# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY

England & Wales · Charity number 1150995

## Details

| | |
|---|---|
| **Other names** | WEST SHEPPEY PCC |
| **Status** | Registered |
| **Legal form** | Previously excepted |
| **Registered** | 2013-02-27 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | The Parish Office<br>Minster Abbey Hall Vicarage Road<br>Minster On Sea<br>Sheerness<br>Kent<br>ME12 2HE |
| **Phone** | 01795871500 |
| **Email** | minsterabbey@gmail.com |
| **Website** | www.westsheppeyparish.org.uk |

## Activities

**Objects:** PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH.

**Activities:** Provision of Christian worship at our parish churches, including new service for the local care homes, chaplaincyand services in our local hospitalPastoral care for people living in the parish

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

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## Geography

- Kent

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-12-31 | £128,712 | £166,098 | - | - |
| 2024-12-31 | £119,516 | £96,494 | - | - |
| 2023-12-31 | £140,639 | £112,212 | - | - |
| 2022-12-31 | £215,876 | £179,992 | - | - |
| 2021-12-31 | £187,641 | £185,562 | - | - |
| 2020-12-31 | £67,008 | £73,076 | - | - |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| ANTHONY ROBERT PLATT | | 2013-02-27 |
| Alan Scofield | | 2025-07-13 |
| Angela Cummings | | 2021-05-30 |
| Ashley Shiel | | 2014-03-07 |
| BRENDA SMITH | | 2013-02-18 |
| David Cummings | | 2021-05-30 |
| JULIE AMANDA PALMER | | 2013-02-18 |
| Julie Anne Austin-Williamson | | 2023-05-28 |
| MARY ELIZABETH SHOEBRIDGE | | 2013-02-18 |
| Margaret Jane Pollard | | 2023-05-28 |
| Nichola Mary Prior | | 2018-04-22 |
| Patricia Ann Crittenden | | 2025-05-18 |
| ROWENA SQUIRE | | 2013-02-18 |
| Scott Raymond Mandry | | 2025-05-18 |
| Stephen Brett | | 2026-05-10 |

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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY**

England & Wales - Charity number 1150995

# Accounts

# PCC REPORT FOR 2025

## Aims and Purposes

The West Sheppey Benefice Parochial Church Council (PCC) had the responsibility of co-ordinating and running the parish in the absence of any clergy since October 2024 but still aims to promote the ecclesiastical parish and the whole mission of the church: evangelistic, social and ecumenical. Finding clergy cover for services continued to be an ongoing struggle. Rev. Chris Shipley and churchwarden Ashley Shiel tried to create suitable rotas to allow a regular pattern of worship to be maintained. Rev. Chris Baker, Rev. Richard Braddy, Rev. Nick Carpenter, Rev. Tim Foreman and Rev. Shipley have frequently agreed to run communion services, including those in midweek and we are truly grateful to them and the occasional visits from Bishop Rose. The PCC hopes and prays that a new incumbent may finally be appointed during 2026 to take the parochial reins.

## Structure, Governance and Management

The PCC is a registered charity, the charity name being THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY, registration number 1150995. All PCC members are registered trustees and sign appropriate paperwork to formalise this. The PCC is a corporate body under the PCC Powers Measure 1956 and Church Representation Rules 2020. The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of clergy, churchwardens and members elected by those members of the congregation who are on the Electoral Roll of the three churches. All those who attend services or are members of the congregations are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC has devolved day to day administration and small scale financial responsibilities for each individual church to a District Church Council (DCC) for each church. The members of each DCC are elected by members of the corresponding church. These rules were tightened at the Annual Parochial Church Meeting of 2024, and each now has to hold its own Annual Meeting.

PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including on how PCC funds are to be spent. The full PCC met five times during 2025. Matters covered in meetings included the frequently recurring topics of intinction and the common cup, Inclusive Church, the parish vacancy and profile, social media, websites and broadband issues as well as St. Peter's and the growth of Teddy Bears Day Care. Other topics were uniform or lanyards for parish events, sound systems and the Oasis Community Hub. DCCs, the Sheerness Emergency foodbank and St. George's Primary School are now regular fixtures on PCC agendas.

## Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at the churches in the parish and to become a part of the parish community on the Isle of Sheppey. The PCC maintains an overview of worship throughout the parish and makes suggestions on how services can involve the many groups that live within the parish. However it should be noted that there is still unfortunate resistance to attending combined parish services. Service and worship put faith into practice through prayer, scripture, music and sacrament, although providing such services has become more difficult with the lack of clergy and placed a greater burden on the Authorised Lay Ministers (ALMs).

People from the parish help by providing the Foodbank at Holy Trinity with St. Paul, Sheerness. The PCC tries to enable all people to live out their faith as part of the parish community through worship and prayer, learning about the Gospel and developing knowledge and trust in Jesus, provision of pastoral care for people living in the parish and mission and outreach work where possible. To facilitate this work it is important that the fabric of the three churches and associated halls is maintained.

## Achievements and Performance

The PCC is keen to offer a range of services during the week and over the course of the year, especially at major festivals, that the local community find both helpful and spiritually uplifting. The general timing of regular Sunday services in 2025 has continued to be:

| | 1st Sunday | 2nd Sunday | 3rd Sunday | 4th Sunday |
|---|---|---|---|---|
| Minster Abbey | 11am Praise and Worship | 11am Shared Communion | 11am Praise and Worship | 11am Shared Communion |
| Holy Trinity, Queenborough | 11am Shared Communion | 11am Praise and Worship | 11am Shared Communion | 11am Praise and Worship |
| Holy Trinity with St. Paul, Sheerness | 9.30am Shared Communion | 9.30am Praise and Worship | 9.30am Shared Communion | 9.30am Praise and Worship |

Further services are held on fifth Sundays in the relevant months and on other Holy Days, such as Ash Wednesday, Maundy Thursday, Good Friday and Ascension Day. There is also a wide range of services available in the lead up to Christmas including carol services, Christingle and midnight communions.

Midweek services are held on Wednesdays: 10am at Holy Trinity with St. Paul, Sheerness on the first, third and fifth Wednesdays with Morning Prayer at the same time on the second and fourth Wednesdays. Minster Abbey holds communion services at 10.30am on the second and fourth Wednesdays.

Regular coffee mornings or afternoons continue throughout the year in all three churches: every Tuesday morning at Minster Abbey, Wednesday afternoon in Sheerness, second Saturday mornings in Queenborough. Baptisms, weddings and funerals have taken place when required and clergy can be obtained.

## Deanery Synod

Two representatives from the parish have continued to sit on Sittingbourne Deanery Synod throughout this past year, with one of them also attending Diocesan Synod. These representatives provide the PCC with an important link between the parish and the wider structure of the church and regularly report back to PCC meetings.

