solved numerous practical problems single-handedly and at minimum cost.

Aside from keeping an eye on the halls, Steve undertook to cut the grass at all our properties, thus saving the normal team from breaking lockdown rules. Some examples of his other work are these: He dealt with a problem we had with trespassers at the garden beside St. Peter's by designing and installing new gates that would need a battering ram to break down, so no more trespassers! He adapted the main doorway at St. Peter's to accept standard sized doors that he fitted and painted at much less cost than the original quote. Also, in the same area, he modified the inner doors to eliminate the ramps that had proved troublesome to the elderly. For these and other services well outside his job description we are greatly indebted to him.

After many years of talking about it and achieving nothing, we have at last managed to have the old boiler house removed and a waterproof cover installed over the basement beneath. This was thanks to Susan Record obtaining a Faculty for the purpose and to Doug Bubb who commissioned and supervised the work as our Safety Officer, an important role given the presence of asbestos in the structure. This work was also carried out as economically as possible.

At the turn of the year, we thought we were faced with a bill of some £40,000 to have one corner of St. Peter's underpinned to remedy subsidence, probably caused by a large tree in the adjacent garden. We followed professional advice by having this tree removed and were pleased to see that the cracks in the Church brickwork soon closed up again. Alternative professional advice then indicated that we should keep an eye on the situation but take no further radical action. So far, this policy has proved effective and the small room that had been closed has now been redecorated (by Steve) and will be available for use once St. Peter's re-opens again.

There have been other relatively minor activities that continue despite pandemics, in particular, dealing with leaks in the roof at St. Martin's and improving aspects of the electrical circuitry, all carried out in the most cost-effective manner possible. A good example of this approach is the use of three lengths of Christmas lights to illuminate the upper sections of the tower stairs at a cost of £40 rather than conventional lighting that our usual electrician declined to quote for on the grounds of safety.

At the end of the year two of the stained glass windows in the porch at St Martins were found to be damaged, presumably by vandalism. These were inspected by an expert in stained glass from the cathedral and will be repaired in 2021 once a faculty has been obtained to do so.

At the 2020 APCM, John Bennett stood down as Chairman to return to the ranks, his role then reverting to Priscilla Cox. Members of the Committee during 2020 have been Priscilla Cox, Paul Tapsell, Doug Bubb, Peter Frost, Roger Jackson, Steve King and John Bennett.

*John Bennett and Priscilla Cox For committee and Lisa Crowhurst*

### **A Report on the proceedings of the Deanery Synod**

Despite the pandemic the deanery synod was able to meet in person twice in 2020. In March the speaker was Lyndall Bywater, Diocesan Prayer Co-ordinator. We read a passage from 2 Kings 4 and considered the message it gave to us personally. The subject for the meeting was Prayer, Pilgrimage and Changing Lives and we considered the diocesan mission statement, Changed Lives - Changing Lives.

In October we welcomed our Archdeacon, The Ven. Jo Kelly-Moore, to Synod. Once again the theme was similar, and we shared our reflections on the impact on our church life of the pandemic and enforced church closures and restrictions. Members shared accounts of the ways the church had been able to reach out to people in a practical way and by use of the internet for worship, and we considered the impact it would have on our future mission and ministry. One general theme seemed to be the loss of children's worship during church closures and the decline in family attendance.

During the year the deanery treasurer, David Kemp, worked with treasurers to promote diocesan discussion about the expectation that parishes are able to pay such large sums for Parish Share. Although the diocese is sympathetic, the reality is that it too is struggling to meet costs, and eventually the increase for 2021 was capped at 1%.

Rev. Carol continued her role as Area Dean for the Reculver Deanery

*Priscilla Cox Deanery representative*

### **The Church Warden's Report**

It has certainly been a very challenging year with the standout topic being that of the corona virus pandemic. The effect on our personal lives has been enormous, particularly in not being able to meet up with family and friends for extended periods. It has also affected the mission and ministry of St Martins with St Peters in more ways than we first realised. Just not being able to gather in the church as usual, the singing of praises to the Lord, the coffee and chat. It must take a toll on our wellbeing.

Yet, looking at its history, St Martins Church has been through many previous upheavals, times of plague, pandemics and world wars, and has stood as a rock for the faith which gives us all hope.

During these times, adaptation is key. With the ever popular rise of social media, we have engaged in prayers online, virtual services via YouTube and delivered a community cast Nativity production which was well received.

Throughout the year we have met regularly with Rev. Carol via Zoom to discuss how we can support our community and to discuss necessary repairs which are on-going. We report to the PCC at every meeting to share the work we have been doing and to check that we have funding.

Lastly, we give thanks to our wonderful Ministry Team, Rev. Carol, Rev. Cat and Rev. Stacey for their continued support and guidance.

*Lisa Crowhurst Churchwarden*

## **GENERAL REPORTS FROM CHURCH ORGANISATIONS**

We would normally expect to receive reports from so many of our church groups. Regrettably the work of these groups has been severely curtailed or even stopped because of the Covid pandemic and so reports might be of limited interest and value. We shall look forward to the coming months when hopefully Covid restrictions will be lifted enabling the full range of our mission and services to fire up once again and witness our vibrant church community.

For the record we are missing reports from St Martin's Saturday Coffee, Sunday after-service refreshments, St Peter's, Greenhill, the Social Committee, St Peter's Community Café, Outreach events (Restoration), the Home Group, Tea & Chat (outreach afternoon tea), Junior Church, and the Herne Church (Institute) Hall and the Worship Band.

There is no report specifically on Communications and publicity but during the year much has devolved to communications on line and the church directory has proved invaluable.

Individual members of our congregation have penned their thoughts about life during Covid. These are given later in this booklet.

### **Bellringer's Report for 2020**

The year started as usual with ringing for Sunday services and weekly practices for the ringers. We even started planning ringing outings and holidays for the summer. Then coronavirus cases started spreading across the country and by mid-March 2020, shortly before lockdown, the ringers decided that there was no option but to stop meeting for ringing practices, and as church services stopped, ringing for Sunday services. The only previous time ringing had ever stopped was during the Second World War when bells were to be rung in the event of invasion. Even then, ringers had still met up together to ring handbells and to socialise. Some of us knew of that time from our parents and older friends, though few now still with us remember those days and few were expecting ringing to have to stop in 2020.

As with many other aspects of life, ringers went online, having regular weekly "ringers' chats" on Zoom to keep in contact and exchange news. There is also an online ringing room, which some have spent more time in than others, and ringing has been done in computer game environments, according to the ringers' weekly newspaper and chat rooms. Ringing is a physical exercise, as well as a mental one, and weekly "workouts" in the tower were much missed.

When church services resumed in August, the ringers returned having carried out risk assessments, checked the bells, measured the rope circle and with hand sanitiser and social distancing. Ringing for Victory in Europe day had not been possible, but we were able to ring for VJ day in August. Apart from that celebration and weddings, ringing was only for church services, and for a short period. We rang for two weddings in October and December. The country was in lockdown 2 for Remembrance Sunday so only a single bell was rung for the Act of Remembrance and other ringing stopped again. Christmas was celebrated with bells for Christmas Eve and Christmas Day services and then stopping again after Christmas

*Susan and Keith Record February 2021*

### **Choir Report**

The choir started the year 2020 as usual, resuming practices after a short break between Christmas and the New Year. The younger choir members met for half an hour before choir practice for everyone. Planning and practising for Lent and Easter started. Those plans would shortly be affected by the coronavirus and the measures brought in, which led to the cessation of worshipping in March 2020.

The choir started meeting online for a weekly Choir Chat on Thursday evenings for those choir members who had computer or smartphone access. We did try some singing online but it was not possible to practise on a Zoom call.

When church services resumed, the rules about singing meant that sadly the congregation could not sing, but the choir were able to sing anthems, hymns and later in the year, carols. Choir practices resumed in September 2020 with some choir members, now sitting at the back of the church, socially distanced. It was different as the church acoustics had changed and choir members could not gather together to hear harmonies but had to learn to hear each other from a distance.

The second lockdown in November led to Remembrance Sunday being in the churchyard, not in church. The choir sang hymns and the National Anthem, positioned along the church path.

Lockdown ended just in time for the choir to practise carols, and then be recorded singing carols in church for the online Memorial carols service. The choir sang at the Christmas Eve and Christmas Day services.

The choir welcomed a new member in September, and sadly for us, one choir member moved away from the area to be closer to her family in early December. Thanks to technology, she has still been able to join the Choir Chat online. There was no choir dinner in 2020 but there are plans to have it again in 2021 and to sing again, as soon as it is possible.

*Susan Record February 2021*

### **Flower Arranger's Report**

During the pandemic we had a few ladies going into church to do some flowers in between the lockdowns and we made good use of the silk flowers that we are fortunate to have. They are taken down every couple of weeks and renewed with a mix of both fresh and silk and these are taken home to be washed after use.

Sadly during this last year we have lost a few of our members who have decided to stand down for one reason or another; some of whom have been doing the flowers for forty years or more. Their help and guidance have been a great help to me since I took over and I and the other ladies will miss them.

There are now six of us to do the flowers and I'm sure we will continue to support the church and supply arrangements. As usual we will continue to use a mix of both fresh and silk flowers. Some of



our usual suppliers for fresh flowers no longer do them and we are limited to where we get them but it is something we can get around.

The cost of the flowers has consequently been much reduced.

*Liz Sellen Flower arranger March2021*

### **Fortnightly Wednesday Evening Bible Study Annual Report for 2020**

Our Bible Study group came to a halt at the beginning of lockdown. However, after a few weeks we discovered Zoom, worked out how to use it and decided to give it a try. Unfortunately of our 9 members two were unable to access this method of getting together, however since the rest of the group were still keen to continue I began the Zoom sessions.

In some ways the Zoom sessions were helpful in forcing us to find new ways to achieve things. Instead of supplying the sheets to each participant as they arrived at our house, I emailed the studies in advance, which meant that they could print out the appropriate week's study ready for use at the meeting, and if they chose they could go through the readings and the questions in preparation.

Studies used were from Faith and Worship written by John Birch, which we generally find accessible and helpful.

We hope to get back to physical meetings when it is safe to do so.

*Sheila Bennett March2021*

### **Gift Aid Matters**

Gift Aid continues to be a very helpful contribution to the church finances. Pay your income tax and the Church can get a 25% bonus on any donations that you make. As at the 31<sup>st</sup> December 2020 we had 54 parties who have each made a Gift Aid declaration and also pledge their payments. If you are a UK tax payer then you can usually qualify and this is achieved simply by signing a declaration form which either myself or the treasurer can provide. We can claim Gift Aid on standing orders and planned giving. In addition there are the individual donations made via the Gift Aid Envelope Scheme which are given at collections taken at our services throughout the year. If you are lucky enough to be a higher rate tax payer in all cases you can even claim an extra rebate in your tax return.

Our treasurer records receipts for the month in which the payment is made even if the Gift Aid application was actually for a month several months previously. For the year ending 31 December 2020, St Martins received £15,872.00 from all sources, which is much higher than the repayment in 2019 which was £9,249.95. However, this included repayments from the Gift Aid returns for October to December 2019 which had not been credited.

We still have the Gift Aid Small Donations Scheme (GASDS for short). General money received in our church collection plates can qualify. Also if you have pledged your planned giving (the little blue

envelopes) but are not a tax payer then I can count your weekly donation as part of GASDS and get more money that way. There is a limit of £8,000 which can be claimed in any tax year by any charity.

It would be helpful if more donors, who are tax payers, paid by way of standing order rather than giving via envelopes. This avoids having to make cash payments to the bank. In case you are embarrassed by not putting your hand in your pocket, when the plate comes round, please remember there are tokens that you can put into the church plate as evidence that you are giving.

As a tax payer, Gift Aid is a bonus to the Church and provided that you do pay the tax there is no downside from your point of view. Remember; if you cease to be a tax payer or move address or change your name please let me know immediately. I have to inform the Diocese.