## Church Access

Holy Trinity church, Queenborough, was open daily throughout the year for visitors and private prayer. Holy Trinity with St. Paul, Sheerness was open on Wednesdays from 11am to 3.30pm, while Minster Abbey was open on several occasions during the week.

## Churches on the Island

There are currently five Anglican churches on the Isle of Sheppey: All Saints, Eastchurch; St. Thomas, Harty; Minster Abbey; Holy Trinity, Queenborough and Holy Trinity with St. Paul, Sheerness. Eastchurch and Harty currently form the parish of East Sheppey with the other three comprising West Sheppey parish. All the churches are part of Churches Together in Sheppey and are involved in services like that at the Abbey on Good Friday.

## Volunteers

The PCC would like to thank all those who contributed to the life of the churches during the past year. Thanks go once again to Treasurer Anthony Platt for successfully looking after the parish finances and to all the churchwardens: Julie Palmer, Brenda Smith, Ashley Shiel, Mary Shoebridge and Angie Cummings for the enormous amount of work they do, both seen and unseen. Thanks are also due to the Authorised Lay Ministers(ALMs) who have increasingly stepped up to lead services: Dan Beardsmore, Angie Cummings, Julie Palmer, Ashley Shiel and Mark Young. Rowena Squire continues as an ALM for healing, wholeness and well-being ministry.

## Administrative Information

All three churches in the parish are located on the north and west sides of the Isle of Sheppey, on the North Kent coast. Minster Abbey is situated in the village of Minster-on-Sea; Holy Trinity, Queenborough, is situated in the heart of the small town of Queenborough while Holy Trinity with St. Paul, Sheerness, is situated in the centre of the main town of Sheerness. All churches are part of the Sittingbourne Deanery, part of the Archdeaconry of Maidstone and the Diocese of Canterbury within the Church of England.

The correspondence address is:
West Sheppey Benefice
Parish Office
Vicarage Road
Minster-on-Sea
Sheerness
Kent ME12 2HE

Telephone: 01795 871500 email: minsterabbey@gmail.com
Facebook: Island Ministries Parish Website: www.westsheppeyparish.org.uk

The parish office is located in Minster Abbey church hall and is open between 8.30am and 12.30pm on Mondays, Wednesdays and Fridays. An answerphone operates outside these times. The office is run by parish Administrator Julie Palmer, to whom grateful thanks are due.

## PCC Membership 2025

The following have served on the Parochial Church Council in 2025:
Minster Abbey: Pat Crittenden, Jeanette Hale(until APCM 2025), Julie Palmer, Anthony Platt, Alan Scofield (co-opted since APCM 2025), Brenda Smith, Bryan Smith(until July 2025), Patrick van Lind(until APCM 2025)
Holy Trinity, Queenborough: David Cummings, Mark Germaney(until APCM 2025), Nicola Prior, Ashley Shiel, Mary Shoebridge, Rowena Squire

Holy Trinity with St. Paul, Sheerness: Julie Austin-Williamson, Angie Cummings, David Gilbert, Scott Mandry (from APCM 2025), Jane Pollard, Tom Reveley(until APCM 2025)
Clergy: No representation throughout 2025

Seven PCC members attended all five meetings, but overall attendance was significantly better than in 2024.

## ELECTORAL ROLL REPORT

The total number of members on the Electoral Roll for West Sheppey parish by the cut off revision date of April 19th 2026 was 97, a 10% increase and a rise of 10 names from last year.

Minster Abbey totalled 30, showing an overall increase of 3, with 6 new applicants, 1 who had left the parish and unfortunately 2 lost due to death.

Holy Trinity, Queenborough totalled 47, an increase of 3 from last year, with 6 additions and 3 sadly lost due to death.

Holy Trinity with St. Paul, Sheerness totalled 20, an increase of 4, all of whom were new names to the roll.

David Cummings
Electoral Roll Officer

## SAFEGUARDING REPORT

Safeguarding is not just the responsibility of the appointed safeguarding officer it should be the responsibility of every person involved within our churches. Everyone no matter who they are, or why they are entering our churches, has the right to feel totally safe from harm, harassment, bullying, abuse and neglect and that they are welcome and included and that the church as a body and as individuals is committed to protecting their health, wellbeing and human rights. As a PCC we annually review and adopt the safeguarding policies in line with Church of England guidance. Throughout the year we engage with the Diocesan Safeguarding team and as the Parish Safeguarding Officer (PSO) it is my responsibility to inform the PCC of any changes or updates to legislation.

The Church of England's safeguarding policy statement, "Promoting a Safer Church", says "All church bodies should ensure that they have a Promoting a Safer Church" action plan in place"

As a means of monitoring our plan we engage with the digital Parish Hub and Dashboard which produces three levels of Action plans. In the last annual report, it was stated that we were currently working on the level 2 plan. I am pleased to report that as a PCC in the past year we have made progress and are now working on level 3 with a 63% progress score towards the Church of England requirements. Our aims for this year are to complete this level by all PCC members completing all the required training sessions and discussing those issues of the policy which at present are not directly relevant to our parish but may be so in the future.

Mary Shoebridge
Parish Safeguarding and Disclosure Officer

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## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2025

| | Unrestricted Funds | Designated Funds | Restricted Funds | Endowment Funds | Total | 2024 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | |
| **RECEIPTS AND PAYMENTS ACCOUNT** | | | | | | |
| **Receipts** | | | | | | |
| Voluntary Receipts | | | | | | |
| Receipts from Donors | | | | | | |
| Planned Giving | 15,740 | | | | 15,740 | 22,988 |
| Collections | 7,846 | | | | 7,846 | 8,758 |
| Income Tax Recovered | 3,735 | | | | 3,735 | 7,766 |
| | 27,321 | 0 | 0 | 0 | 27,321 | 39,512 |
| Other voluntary receipts (note 3a) | 2,280 | 4,194 | 6,031 | 0 | 12,505 | 12,884 |
| Activities for generating funds (note 3b) | 1,418 | 4,590 | 2,096 | 0 | 8,104 | 8,199 |
| Receipts from Church Activities (note 3c) | 58,948 | 150 | 0 | 0 | 59,098 | 44,257 |
| Investment Income (note 3d) | 10,848 | 249 | 10,587 | 0 | 21,684 | 14,664 |
| | 100,815 | 9,183 | 18,714 | 0 | 128,712 | 119,516 |
| **Payments** | | | | | | |
| Church Activities | | | | | | |
| Parish Share | 2,500 | | | | 2,500 | 4,300 |
| Other payments (note 3e) | 100,944 | 13,449 | 49,205 | 0 | 163,598 | 92,194 |
| | 103,444 | 13,449 | 49,205 | 0 | 166,098 | 96,494 |
| Excess of Receipts over Payments | (2,629) | (4,266) | (30,491) | 0 | (37,386) | 23,022 |
| *Bank current and deposit Accounts 1 Jan* | 98,322 | 33,137 | 231,104 | 1,000 | 363,563 | 340,541 |
| Bank current and deposit Accounts 31 Dec. | 95,693 | 28,871 | 200,613 | 1,000 | 326,177 | 363,563 |
| **STATEMENT OF ASSETS AND LIABILITIES** | | | | | | |
| **Cash Funds** | | | | | | |
| Bank accounts | 95,693 | 28,871 | 18,210 | 1,000 | 143,774 | 190,993 |
| CBF deposit funds | 0 | 0 | 182,403 | 0 | 182,403 | 172,570 |
| | 95,693 | 28,871 | 200,613 | 1,000 | 326,177 | 363,563 |
| **Investment Assets** at market value (note 6) | | | | | | |
| 5,487.49 CBF Church of England Investment Fund Income Shares | | | | 121,811 | 121,811 | 126,225 |
| 991 CBF Church of England Short Duration Bond Fund Income Shares | | | | 1,513 | 1,513 | 1,478 |
| | 0 | 0 | 0 | 123,324 | 123,324 | 127,703 |
| **Liabilities** (note 5) | 490,236 | | | | 490,236 | 424,923 |