*Andrew Gough- Gift Aid Secretary March 2021*

### **Pastoral**

Ministry to the Care Homes in the parish was severely hampered by the pandemic, as no visiting was permitted, hence the regular monthly Home Communion taken at Broomfield Lodge ceased. However, both Broomfield Lodge and the new Residential Home on the new Eddington Lane housing estate – Herne Place Care Home (a Barchester Home) – which Revd. Carol visited when it opened in the summer, have accessed our weekly online worship, if not on a Sunday then on a day when it best suits residents. Revd. Carol has established a good relationship with Herne Place and at the time of writing, Zoom worship on a Thursday afternoon is about to begin.

Our Pastoral Team has kept in touch with church members and parishioners through other means and we look forward to resurrecting home visits and home communions as soon as it is safe to do so.

*Revd. Carol Smith*

### **Restoration Report for 2020**

The third phase of the External Fabric Repair Project had been completed and was formally signed off by the church architect in January 2020. The second and third phases had cost less than originally budgeted so the church architect and quantity surveyor discussed using the remaining grant monies to make further repairs, including the stonework on the east elevation of the Lady Chapel, repair the south west buttress and the internal buttress at the south west corner of the tower, repoint internal cracks in the west porch, repair the lych-gate plinth, install a rope handrail on the tower stairs and some other repairs which was estimated to cost just over £47,000 plus VAT and professional fees.

The contractors, the church architect and restoration committee members met on the 12th March 2020 to discuss the work. The quantity surveyor had just left for an extended holiday in the Far East, Australia and New Zealand after finalising the costs of the repairs with the stonemasons, and sadly he had to return home early because of the pandemic. The work was due to start on the 23rd March 2020. We discussed the news reports and it was noted that the Covid-19 emergency “may affect the programme”.

Work did not start as planned, since the country went into lockdown and the builders were not able to be sure of getting supplies of materials (the construction industry could continue in lockdown and

the work was outside, socially distanced). The repair work started in June 2020 with scaffolding erected at the east elevation. All the work was finished in September 2020, after a good summer for weather. The stonework is now in good repair, we have many photographs and no scaffolding at church. The church clock is also now working and chiming the hours (the final aspect of the phase 3 work to be sorted)

*Susan Record February 2021*

### **Safeguarding report 2020/2021**

I took over as Parish Safeguarding Officer in October 2020. This report is a summary of what has taken place over the last five months and plans for the rest of this year.

In October 2020 the roles of Parish Safeguarding Officer and Parish Disclosure Officer for the parish of St Martins and St Peters were put together and now safeguarding and DBS checks come under one umbrella. An audit was begun of the safeguarding training status of everyone who has a responsibility for working with children and vulnerable adults. This is on-going. Similarly, all DBS and CRB checks older than three years are being checked and will be re-done. A safeguarding statement and contact details were added to the parish website.

In January 2021, I attended the Diocesan Safeguarding Conference. This took place over zoom and included an address by Bishop Rose and talks by Paul Brightwell and Katy Harper. Both talks can be found at: <https://www.canterburydiocese.org/safeguarding/safeguarding-training/>

It was also announced at the conference that the Diocese will no longer hold records of safeguarding training for parishes and from now on parishes need to hold all their own records and data.

Going forward into 2021, the priority is to ensure that all parish members in positions of responsibility, and those who come into contact with children and vulnerable adults, have completed the appropriate level of safeguarding training in the last three years and that the parish holds evidence of this training. All DBS checks older than three years will be re-done and records updated. There will also be a focus on ensuring that the safeguarding policy is easily accessible and on view in the church and that everyone is aware of their role in keeping the members of our parish safe.

*Joanna Hollings Safeguarding officer for Children and Vulnerable Adults*

### **Schools**

#### **Herne Infants**

Revd. Cat continues to serve as a Governor at Herne Infant CofE School and shares the leadership of weekly Collective Worship with Revd. Carol, which during the pandemic is in the form of pre-recorded videos on YouTube. With home-schooling, these benefit the children's households also and many more adults are connecting with Christianity as a result. Head of RE, Natalie Ralph (with whom Cat has developed a good relationship) continues to have a significant impact on the

school. Cat has developed an increasingly fruitful ministry in and to the school and Reader, Deborah Waller has recently been appointed to serve Herne Infants as a Governor, which is also a blessing.

### **Herne Juniors**

Revd. Carol continues to serve as a Governor at Herne Junior School and the school is still well-supported by other church members serving as Governors (Priscilla Cox, Frances Ventham, Andrew Gough, Anne Ackland, and Jodie Harris.) As SIAMS lead governor during the year under report, Revd. Carol has supported the School SIAMS Team who monitor and ensure that the school's unique Christian character is well presented through the school website and other media. Revd.'s Cat and Carol also take Collective Worship every week – again, through pre-recorded videos through lockdown and which continue - and both support the school in other adhoc ways.

It is a privilege to serve our Church Schools, which both have 'outstanding' Ofsted and SIAMS ratings thanks to brilliant headteachers and staff.

St Martin's continues to enjoy a very special relationship and bond with both our Church Schools, and although we missed Joint School Services in St Martin's at Christmas and Easter, as well as Herne Junior's End of Year Service and prizegiving, we have managed to maintain support and connection through Zoom or Microsoft Teams' video-conferenced services, which parents have also enjoyed.

### **St. Martin's Servers and Chalice bearers**

Regrettably because of the Covid pandemic communion services have been conducted without the need for servers. So there is little to report. However, Lisa Crowhurst has stepped down from being a server having taken on her new role as church warden. In addition Tim Williams has moved away from the parish. Thanks must go to both of them for providing sterling support over many years. Unfortunately, however, that means that there is only one server regularly available (that's me).

If anybody else would like to come forward and offer to serve at the altar I would be very grateful to hear from them. We need to prepare ourselves for normal service once the Covid Pandemic restrictions are released fully allowing both bread and wine to be consumed.