The attached notes form part of these financial statements

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2025**

**NOTES**

**1** The financial statements of the PCC have been prepared under the Church Accounting Regulations 2006 and in accordance with applicable accounting standards and the current Statement of Recommended Pratice,Accounting and Reporting by Charities and applicable accounting Standard FRS102

The financial statements have been prepared under the receipts and payments basis.

**2** Equipment

Assets recognised but not valued in the Statement of Assets and Liabilities include:
Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost did not exceed £1,000

| **3 Receipts and Payments Analysis** | **Unrestricted Funds** | **Designated Funds** | **Restricted Funds** | **Endowment Funds** | **Total** | **2024** |
|---|---|---|---|---|---|---|
| | £ | £ | £ | | £ | £ |
| a. Other voluntary receipts | | | | | | |
| Donations | 2,280 | 4,194 | 6,031 | | 12,505 | 11,184 |
| Grants | 0 | | | | 0 | 1,700 |
| Legacy | 0 | | | | 0 | 0 |
| | 2,280 | 4,194 | 6,031 | 0 | 12,505 | 12,884 |
| b. Activities for generating funds | | | | | | |
| Fayres & other fund rasing events | 213 | 4,590 | 2,096 | | 6,899 | 6,251 |
| Draws | 518 | | | | 518 | 1,105 |
| Gift Stall & other sales | 687 | | | | 687 | 843 |
| | 1,418 | 4,590 | 2,096 | 0 | 8,104 | 8,199 |
| c. Receipts from Church Activities | | | | | | |
| Fees | 8,500 | 150 | | | 8,650 | 8,056 |
| Hall & Church lettings | 50,448 | | | | 50,448 | 36,201 |
| | 58,948 | 150 | 0 | 0 | 59,098 | 44,257 |
| d. Investment and other Income | | | | | | |
| Bank & CBF interest & Dividends | 2,310 | 249 | 10,587 | | 13,146 | 14,664 |
| Insurance Claims | 8,538 | | | | 8,538 | 0 |
| | 10,848 | 249 | 10,587 | 0 | 21,684 | 14,664 |
| e. Charitable & Mission giving | 0 | | 8,668 | | 8,668 | 5,457 |
| Buildings running expenses | 38,492 | | | | 38,492 | 39,729 |
| Buildings maintenance | 42,751 | 4,536 | 32,098 | | 79,385 | 18,440 |
| Clergy expenses | 60 | | | | 60 | 3,515 |
| Cost of Services | 3,518 | 315 | 24 | | 3,857 | 3,077 |
| Costs of generating funds | 159 | 1,068 | 438 | | 1,665 | 1,562 |
| Office, printing & stationery | 11,626 | | | | 11,626 | 11,835 |
| Project planning | 0 | 1,668 | 7,977 | | 9,645 | 5,819 |
| Equipment, & Licences | 4,338 | 5,807 | 0 | | 10,145 | 2,760 |
| Other | 0 | 55 | | | 55 | 0 |
| | 100,944 | 13,449 | 49,205 | 0 | 163,598 | 92,194 |

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**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2025**

**NOTES** 4

| **Designated Funds** | At 1st Jan | Receipts | Payments | Bal C'Fwd |
|---|---|---|---|---|
| Abbey Restoration Fund | 30,152 | 5,933 | (11,219) | 24,866 |
| Abbey Gardening Fund | 140 | 565 | (60) | 645 |
| Abbey Flower Fund | 316 | | (73) | 243 |
| St Georges Bibles | 335 | | | 335 |
| Sheerness Legacy & Repairs | 620 | 536 | (1,140) | 16 |
| Allwood Organ Fund | 0 | 1,900 | (660) | 1,240 |
| Sound Equipment fund | 175 | | | 175 |
| Baptism Bible fund | 372 | 221 | (242) | 351 |
| Parish Mission Fund | 1,027 | 28 | (55) | 1,000 |
| | **33,137** | **9,183** | **(13,449)** | **28,871** |
| **Restricted Funds** | | | | |
| Organ Restoration Fund | 4,438 | 282 | | 4,720 |
| Sunday School Fund | 1,462 | 91 | | 1,553 |
| Middleton Memorial Fund | 134 | 28 | | 162 |
| Durkan Legacy | 66,743 | 3,300 | (30,743) | 39,300 |
| Fabric Fund | 12,981 | 1,981 | | 14,962 |
| Bert & Fay Savage Memorial | 657 | | | 657 |
| Queenborough Vestry Fund | 126,655 | 7,044 | (7,977) | 125,722 |
| Admiral Greet Tomb Fund | 2,216 | 200 | (900) | 1,516 |
| Weekes Memorial | 4,767 | 526 | (450) | 4,843 |
| Weekes Maintenance Fund | 0 | | | 0 |
| Guide Book fund | 190 | | (114) | 76 |
| Queenborough Hall Fence/Garden | 239 | 459 | (108) | 590 |
| Food Bank | 9,304 | 3,713 | (7,566) | 5,451 |
| Charity Funds- | 1,318 | 1,090 | (1,347) | 1,061 |
| | **231,104** | **18,714** | **(49,205)** | **200,613** |