At our services I still have the continued support of the chalice bearers: Phil Dixon Leah Willey Lisa Crowhurst and Sheila Gough. Again if other members of the congregation want to come forward, help is always gratefully received.

*Andrew Gough Sacristan February 2021*

### **St. Martin's Tapestry- the Tapestry team's report 2019 to 2020**

St. Martin's Tapestry is the "brain child" of Sheila & John Bennett after their 2018 holiday in Northern France & visit to see The Bayeux Tapestry. The Original, worked by nuns, tells the story of life in Anglo Saxon England under King Harold and the Norman Conquest lead by William 1st. in 1066. An inspirational idea was conceived by John for a "St Martin's Tapestry" telling the story of the Church's restoration & depicting life around us at this time.

Planning meetings were held and research undertaken in Autumn 2018, followed by the designing; then searching for willing volunteers. The children of Herne CE Junior School needlecrafts group

were asked for drawings of things above, below & around them today. This led to some amazing and original drawings, including spaceships, skeletons, rabbits and vegetables! From these wonderful drawings the 16 borders to the panels were designed.

On a cold,, dark, February evening in 2019, 14 people from the church congregation, Women's Institute crafts group, Art clubs & the local community, met in Church, to choose designs, fabric & embroidery frames to begin their task. This enthusiastic group eventually expanded to 22 volunteers including Revd. Carol and two men! We met in small house groups round dining tables, and monthly in St Martin's Church on a Saturday morning, where we received much encouragement and interest from people attending the Coffee and Chat fellowship sessions.

By March 2020, five panels were completed and the remaining three, plus their six borders progressing well. Then lockdown, due to Covid 19, stopped our productive gatherings, which were not resumed until August, with individuals calling for extra threads and advice on techniques so they could work in isolation.

In November 2020, the whole Tapestry project was complete, but due to Covid restrictions again, the eight panels have been safely packed away, waiting to be displayed at a celebration for all the restoration works at St Martin's Church.

*Mary Jewiss February 2021*

**Addendum.** John Bennett would like to add that the project would never have been accomplished without the enormous help, skill and enthusiasm of Mary herself. For which many thanks indeed.

### **St Martin's Tuesday Toddler Group**

The year was planned; the diary full. We'd planned themed weeks such as garden birds, water, summer, music. Annual events such as Mothering Sunday, Christmas and Epiphany were all in the diary. In addition we had set aside days for our Easter Special, our annual Sports Day, Teddy Bears' Picnic, Christmas Party and Leavers' Special. We had booked visits from a specialist toddler photographer, a representative of Usborne Books and Playzone for our annual outing. All that would have taken in place in a Non-Covid world.

When we closed in early March I naively thought it was for a couple of weeks and that we'd open again after Easter at the latest! That optimistic thought seems ridiculous now!

What has happened instead? The team has kept in touch throughout the year and we had a garden meeting in the summer in order to catch up and make plans. We contacted as many of our members as possible, once again to keep in touch but also to let them know about the on-line Advent and Christmas events that the church was providing. Some of our members have contacted us, mainly to let us know us know that they are missing Toddlers. One mother I met whilst out walking said that she felt her little one had missed the opportunities that her older sibling had had ..... to socialise and take part in the activities that we provided.

What about the future? Whenever it is safe to do so, the team is raring to go. Being older members of the community we will have all received our vaccinations before too long. The plan is to re-launch Tuesday Toddlers with a bang on Tuesday 7th September and we pray that that will be possible.

*Carolyn Thomas March 2021*

## **COVID OBSERVATIONS FROM MEMBERS OF THE CONGREGATION**

### **A Reflection on 2020**

On New Year's Eve John and I were looking forward to 2020 with much anticipation. We had both recently retired from busy jobs and in the year ahead we had several special events planned. In the Summer it was our Ruby Wedding Anniversary and we had booked a family holiday and a party for our friends. In early Autumn our eldest son was due to be married. We were not to know that on a global and personal level, it would be a very difficult year.

'Out of the blue' John was diagnosed with cancer in February 2020 just as the enormity of coronavirus was emerging. We are thankful that, after a few delays, he was able to have major surgery at King's College Hospital, London, although like many others, he had to cope with this on his own with no visitors allowed. Thereafter followed a long period of recovery and then chemotherapy. Now in February 2021 he is undergoing further chemotherapy. We are lucky to have continued love and support from our family and friends and I am thankful that throughout, he and I have found a strength, resilience and positivity that we didn't know we had. I know that, for me, that strength and hope has come from my faith. Praying, reading the bible and reflecting on the words of hymns (many of which I have remembered from childhood) has sustained, lifted and supported me in times of need and enabled me to look to the future with hope.

During the pandemic, I would have liked to 'make a difference' via some voluntary work having retired from my busy teaching role, but have been mindful of the need to keep myself 'safe' to protect my husband. However, when in August Reverend Carol flagged up at church that volunteers for church cleaning were urgently needed, I felt able to respond to this. I felt strongly that this task was certainly not in Reverend Carol's remit and that she would have many other roles and responsibilities to fulfil. So, usually on a Thursday afternoon, from August to December, I have worked alongside Liza and Angie to keep the church clean. It has been a privilege to spend time in such a beautiful building and it allowed me to observe aspects of and artefacts in the church that I had not previously noted. In particular I have valued the friendship of my colleagues, Liza and Angie who I have very much enjoyed working alongside. Hopefully as plans are tentatively made to re-open the church, we will be able to resume this role.

As, through the vaccination programme, we begin to emerge from 'Lockdown 3' I pray that there will be a better world with a renewed emphasis on kindness, support for each other and a determination to reduce inequality. On a global and personal level, I look forward with hope.

*Hilary Burnage February 2021*

### **What I did during the Covid pandemic**

Hopefully service and Christian mission can be undertaken in many forms and not merely through the good offices of our church. My personal attempts to help started with my connection to the charity Contact the Elderly (now called Re-engage). Some of you will know this charity as it helps to organise the Tea and Chat Christmas party at Herne Junior School. I initially undertook some shopping and collecting prescriptions for elderly and the housebound. However, with a dedicated network already set up my offer to help was not always required.

I am Chairman of a Whitstable charity called Red Zebra Community Solutions. Although not directly involved with the day-to-day management of the charity (we have an excellent CEO and management team) the charity stepped into the frame to provide assistance in Whitstable. Working with Rosie Duffield MP and her constituency team (who shared the charity's offices temporarily) we were able to identify the elderly and housebound who required voluntary help. We also worked with Food bank and the Riverside Church in collecting and distributing food parcels to those who were suffering financially because of work restrictions.

The charity is also a leading exponent of Well-being courses. Working with local GP practices we have been able to identify those members of the public who are suffering mentally because of the Covid restrictions and help bring some comfort and assistance.

Both the above projects have worked well and we have been able to undertake them notwithstanding financial pressures on the charity because sources of fundraising and grant aid have dried up.

My Rotary Club in Whitstable has not been able to run any external fundraising charity campaigns during the Covid restrictions. However, we have made donations from our charity account to the Whitstable Foodbank. We have also supported Blood runners which is a private organisation that helps transport blood plasma, transplant organs and other medical equipment between hospitals and GP surgeries. This has been a vital link in securing the roll-out of essential medical care.

Also at Christmas we arranged a series of on line Zoom experiences for children to contact and visit Santa at his grotto and tell him about their present wish list and to find out a little bit about how Santa delivers his magic over the Christmas period! I had to dress up as Santa and another Rotarian was my trusty Elf. Thanks to Doug Bubb for the loan of his Father Christmas costume. The experience seemed to go down very well with the children (and even their parents) and we charged a small online fee for our charity account. So Santa and Toyland worked despite Covid restrictions. You would be surprised to know how many children asked how Santa and his Elves were complying with social distancing guidelines!

Over the past few weeks and in the near future, Rotary as an organisation has been asked to provide help at vaccination centres. Some members of my club have already worked at centres in East Kent either providing administrative assistance or marshalling at car parks if required.

As a health and safety governor of Herne Junior School and Kent College Canterbury I have been actively involved in reviewing the Covid risk assessments for both schools and following their implementation when the schools have been open. In fact, despite apparent media stories to the contrary, most schools have remained open to provide schooling for children of essential workers.

Many congratulations must go to the senior leadership team and staff of both schools for continuing to provide this service and undertaking it in such a way that has been compassionate and so well-organised. I have also attended online courses at Kent College to see how teachers have been able to provide really good teaching in difficult circumstances.

Although, I have not been able to work directly at the church perhaps in some small way my contributions above have been able to assist others in making life just a little easier during the Covid pandemic. As somebody recently said we can all live a life of service. Service is universal.

*Andrew Gough February 2021*

### **Weddings at St Martin's during a pandemic year 2020 My Reflections**

#### **Saturday 14<sup>th</sup> March 2020**

What a happy day as we held our Wedding Preparation Morning for all the couples who were marrying at St Martin's during 2020. There was much excitement as the couples prepared to meet with the Weddings Team to discuss their wishes/preferences for the BIG day. Refreshments were offered to the couples by Priscilla, which helped put them at their ease. Our vicar, Revd. Carol gave a welcome talk and we had Revd. Cat and Revd. Stacey, our curates, on hand to chat with the couples. Susan and Keith were able to give advice on music and bells, with some of the choir to sing the hymns; Liz for beautiful flower arrangements and Joan, with Carol, Cat and Stacey's help, to complete the necessary paperwork required before the couples could get married.

As we said goodbye to the couples at the end of the morning, little did we know what was around the corner. LOCKDOWN!

St Martin's was closed, weddings were postponed until 2021, and couples had to adjust to moving their weddings or perhaps having a Register Office wedding if they could find one that was available. They would only be allowed to have a limited number of guests at their wedding ceremony and most wedding reception venues were closed.

However, we re-opened for Sunday Morning Worship from August to December and one unexpected Wedding booking came in for Monday December 29<sup>th</sup>, which Revd. Carol was delighted to be able to take.

**It is now February 2021** and we are looking forward to holding weddings once more at St Martin's. However, we are still in lockdown and church is closed, with no certainty when we will be open again. The Wedding Preparation Morning, which is due to be held on Saturday 6<sup>th</sup> March, will not go ahead in its original format and most of the paperwork will have to be done online. Carol is liaising with the couples and keeping them up to date with the ever-changing situation and we all pray they will have their weddings at St Martin's in 2021 and the bells will ring out once more in Herne.

*Joan Jeffers, Weddings Administrator for St Martin's Church in Herne*



**Parochial Church Council of St Martin in Herne with St Peter Greenhill**  
**Financial Statements for the Year Ended 31st December 2020**

<b><u>GENERAL FUND</u></b>	Notes	Unrestricted	Total Funds	
		Funds £	2020 £	2019 £
<b>Receipts and Payments Account</b>				
<b>RECEIPTS</b>	1			
<b>Voluntary Receipts</b>				
Planned Giving		46,885.10	46,885.10	44,072.00
Collections at Services		1,425.15	1,425.15	7,493.00
Gift Aid and other voluntary receipts		13,026.88	13,026.88	26,735.00
Gift Aid Recovered		15,872.11	15,872.11	9,250.00
Legacy		5,000.00	5,000.00	106,681.00
<b>Activities for Generating Funds</b>		1,749.71	1,749.71	11,390.00
<b>Church Activities - St Martins</b>		6,885.00	6,885.00	13,186.00
<b>Church Activities - St Peters</b>		3,409.75	3,409.75	
<b>St Peters rental income since 18/11/2020</b>		80.00	80.00	
<b>Receipts</b>		94,333.70	94,333.70	218,807.00
<b>Exceptional Items</b>		10,524.43	10,524.43	104,670.99
<b>TOTAL RECEIPTS</b>		<b>104,858.13</b>	<b>104,858.13</b>	<b>323,477.99</b>
<b>PAYMENTS</b>	2			
<b>Church Activities</b>				
Parish Share		55,155.00	55,155.00	76,746.00
Clergy and Staffing Costs		12,029.39	12,029.39	8,846.00
Church Running Expenses		23,145.96	23,145.96	35,750.00
Occasional Office		4,519.00	4,519.00	6,650.00
Mission giving and donations		1,362.18	1,362.18	2,291.00
Fundraising		60.00	60.00	6,726.00
Church Hall - St Martins		1,162.76	1,162.76	2,972.00
Church Hall - St Peters		4,306.96	4,306.96	
<b>Transferred to Investment Accounts</b>		6,000.00	6,000.00	
<b>Bank Charges</b>		276.11	276.11	482.00
<b>Payments</b>		108,017.36	108,017.36	140,463.00
<b>Exceptional Items</b>				178,681.00
<b>TOTAL PAYMENTS</b>		<b>108,017.36</b>	<b>108,017.36</b>	<b>319,144.00</b>
<b>Surplus/Deficit</b>		<b>(3,159)</b>	<b>(3,159)</b>	78,344.00
<b>Cash at Bank and in hand 1st January</b>		10,103.00		
<b>Cash at Bank and in hand 31st December</b>		6,797.00		
<b>(Lloyds Bank and Santander)</b>				