The Abbey Restoration Fund is for provision of a link between the church and hall, ele and other repair and renovation as required.
The Durkan Legacy is for works on Minster Abbey Church.
The Organ fund is to pay for restoration work on the Abbey organ
The Sunday School fund is to provide funds for the running of Sunday Schools
The Vestry Link Fund is to pay for revision to the current vestry area and link to the Ab
The Marjorie Middleton Memorial Fund income is to be used for Oil for the Abbey Alta
The St. Peter's Fabric fund is for major repairs to the buildings.
The Bert & Fay Savage Fund income is to provide books at St Peter's
The Vestry Fund at Queenborough is to pay for a replacement vesty
The Greet tomb fund is for repair and cleaning of the Greet Tomb in Queenborough cl
The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family to
The Old School Funds provide funds for Baptism gifts.
The Guide book fund is for printing new guide books for Queenborough Church

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2025**

**NOTES**

| 5 Liabilities | Total | 2024 |
|---|---|---|
| Utility and other creditors | 3,004 | 2,324 |
| Parish Share (non legal debt) | 487,232 | 422,599 |

6 The Endowment funds which have to be retained as capital comprise:

| | | | | |
|---|---|---|---|---|
| Bank deposits | The Bert & Fay Savage Fund | | £1,000 | £1,000 |
| CBF Church of England Investment Fund-Income Shares | | Shares | Value £ | Value £2024 |
| | Frank Hunt Memorial | 3,083.00 | 68,437 | 71,287 |
| | Sale of Sculpture Fund | 884.18 | 19,627 | 19,877 |
| | Admiral Greet Tomb | 311.86 | 6922 | 7,211 |
| | Old School #2 | 302.00 | 6704 | 6,893 |
| | Weekes Memorial | 818.15 | 18,161 | 18,917 |
| | The Dora Hughes Memorial Fund | 44.15 | 980 | 1,020 |
| | The Marjorie Middleton Memorial Fund | 44.15 | 980 | 1,020 |
| | Total | 5,487.49 | £121,811 | £126,225 |
| CBF Church of England Fixed Interest Securities Fund-Income Shares | | | | |
| | Old School #1 | 515.00 | 786 | 768 |
| | The Hopson Trust | 476.00 | 727 | 710 |
| | Total | 991.00 | £1,513 | £1,478 |

The Bert & Fay Savage Fund income is to provide books at St Peter's

The Frank Hunt Memorial Fund income from which is for fabric repairs at St Peter's

The Sale of Sculpture Account, the first £7,500 of which may only be used in schemes approved by the Commisary General.

The Admiral Greet Tomb Fund is to provide for cleaning of that tomb.

The Old School Funds provide funds for Baptism gifts.

The Dora Hughes Memorial Fund income goes to the Parish Mission Fund

The Marjorie Middleton Memorial Fund income to be used for Oil for the Abbey Altar lights

The Hopson Trust income is to support the Abbey and St Peter's Sunday Schools

The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family tomb and the excess to the upkeep of Queenborough Church

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

| | | | |
|---|---|---|---|
| **Report to the trustees/ members of** | Charity Name<br>WEST SHEPPEY PAROCHIAL CHURCH COUNCIL | | |
| **On accounts for the year ended** | 31 DECEMBER 2025 | **Charity no (if any)** | 1150995 |
| **Set out on pages** | 1 - 6<br>(remember to include the page numbers of additional sheets) | | |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2025**.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

**Independent examiner's statement**

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* *Please delete the words in the brackets if they do not apply.*

| | | | |
|---|---|---|---|
| **Signed:** |  | **Date:** | 29th March 2026 |
| **Name:** | MRS O M ODENIRAN FCMI FCCA | | |
| **Relevant professional qualification(s) or body (if any):** | ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS | | |
| **Address:** | 6 ROOKEY VIEW IWADE KENT ME9 8TN | | |
| | | | |
| | | | |

| Section B | Disclosure |
| --- | --- |
| | Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners). |
| **Give here brief details of any items that the examiner wishes to disclose**. | |

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY**

England & Wales - Charity number 1150995

# Accounts

2. **Forthcoming PCC dates and venues:**
   June 23rd Holy Trinity, Sheerness 1pm

   Ashley Shiel closed the meeting in prayer, which ended at 14.20pm

# PCC REPORT FOR 2024

## Aims and Purposes

The West Sheppey Benefice Parochial Church Council (PCC) had the responsibility of co-ordinating with the clerical team of Rev. Paul Kite (Priest in Charge) and Rev. Jeanette McLaren (Town Centre Chaplain) in promoting the ecclesiastical parish and the whole mission of the church: evangelistic, social and ecumenical. However Rev. McLaren retired in April and Rev. Kite moved parishes in October so finding clergy cover for services has been an ongoing struggle. Rev. Chris Shipley and churchwarden Ashley Shiel have tried to create suitable rotas to allow a regular pattern of worship to be maintained.

The Parochial Church Council is responsible for the maintenance of the three parish churches: Minster Abbey (a scheduled monument and Grade 1 listed building with grounds dating back to 664 AD), Holy Trinity church, Queenborough, also a Grade 1 listed building, and Holy Trinity with St. Paul church, Sheerness.

The PCC also has responsibility for the maintenance of the church halls associated with each church.

## Structure, Governance and Management

The PCC is a registered charity, the charity name being THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY, registration number 1150995. All PCC members are registered trustees and sign appropriate paperwork to formalise this. The PCC is a corporate body under the PCC Powers Measure 1956 and Church Representation Rules 2020.

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of clergy, churchwardens and members elected by those members of the congregation who are on the Electoral Roll of the three churches. All those who attend services or are members of the congregations are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC has devolved day to day administration and small scale financial responsibilities for each individual church to a District Church Council (DCC) for each church. The members of each DCC are elected by members of the corresponding church. These rules were tightened at the Annual Parochial Church Meeting of 2024, and each now has to hold its own Annual Meeting.

PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including on how PCC funds are to be spent. The full PCC met five times during 2024. Topics covered in meetings included intinction, sound systems, Oasis Hub, DCCs, Inclusive Church and a Governor for St. George's Primary School.

## Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at the churches in the parish and to become a part of the parish community on the Isle of Sheppey. The PCC maintains an overview of worship throughout the parish and makes suggestions on how services can involve the many groups that live within the parish. However it should be noted that there is unfortunate resistance to attending combined parish services. Service and worship put faith into practice through prayer, scripture, music and sacrament, although providing such services has become more difficult with the lack of clergy and placed a greater burden on the Authorised Lay Ministers (ALMs). People from the parish help by providing the Foodbank at Holy Trinity with St. Paul, Sheerness.

The PCC tries to enable all people to live out their faith as part of the parish community through worship and prayer, learning about the Gospel and developing knowledge and trust in Jesus, provision of pastoral care for people living in the parish and mission and outreach work where possible. To facilitate this work it is important that the fabric of the three churches and associated halls is maintained.

## Achievements and Performance

The PCC is keen to offer a range of services during the week and over the course of the year, especially at major festivals, that the local community find both helpful and spiritually uplifting. The general timing of services in 2024 has been:

| | 1st Sunday | 2nd Sunday | 3rd Sunday | 4th Sunday |
|---|---|---|---|---|
| Minster Abbey | 11am Praise and Worship | 11am Shared Communion | 11am Praise and Worship | 11am Shared Communion |
| Holy Trinity, Queenborough | 11am Shared Communion | 11am Praise and Worship | 11am Shared Communion | 11am Praise and Worship |
| Holy Trinity with St. Paul,Sheerness | 9.30am Shared Communion | 9.30am Praise and Worship | 9.30am Shared Communion | 9.30am Praise and Worship |

Further services are held on fifth Sundays in the relevant months and on other Holy Days, such as Ash Wednesday, Maundy Thursday, Good Friday and Ascension Day. There is also a wide range of services available in the lead up to Christmas including carol services, Christingle and midnight communions.

Midweek services are held on Wednesdays: 10am at Holy Trinity with St. Paul, Sheerness on the first, third and fifth Wednesdays and a 10.30am service at Minster Abbey on the second and fourth Wednesdays.

Since the loss of two members of clergy grateful thanks are due to all clergy who have helped out with the taking of services, particularly in allowing Holy Communion to continue.

Regular coffee mornings or afternoons continue throughout the year in all three churches: every Tuesday morning at Minster Abbey, Wednesday afternoon in Sheerness, second Saturday mornings in Queenborough. Baptisms, weddings and funerals have taken place when required and clergy can be obtained.

**Deanery Synod**

Two representatives from the parish have continued to sit on Sittingbourne Deanery Synod throughout this past year, with one of them also attending Diocesan Synod. These representatives provide the PCC with an important link between the parish and the wider structure of the church and regularly report back to PCC meetings.

**Church Access**

Holy Trinity church, Queenborough, was open daily throughout the year for visitors and private prayer. Holy Trinity with St. Paul, Sheerness was open on Wednesdays from 11am to 3.30pm, while Minster Abbey was open on several occasions during the week.

**Churches on the Island**

There are currently five Anglican churches on the Isle of Sheppey: All Saints, Eastchurch; St. Thomas, Harty; Minster Abbey; Holy Trinity, Queenborough and Holy Trinity with St. Paul, Sheerness. Eastchurch and Harty currently form one benefice with the other three comprising West Sheppey benefice. All the churches are part of Churches Together in Sheppey and are involved in services like that at the Abbey on Good Friday.

**Volunteers**

The PCC would like to thank all those who contributed to the life of the churches during the past year. Thanks go once again to Treasurer Anthony Platt for successfully looking after the parish finances and to all the churchwardens: Julie Palmer, Brenda Smith, Ashley Shiel, Mary Shoebridge and Angie Cummings for the enormous amount of work they do both seen and unseen. Thanks are also due to the Authorised Lay Ministers(ALMs) who have increasingly stepped up to lead services: Claire and Dan Beardsmore, Angie Cummings, Julie Palmer, Ashley Shiel and Mark Young. Rowena Squire continues as an ALM for healing, wholeness and well-being ministry.

**Administrative Information**

All three churches in the parish are located on the north and west sides of the Isle of Sheppey, on the North Kent coast. Minster Abbey is situated in the village of Minster-on-Sea; Holy Trinity, Queenborough, is situated in the heart of the small town of Queenborough while Holy Trinity with St. Paul, Sheerness, is situated in the centre of the main town of Sheerness. All churches are part of the Sittingbourne Deanery, part of the Archdeaconry of Maidstone and the Diocese of Canterbury within the Church of England.

The correspondence address is:

West Sheppey Benefice
Parish Office
Vicarage Road
Minster-on-Sea
Sheerness
Kent ME12 2HE

Telephone: 01795 871500 email: minsterabbey@gmail.com
Facebook: Island Ministries Parish Website: www.westsheppeyparish.org.uk

The parish office is located in Minster Abbey church hall and is open between 8.30am and 12.30pm on Mondays, Wednesdays and Fridays. An answerphone operates outside these times. The office is run by parish Administrator Julie Palmer, to whom grateful thanks are due.

**PCC Membership 2024**

The following have served on the Parochial Church Council in 2024:

Minster Abbey: Pat Crittenden (until 2024 APCM), Jeanette Hale, Julie Palmer, Anthony Platt, Mike Sanger (until 2024 APCM), Brenda Smith, Bryan Smith, Patrick van Lind (from 2024 APCM)

Holy Trinity, Queenborough: David Cummings, Mark Germaney, Karen Kite (until 2024 APCM), Nicola Prior, Ashley Shiel, Mary Shoebridge, Rowena Squire

Holy Trinity with St. Paul, Sheerness: Julie Austin-Williamson, Angie Cummings, David Gilbert, Jane Pollard, Tom Reveley

Clergy: Rev. Paul Kite (until October 2024), Rev. Jeanette McLaren (until April 2024)

Only six PCC members attended all five meetings, while one attended none and three attended just one.

## ELECTORAL ROLL REPORT

This year sees the preparation of a completely new electoral roll. This happens every 6 years, where the existing roll is shredded and everyone eligible must complete new application forms to be on the roll.

The total number of members on the West Sheppey Electoral Roll reported last year was 99. The number on the new roll compiled on 20th April 2025 stands at 87, a loss of 12. People obviously come and go for varying reasons: moving away from the area, health or passing on or they simply don't want to be included any more for their own reasons.

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2024

| | Unrestricted Funds | Designated Funds | Restricted Funds | Endowment Funds | Total | 2023 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | |
| **RECEIPTS AND PAYMENTS ACCOUNT** | | | | | | |
| **Receipts** | | | | | | |
| Voluntary Receipts | | | | | | |
| Receipts from Donors | | | | | | |
| Planned Giving | 22,988 | | | | 22,988 | 24,893 |
| Collections | 7,792 | | 966 | | 8,758 | 9,919 |
| Income Tax Recovered | 7,766 | | | | 7,766 | 6,903 |
| | 38,546 | 0 | 966 | 0 | 39,512 | 41,715 |
| Other voluntary receipts (note 3a) | 2,979 | 4,704 | 5,201 | 0 | 12,884 | 17,949 |
| Activities for generating funds (note 3b) | 2,965 | 3,072 | 2,162 | 0 | 8,199 | 13,568 |
| Receipts from Church Activities (note 3c) | 44,227 | 30 | 0 | 0 | 44,257 | 52,318 |
| Investment Income (note 3d) | 3,119 | 237 | 11,308 | 0 | 14,664 | 10,089 |
| | 91,836 | 8,043 | 19,637 | 0 | 119,516 | 135,639 |
| **Payments** | | | | | | |
| Church Activities | | | | | | |
| Parish Share | 4,300 | | | | 4,300 | 6,000 |
| Other payments (note 3e) | 73,367 | 11,520 | 7,307 | 0 | 92,194 | 106,212 |
| | 77,667 | 11,520 | 7,307 | 0 | 96,494 | 112,212 |
| Excess of Receipts over Payments | 14,169 | (3,477) | 12,330 | 0 | 23,022 | 23,427 |
| Bank current and deposit Accounts 1 Jan | 84,153 | 36,614 | 218,774 | 1,000 | 340,541 | 317,114 |
| Bank current and deposit Accounts 31 Dec. | 98,322 | 33,137 | 231,104 | 1,000 | 363,563 | 340,541 |
| **STATEMENT OF ASSETS AND LIABILITIES** | | | | | | |
| **Cash Funds** | | | | | | |
| Bank accounts | 98,322 | 33,137 | 58,534 | 1,000 | 190,993 | 178,543 |
| CBF deposit funds | 0 | 0 | 172,570 | 0 | 172,570 | 161,998 |
| | 98,322 | 33,137 | 231,104 | 1,000 | 363,563 | 340,541 |
| **Investment Assets** at market value (*note 6*) | | | | | | |
| 5462.96 CBF Church of England Investment Fund Income Shares | | | | 126,225 | 126,225 | 122,973 |
| 991 CBF Church of England Fixed Interest Securities Fund Income Shares | | | | 1,478 | 1,478 | 1,434 |
| | 0 | 0 | 0 | 127,703 | 127,703 | 124,407 |
| **Liabilities** (note 5) | 424,923 | | | | 424,923 | 376,772 |