Parochial Church Council of St Martin in Herne with St Peter Greenhill

Financial Statements for the Year Ended 31st December 2020

<b><u>St Martin's Church Hall</u></b>	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2020	2019
		£	£	£	£
<b>Income</b>					
Hall Lettings		5,467		5,467	10,864
<b>Total Income</b>		<b>5,467</b>		<b>5,467</b>	<b>10,864</b>
<b>Payments</b>					
Utilities		111		111	884
Cleaning		36		36	294
Cleaners Salary		284		284	1,122
Insurance		1,154		1,154	1,138
Maintenance		150		150	1,188
Music Licence		261		261	125
Rental Refund		30			
Tsfer to General Account for Parish Share		6,000		6,000	6,000
Miscellaneous		70		70	25
<b>Total Payments</b>		<b>8,095</b>		<b>8,095</b>	<b>10,776</b>
Cash at bank and in hand at 1st January		<b>4,445</b>			
Cash at bank and in hand at 31st December		<b>1,365</b>			
<b><u>Youth Account</u></b>	<b>3</b>				
BBQ Contribution				0.00	29.80
<b>Payments</b>					
Activity/Craft materials		45		45	102
Cash at bank 1st January		<b>932</b>			
Cash at bank 31st December		<b>887</b>			

**St Martin in Herne with St Peter Greenhill**

**Statement of Assets and Liabilities for the Year Ended 31st December 2020**

			TOTAL FUNDS	
	Notes	Unrestricted Funds	Restricted Funds	
		£	£	2020 £      2019 £
<b>Cash Funds</b>				
Bank Current Account		6,797		6,797      10,103
Church Hall Account		1,365		1,365      4,445
Youth Account		887		887      932
Restoration Account	4		193	193      45,249
		<b>9,049</b>	<b>193</b>	<b>9,243      60,729</b>
<b>Investment Assets</b>	5		145,217	145,217      140,941
			<b>145,217</b>	<b>145,217      140,941</b>
<b>Fixed Assets retained for Church Use</b>				<b>5,000      5000</b>
<b>Liabilities</b>				
Unpaid 2017 Parish Share		6,742		6,742
Unpaid 2018 Parish Share		11,704		11,704
Unpaid 2020 Parish Share		18,828		18,828
Funds held on behalf of Mothers & Toddlers				
<b>Funds held on behalf of St Peter's Greenhill</b>				
Little Fishes			945.58	
Messy Church			146.66	
Coffee Morning			318.66	
		<b>37,274</b>	<b>1,410.90</b>	<b>38,685      37,274</b>

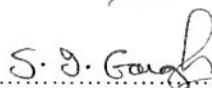
Approved by the Parochial Church Council on

18th January 2021

and signed by



Rev Carol Smith (Incumbent)



Mrs Sheila Gough (Treasurer)

**Bank:**

Lloyds

144-146 High Street

Herne Bay

Kent

**Independent Examiner:**

PG Lemon LLP

22-26 Bank Street

Herne Bay

Kent CT6 5EA

**CCLA Investment Management Ltd**

Senator House

85 Queen Victoria Street

London EC4V 4ET

# **NOTES TO THE FINANCIAL STATEMENTS**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations using the Receipts and Payments basis

## **1. Analysis of Receipts**

	<u>Receipts</u>			
	2020		2019	2019
	£		£	£
<b>Voluntary Receipts</b>				
Planned Giving	40,551.00		35,998.50	
Weekly Envelopes	6,334.10	46,885.10	8,073.00	44,071.50
Collections and other giving		1,425.15		7,493.46
Gift Aid Envelopes	1,564.10			3,478.24
Donations	1,460.21			12,469.89
Collections for specific purposes	438.37			1,503.14
Telecommunications Mast	8,978.27			8,978.27
Flower Box	36.20			48.50
Candle Tree	39.40			256.61
Covid-19 Grant from KCC	510.33	13,026.88		0.00
Income Tax Recovered		15,872.11		9,249.95
Legacy		5,000.00		106,681.34
				194,230.90
<b>Receipts from activities for generating funds</b>				
Hospitality/Tea Coffee	87.80			435.55
Mothers & Toddlers Group	117.18			423.83
Communal Christmas Card	0.00			63.33
Calenders/Notelets	77.00			0.00
Fundraising Events and Activities	1,467.73	1,749.71		10,467.53
				11,390.24
<b>Receipts from Church Activities</b>				
Wedding Deposits/Banns/Certificates	345.00			247.00
PCC Fees for Baptisms/Weddings/Funerals	2,419.00			4,270.00
Diocese Fees for Weddings/Funerals	3,381.00			4,411.00
Organist/Bells/Choir Fees	180.00			2,485.00
Additional Wedding/Funeral Income	560.00	6,885.00		1,773.00
				13,186.00
<b>St Peter's Greenhill</b>				
Balance of funds transferred 18/11/2020	1,998.85			
Little Fishes	945.58			
Messy Church	146.66			
Coffee Morning	318.66	3,409.75		
Rental income since 18/11/2020	80.00	80.00		
<b>Total of above</b>		<b>94,333.70</b>		<b>218,807.14</b>
<b>Exceptional Items</b>				
Refund Bank Charges	28.89			
Vicars Discretionary Fund	1,350.00			
Tsfer from Hall account re Parish Share	6,000.00			
Tsfer from Hall account re Music Licence	260.74			
Insurance Monies Received for Porch Window	1,884.80			
Funds transferred to part pay Restoration invoice	1,000.00	10,524.43		
<b>Exceptional Items - See last years accounts for breakdown</b>				<b>104,670.99</b>
<b>Total Receipts</b>		<b>104,858.13</b>		<b>323,478.13</b>