The attached notes form part of these financial statements

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2024

### NOTES

**1** The financial statements of the PCC have been prepared under the Church Accounting Regulations 2006 and in accordance with applicable accounting standards and the current Statement of Recommended Pratice,Accounting and Reporting by Charities and applicable accounting Standard FRS102

The financial statements have been prepared under the receipts and payments basis.

**2** Equipment

Assets recognised but not valued in the Statement of Assets and Liabilities include:
Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost did not exceed £1,000

| **3 Receipts and Payments Analysis** | **Unrestricted Funds** | **Designated Funds** | **Restricted Funds** | **Endowment Funds** | **Total** | **2023** |
|---|---|---|---|---|---|---|
| | £ | £ | £ | | £ | £ |
| a. Other voluntary receipts | | | | | | |
| Donations | 2,979 | 3,004 | 5,201 | | 11,184 | 12,949 |
| Grants | 0 | 1,700 | | | 1,700 | 0 |
| Legacy | 0 | | | | 0 | 5,000 |
| | 2,979 | 4,704 | 5,201 | 0 | 12,884 | 17,949 |
| b. Activities for generating funds | | | | | | |
| Fayres & other fund rasing events | 1,070 | 3,041 | 2,140 | | 6,251 | 12,291 |
| Draws | 1,105 | | | | 1,105 | 467 |
| Gift Stall & other sales | 790 | 31 | 22 | | 843 | 810 |
| | 2,965 | 3,072 | 2,162 | 0 | 8,199 | 13,568 |
| c. Receipts from Church Activities | | | | | | |
| Fees | 8,026 | 30 | | | 8,056 | 8,981 |
| Hall & Church lettings | 36,201 | | | | 36,201 | 43,337 |
| | 44,227 | 30 | 0 | 0 | 44,257 | 52,318 |
| d. Investment and other Income | | | | | | |
| Bank & CBF interest & Dividends | 3,119 | 237 | 11,308 | | 14,664 | 10,089 |
| Insurance Claims | 0 | | | | 0 | 0 |
| | 3,119 | 237 | 11,308 | 0 | 14,664 | 10,089 |
| e. Charitable & Mission giving | 0 | 300 | 5,157 | | 5,457 | 6,423 |
| Buildings running expenses | 39,729 | | | | 39,729 | 47,037 |
| Buildings maintenance | 11,871 | 6,550 | 19 | | 18,440 | 17,946 |
| Clergy expenses | 3,515 | | | | 3,515 | 3,920 |
| Cost of Services | 2,758 | 256 | 63 | | 3,077 | 3,573 |
| Costs of generating funds | 899 | 414 | 249 | | 1,562 | 4,923 |
| Office, printing & stationery | 11,835 | | | | 11,835 | 11,331 |
| Project planning | 0 | 4,000 | 1,819 | | 5,819 | 0 |
| Equipment, & Licences | 2,760 | | | | 2,760 | 11,059 |
| Other | 0 | | | | 0 | 0 |
| | 73,367 | 11,520 | 7,307 | 0 | 92,194 | 106,212 |

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2024**

**NOTES** 4

| **Designated Funds** | At 1st Jan | Receipts | Payments | Bal C'Fwd |
|---|---|---|---|---|
| Abbey Restoration Fund | 29,159 | 5,407 | (4,414) | 30,152 |
| Abbey Gardening Fund | 0 | 490 | (350) | 140 |
| Abbey Flower Fund | 226 | 90 | | 316 |
| St Georges Bibles | 315 | | | 315 |
| Sheerness Legacy & Repairs | 5,000 | 1,820 | (6,200) | 620 |
| HTQ Hymnal | 20 | | | 20 |
| Sound Equipment fund | 175 | | | 175 |
| Baptism Bible fund | 420 | 208 | (256) | 372 |
| Parish Mission Fund | 1,299 | 28 | (300) | 1,027 |
| | **36,614** | **8,043** | **(11,520)** | **33,137** |
| **Restricted Funds** | | | | |
| Organ Restoration Fund | 4,125 | 313 | | 4,438 |
| Sunday School Fund | 1,371 | 91 | | 1,462 |
| Middleton Memorial Fund | 105 | 29 | | 134 |
| Durkan Legacy | 63,066 | 3,677 | | 66,743 |
| Fabric Fund | 11,046 | 1,935 | | 12,981 |
| Bert & Fay Savage Memorial | 657 | | | 657 |
| Queenborough Vestry Fund | 120,962 | 7,546 | (1,853) | 126,655 |
| Admiral Greet Tomb Fund | 2,020 | 196 | | 2,216 |
| Weekes Memorial | 4,254 | 513 | | 4,767 |
| Weekes Maintenance Fund | 19 | | (19) | 0 |
| Guide Book fund | 190 | | | 190 |
| Queenborough Hall Fence/Garden | 239 | | | 239 |
| Food Bank | 9,665 | 3,996 | (4,357) | 9,304 |
| Charity Funds- | 1,055 | 1,341 | (1,078) | 1,318 |
| | **218,774** | **19,637** | **(7,307)** | **231,104** |

The Abbey Restoration Fund is for provision of a link between the church and hall, elec
and other repair and renovation as required.
The Durkan Legacy is for works on Minster Abbey Church.
The Organ fund is to pay for restoration work on the Abbey organ
The Sunday School fund is to provide funds for the running of Sunday Schools
The Vestry Link Fund is to pay for revision to the current vestry area and link to the Ab
The Marjorie Middleton Memorial Fund income is to be used for Oil for the Abbey Altar
The St. Peter's Fabric fund is for major repairs to the buildings.
The Bert & Fay Savage Fund income is to provide books at St Peter's
The Vestry Fund at Queenborough is to pay for a replacement vesty
The Greet tomb fund is for repair and cleaning of the Greet Tomb in Queenborough ch
The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family tor
The Old School Funds provide funds for Baptism gifts.
The Guide book fund is for printing new guide books for Queenborough Church

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2024**

**NOTES**

| 5 Liabilities | Total | 2023 |
|---|---|---|
| Utility and other creditors | 2,324 | 2,680 |
| Parish Share | 422,599 | 374,092 |

6 The Endowment funds which have to be retained as capital comprise:

| | | | | |
|---|---|---|---|---|
| Bank deposits | The Bert & Fay Savage Fund | | £1,000 | £1,000 |
| CBF Church of England Investment Fund-Income Shares | | Shares | Value £ | Value £2023 |
| | Frank Hunt Memorial | 3,083.00 | 71,287 | 69,692 |
| | Sale of Sculpture Fund | 859.65 | 19,877 | 18,915 |
| | Admiral Greet Tomb | 311.86 | 7211 | 7,050 |
| | Old School #1 | 302.00 | 6893 | 6,826 |
| | Weekes Memorial | 818.15 | 18,917 | 18,494 |
| | The Dora Hughes Memorial Fund | 44.15 | 1,020 | 998 |
| | The Marjorie Middleton Memorial Fund | 44.15 | 1,020 | 998 |
| | Total | 5,462.96 | £126,225 | £122,973 |
| CBF Church of England Fixed Interest Securities Fund-Income Shares | | | | |
| | Old School #2 | 515.00 | 768 | 745 |
| | The Hopson Trust | 476.00 | 710 | 689 |
| | Total | 991.00 | £1,478 | £1,434 |

The Bert & Fay Savage Fund income is to provide books at St Peter's

The Frank Hunt Memorial Fund income from which is for fabric repairs at St Peter's

The Sale of Sculpture Account, the first £7,500 of which may only be used in schemes approved by the Commisary General.

The Admiral Greet Tomb Fund is to provide for cleaning of that tomb.

The Old School Funds provide funds for Baptism gifts.

The Dora Hughes Memorial Fund income goes to the Parish Mission Fund

The Marjorie Middleton Memorial Fund income to be used for Oil for the Abbey Altar lights

The Hopson Trust income is to support the Abbey and St Peter's Sunday Schools

The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family tomb and the excess to the upkeep of Queenborough Church

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

| | | | |
|---|---|---|---|
| **Report to the trustees/ members of** | Charity Name<br>WEST SHEPPEY PAROCHIAL CHURCH COUNCIL | | |
| **On accounts for the year ended** | 31 DECEMBER 2024 | **Charity no (if any)** | 1150995 |
| **Set out on pages** | 1 - 4<br>(remember to include the page numbers of additional sheets) | | |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2024**.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

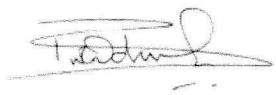
**Independent examiner's statement**

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

| | | | |
|---|---|---|---|
| **Signed:** |  | **Date:** | 17th March 2025 |
| **Name:** | MRS O M ODENIRAN FCMI FCCA | | |
| **Relevant professional qualification(s) or body (if any):** | ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS | | |
| **Address:** | 6 ROOKEY VIEW IWADE KENT ME9 8TN | | |

| Section B | Disclosure |
| --- | --- |
| | Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners). |
| **Give here brief details of any items that the examiner wishes to disclose.** | |

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY**

England & Wales - Charity number 1150995

# Accounts

# WEST SHEPPEY BENEFICE APCM REPORT 2023
## Rev. Paul Kite – Priest in Charge

2023, like previous years, has been a continuation of difficult circumstances for the parish with continued sick leave for one member of the clergy who retired in July 2023. I know we will keep Rev. Paul Rush in our prayers. But this was compounded when I fell ill in September 2023 and my ability to undertake an array of duties was seriously curtailed for a prolonged period, particularly around December 2023. But I wanted to offer my sincere thanks to the parish as a whole. Thank you for taking up the challenge and ensuring services continued. Thank you for your prayers and support for my family and myself. Thank you for your understanding and patience…and thank you for supporting one another through this difficult period.

The lack of clergy resources at the East End of the Island continued to place pressure upon those who remained. While some additional support was provided by the Deanery, both East and West Sheppey were only able continue to offer services because of the generosity of retired clergy and Authorised Lay Ministers who offer their support to parishes they love. I wish to offer sincere thanks, on behalf of all of us, to those who offer such ministerial support, without forgetting those who offer support behind the scenes as it were.

2023 provided continued opportunities to build upon our relationship with God following previous years' adjustments to life after Covid, and it's worth recalling we have only been able to operate fully for just over 2 years now. We have continued to re-imagine our worship and our parish. West Sheppey continued to provide support to East Sheppey in their worship and Occasional Offices where possible. Minster, Sheerness and Queenborough also held successful Christingle and Midnight Mass services, again through the generosity of people who dedicate their time to God's service.

In October 2023 we once again adjusted our mid-week services to facilitate our ability to provide sustainable service. We also adjusted our policy on baptisms, again to ensure sustainability with ever decreasing resources. These now take place within a Communion service rather than Praise and Worship. I am aware that this is not popular with everyone and would therefore take this opportunity to explain that my preference would be for the Sacraments of Holy Communion and Baptism to be separate celebrations. However, both require a Priest to officiate and this is not a luxury we can afford at present. Some have suggested baptism take place after services, which seem on the face of it a sensible alternative. But of course it's very difficult for the Church Family to welcome someone into the Fellowship of Faith if that same Church Family is absent.

We have continued offering Christian Festival services, which generally take place in Holy Trinity, Queenborough, due to its intimate nature. We have continued building links with community groups and working together with Minster Abbey Gatehouse to raise much needed finance, together with Blessing of the Waters and a variety of social events taking place.

This year's worship has been celebrated in a variety of forms with clergy and laity. This allows people to use their gifts, and become involved in various roles, adding to the distinctive nature of our worship in each church setting. The Church of England has a wealth of liturgies, as does Celtic and Taize, and we draw upon all these resources to provide a developing and distinctive environment in each church. This is a continuing journey as we gather more experience in identifying unique worship that fits with individual churches. Holy Communion continues to be received in both kinds via 'priest-intincted' wafers following a discussion within the PCC.