## 2. Analysis of Payments

NOTES TO THE FINANCIAL STATEMENTS

		<u>Payments</u>			
		2020		2019	2019
		£		£	£
<b>Direct Ministry Expenditure</b>					
	Parish Share	55,155.00	55,155.00		76,746.00
	Incumbents Working Expenses	660.11		818.50	
	Vicarage Telephone	755.58		858.32	
	Curates Working Expenses	549.40		1,549.90	
	Curates Telephone	107.50		291.30	
	Other Clergy Expenses	614.60		582.35	
	Visiting Clergy Fees			780.00	
	Organist/Secretary Salaries	2,894.55		1,999.92	
	Administration	6,447.65	12,029.39	1,966.13	8,846.42
<b>Church Running Expenses</b>					
	Utilities	3,649.11		5,814.42	
	Insurance	7,772.29		7,625.93	
	Repairs, Maintenance & Supplies	7,785.69		7,850.73	
	Church Security(Alarm/Lighting)	164.49		183.55	
	Upkeep of Churchyard	214.69		6,473.03	
	Worship	652.61		2,479.85	
	Music	900.78		3,922.66	
	Training Costs/Outreach	400.00		680.00	
	Red Lion Parking	720.00		720.00	
	Covid-19	686.30		0.00	
	Restoration Celebrations	200.00	23,145.96		35,750.17
<b>Occasional Office Expenditure</b>					
	Weddings/Funerals	330.00		2,435.00	
	Wedding Deposit/Fees refund	600.00		0.00	
	Parochial Fees	3,589.00		4,215.00	
	(Wedding/Funeral fees to Diocese)		4,519.00		6,650.00
<b>Charitable Giving</b>					
	Catching Lives	102.99		1,290.89	
	Advent for Justice Appeal	548.59		0.00	
	Royal British Legion	50.00		0.00	
	H/B Street Pastors	305.60		0.00	
	Friends of Kent Churches	5.00		0.00	
	Gifts from Vicar's Discretionary Fund	350.00		1,000.00	2,290.89
			1,362.18		
<b>Fundraising</b>	Funday Sunday Refunds	60.00	60.00	6,725.67	6,725.67
<b>St Martins Church Hall</b>					
	Utilities	740.62			1,275.39
	Music Licence	260.74			0.00
	KT Fire	41.40			0.00
	Petty Cash				79.14
	Expenses				1,582.99
	Cleaning	120.00	1,162.76	2,971.96	34.44
<b>St Peter's Greenhill</b>					
	Utilities	671.00			
	Insurance	1,215.37			
	Caretaker Salary	615.00			
	Maintenance/Repairs	1,805.59	4,306.96		
<b>Transferred to CCLA Fabric Account</b>	Legacy	5,000.00			
<b>Transferred to Restoration Account</b>	Payment towards invoice	1,000.00	6,000.00		
<b>Bank Charges</b>		276.11	276.11		482.41
			108,017.36		140,463.52
<b>Exceptional Items - 2019</b>					
see last year's accounts for breakdown					178,681.34
<b>Total Payments</b>			<u>108,017.36</u>		<u>319,144.86</u>

**NOTES TO THE FINANCIAL STATEMENTS**

**3 Analysis of Youth Account**

**St Martin-in-Herne Church Youth Account for Year Ending 31st December 2020**

	2020		2019	
	£		£	
<b>RECEIPTS</b>				
Opening Balance 1st January	752.79		825.46	
Contribution towards BBQ	<u>          </u>	752.79	<u>29.80</u>	855.26
<b>PAYMENTS</b>				
Sunday School			54.43	
Activity Equipment/Craft Materials	<u>44.81</u>	44.81	<u>48.04</u>	102.47
Balance as at 31st December 2019				£752.79
Balance as at 31st December 2020		£707.98		
Start up Grant Received from Diocese B'fwd balance	<u>179.29</u>	179.29	<u>179.29</u>	179.29
Balance in Youth Account 31st December 2019				<b>£932.08</b>
Balance in Youth Account 31st December 2020		<u><b>£887.27</b></u>		

## NOTES TO THE FINANCIAL STATEMENTS

### 4. Analysis of Restoration Account

<b><u>St Martin-in-Herne Church Restoration Account</u></b>				
<b><u>for Year Ending 31st December 2020</u></b>				
	2020		2019	
	£		£	
<b>RECEIPTS</b>				
Opening Balance 1st January	45,249.43		37,740.63	
Grants				
HLF Grants	30,020.00		300,100.00	
Chancel Repairs			62,000.00	
Friends of Kent Churches			10,000.00	
General Donations			450.00	
Outreach Projects			332.25	
Transferred from Gen Account	1,000.00			
VAT Reclaim	<u>21,208.86</u>	97,478.29	<u>84,185.32</u>	494,808.20
<b>PAYMENTS</b>				
Stone Masons	75,254.29		399,041.53	
A Goddard - Health & Safety	360.00		360.00	
Rita Pitsilli-Graham - Architect	11,677.96		18,669.50	
Sawyer & Fisher - Chartered Quantity Surveyors	9,992.77		21,632.43	
Additional Insurance			1,165.52	
Nailbourne (Bell Tower)			1,680.00	
Standard Consulting - Structural Engineers			6,572.16	
Outreach Projects	<u>                    </u>	97,285.02	<u>437.63</u>	449,558.77
Balance as at 31st December 2019				<b>£45,249.43</b>
Balance as at 31st December 2020		<b><u>£193.27</u></b>		

**NOTES TO THE FINANCIAL STATEMENTS**

**5. Analysis of CCLA Investments Funds**

<b><u>Bell Fund for Year Ending 31st December 2020</u></b>				
	2020		2019	
<b>RECEIPTS</b>				
Opening Balance (1 January)	£16.90		£16.78	
Interest	£0.08		£0.12	
	<u>£16.98</u>		<u>£16.90</u>	
Balance at 31st December 2019			£16.90	
Balance at 31st December 2020	<u>£16.98</u>			
<b><u>Fabric Fund for Year Ending 31st December 2020</u></b>				
	2020		2019	
<b>RECEIPTS</b>				
Opening Balance (1 January)	£89,134.78		£2,623.12	
Legacy Peggy Edwards			£75,000.00	
Legacy Peggy Edwards			£31,681.34	
Legacy S Roberts	£5,000.00			
Interest	£389.86	£94,524.64	<u>£570.32</u>	£109,874.78
<b>PAYMENTS</b>				
Organ Stop Repair			£2,994.00	
Balance of Parish Share		£0.00	<u>£17,746.00</u>	£20,740.00
Balance as at 31st December 2019				£89,134.78
Balance as at 31st December 2020		<u>£94,524.64</u>		
<b><u>Institute Fund for Year Ending 31st December 2020</u></b>				
	2020		2019	
<b>RECEIPTS</b>				
Opening Balance (1 January)	£11,554.96		£11,468.76	
Interest	£49.07	£11,604.03	<u>£86.20</u>	£11,554.96
<b>PAYMENTS</b>				
		<u>£11,604.03</u>	<u>£11,554.96</u>	
Balance as at 31st December 2019				£11,554.96
Balance as at 31st December 2020		<u>£11,604.03</u>		
<b><u>May Legacy Fund for Year Ending 31st December 2020</u></b>				
<b>Restricted for the use of the Poor and Needy of the Parish</b>				
	2020		2019	
<b>RECEIPTS</b>				
Opening Balance (1 January)	£24,332.40		£25,143.42	
Interest	£102.93	£24,435.33	<u>£188.98</u>	£25,332.40
<b>PAYMENTS</b>				
Vicar's Discretionary Fund	350.00	£350.00	£1,000.00	
				£1,000.00
		<u>£24,085.33</u>	<u>£24,332.40</u>	
Balance as at 31st December 2019				£24,332.40
Balance as at 31st December 2020		<u>£24,085.33</u>		



**NOTES TO THE FINANCIAL STATEMENTS**

5 continued

<b>Organ Fund Account for Year Ending 31st December 2020</b>				
	2020		2019	
<b>RECEIPTS</b>				
Opening Balance (1 January)	£1.29		£489.38	
Interest	£0.00	£1.29	<u>£0.91</u>	£490.29
<b>PAYMENTS</b>				
Organ Stop Repair				£489.00
Balance at 31st December 2019				<b>£1.29</b>
Balance at 31st December 2020		<b>£1.29</b>		

<b>Diocesan Deposit Fund for Year Ending 31st December 2020</b>				
<b>For the use of St Peter's Greenhill</b>				
	2020		2019	
<b>RECEIPTS</b>				
Opening Balance (1 January)	£6,976.12		£7,924.67	
Interest	<u>£29.62</u>	£7,005.74	<u>£55.44</u>	£7,980.11
<b>PAYMENTS</b>				
Transferred to St Peters account			<u>£1,003.99</u>	<u>£1,003.99</u>
		<u><b>£7,005.74</b></u>		<u><b>£6,976.12</b></u>
Balance as at 31st December 2019				<b>£6,976.12</b>
Balance as at 31st December 2020		<b>£7,005.74</b>		

<b>Restoration Fund for Year Ending 31st December 2020</b>				
	2020		2019	
<b>RECEIPTS</b>				
Opening Balance (1 January)	£4,090.42		£4,059.90	
Interest	<u>£17.13</u>	£4,107.55	<u>£30.52</u>	£4,090.42
<b>PAYMENTS</b>				
Transferred to General Account	£1,000.00	£1,000.00		
		<u>£3,107.55</u>		<u>£4,090.42</u>
Balance as at 31st December 2019				<b>£4,090.42</b>
Balance as at 31st December 2020		<b>£3,107.55</b>		

<b>Roof Fund for Year Ending 31st December 2020</b>				
	2020		2019	
<b>RECEIPTS</b>				
Opening Balance (1 January)	£4,850.97		£4,814.78	
Interest	£20.60	£4,871.57	<u>£36.19</u>	£4,850.97
	£2.75			
<b>PAYMENTS</b>				
			<u>£0.00</u>	<u>£4,850.97</u>
		<u><b>£4,871.57</b></u>		
Balance as at 31st December 2019				<b>£4,850.97</b>
Balance as at 31st December 2020		<b>£4,871.57</b>		

## **Independent Examiner's Report to the PCC of the Parish of St Martin-in-Herne with St Peter Greenhill**

This Report on the financial statements of the PCC for the year ended 31 December 2020, which are set out in this annual report, is in respect of an examination carried out under regulation 3(3) of the Church Accounting Regulations 2006 ("the Regulations") and s. 145 of the Charities Act 2011 ("the Act").

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

As members of the PCC you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under Regulation 3(3) of the Church Accounting Regulations 2006 and section 144(2) of the Charities Act 2011 (the Act). It is my responsibility to issue this report on the accounts in accordance with the terms of the Regulations.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church guidance from the CBF. That examination includes a review of the accounting record kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as 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 130 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, as also contained in the Church Accounting Regulations 2006 have not been met, or

Signed: M.A. Gamlenill

PG Lemon LLP  
22-26 Bank Street  
Herne Bay  
Kent CT6 5EA

Dated: 29th March 2021