During 2023 we welcomed St George's School into Minster Abbey for Easter Alive, Harvest Festival and Christmas Alive as well as their Christmas Carol Service. We also invited Queenborough Primary School into Holy Trinity, Queenborough, to hear the Christmas Story. These links with the schools are growing increasingly strong and show that when we step out into our communities we can build upon the kingdom work God has for us as we become recognisable faces to those we meet in this outreach. I am grateful for Mr Fisher's, and Mrs Glass's support in this. Weekly worship assemblies were taken by myself at St George's and these are appreciated by both staff and children alike. Sadly these were halted by my illness but the partnership remains strong.

Our finances are (as always) precarious and I am grateful to the Diocese for the financial support they have provided in the form of grants towards parish share. Despite this we continue making sacrificial contributions just like the widow who gave her last penny, and I believe no-one can ask for more evidence of our commitment to one another and our Diocese. We still need to increase our income, which means identifying methods to raise funds, but the best way to do this is to grow our congregations. This may necessitate identifying new ways of worshipping…although discussions are ongoing with a local organisation to consider how Holy Trinity might become a more conducive community space - but this is a long term project that will potentially take years to bear fruit. I will, of course, share any proposals at an appropriate time. In the meantime I'd challenge you to invite friends to some of our services so we can show them a warm welcome.

It only remains for me to mention once again the one thing that runs through everything. That is YOU. As a parish YOU have helped us to continue through tumultuous years. YOU have continued to support the parish leadership, and we value YOU greatly. So thank YOU for all that YOU do not just within your individual churches, but within the parish as a whole…and of course within YOUR communities.

With every blessing as we look forwards to the future…

**Rev Paul Kite**
**Priest in Charge**

# ELECTORAL ROLL REPORT

The electoral roll for the Benefice of West Sheppey reported in last year's report stood at 100 members. As the final figures are not legally finalised until after this report has to go to print I can only give a draft number to be clarified at the APCM. This year the figures are similar with just a couple of additions and omissions meaning a decrease of 1.

Therefore, as of 1/5/24 numbers stand at 99

Minster Abbey – 39 (decrease of 5 due to a death and movement out of area)

Holy Trinity, Queenborough – 44 (an increase of 2)

Holy Trinity, Sheerness – 16 (an increase of 2)

The roll this year is purely a revision with additions from new members and omissions coming from members passing or requesting removal due to choice or moving away from the area. However next year will see the preparation of a completely new roll where all existing members will be informed and given the opportunity to either remain or relinquish their position on the Parish Electoral Roll for the next 5 years.

**Mary Shoebridge**
**Electoral Roll Officer**

# PCC REPORT FOR 2023

## Aims and Purposes

The West Sheppey Benefice Parochial Church Council (PCC) has the responsibility of co-ordinating with the clerical team of Rev. Paul Kite (Priest in Charge) and Rev. Jeanette McLaren (Town Centre Chaplain) in promoting the ecclesiastical parish and the whole mission of the church: evangelistic, social and ecumenical.

The Parochial Church Council is responsible for the maintenance of the three parish churches: Minster Abbey (a scheduled monument and Grade 1 listed building with grounds dating back to 664AD), Holy Trinity church, Queenborough, also a grade 1 listed building, and Holy Trinity with St. Paul church, Sheerness.

The PCC also has responsibility for the maintenance of the church halls associated with each church.

## Structure, Governance and Management

The PCC is a registered charity, the charity name being THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY, registration number 1150995. All PCC members are registered trustees. The PCC is a corporate body under the PCC Powers Measure 1956 and Church Representation Rules 2020.

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of clergy, churchwardens and members elected by those

members of the congregation who are on the Electoral Roll of the three churches. All those who attend services or are members of the congregations are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC has devolved day to day administration and financial responsibilities for each individual church to a District Church Council (DCC) for each church. The members of each DCC are elected by members of the corresponding church.

PCC members are responsible for making decisions on all matters of general concern and importance to the parish including on how PCC funds are to be spent. The full PCC met only four times during 2023 due to various postponements. Topics covered in meetings included the futures of both the Ignite project and St. Peter's, Halfway, the visit to the parish by the Bishop of Dover, the parish website, card readers and payments, trees at various churches, the state of parish halls and hall charges.

**Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at the churches in the parish and to become part of the parish community on the Isle of Sheppey. The PCC maintains an overview of worship throughout the parish and makes suggestions on how services can involve the many groups that live within the parish. Services and worship put faith into practice through prayer, scripture, music and sacrament. People from the parish help by providing the Foodbank at Holy Trinity with St. Paul, Sheerness and the Ignite project provided support and opportunities for the people of Sheerness and the island until July 2023.

The PCC tries to enable all people to live out their faith as part of the parish community through worship and prayer, learning about the Gospel and developing knowledge and trust in Jesus, provision of pastoral care for people living in the parish and mission and outreach work. To facilitate this work it is important that the fabric of the three churches and associated halls is maintained.

**Achievements and Performance**

The PCC is keen to offer a range of services during the week and over the course of the year that the local community find both beneficial and spiritually fulfilling. The general timing of services in 2023 has been:

| | 1st Sunday | 2nd Sunday | 3rd Sunday | 4th Sunday |
|---|---|---|---|---|
| Minster Abbey | 11am Praise and Worship | 11am Shared Communion | 11am Praise and Worship | 11am Shared Communion |
| Holy Trinity, Queenborough | 11am Shared Communion | 11am Praise and Worship | 11am Shared Communion | 11am Praise and Worship |
| Holy Trinity, Sheerness | 9.30am Shared Communion | 9.30am Praise and Worship | 9.30am Shared Communion | 9.30am Praise and Worship |

Further services are held on fifth Sundays in the relevant months and on other Holy Days, such as Ash Wednesday, Maundy Thursday, Good Friday and Ascension Day. There is also a wide range of services available in the lead up to Christmas including carol services, Christingle and Midnight communions.

The timing of midweek services has been Wednesdays at 10am at Holy Trinity, Sheerness and 10.30am at Minster Abbey on Thursdays but this changed to a 10am service at Sheerness on the first, third and fifth Wednesdays and a 10.30am service Minster Abbey on the second and fourth Wednesdays from October 2023.

Regular coffee mornings or afternoons have taken place throughout the year in all three churches, while baptisms, weddings and funerals have taken place when required.

**Deanery Synod**

Two representatives from the parish have sat on Sittingbourne Deanery Synod throughout the past year, one of whom also sits on Diocesan Synod. These representatives provide the PCC with an important link between the parish and the wider structure of the church, regularly reporting back to PCC meetings.

**Church Access**

Holy Trinity church, Queenborough, was open daily throughout the year for visitors and private prayer. Holy Trinity, Sheerness, is open on Wednesdays from 11am to 1pm, while Minster Abbey is open on several mornings during the week.

**Churches on the Island**

There are currently five churches on the Isle of Sheppey: All Saints, Eastchurch; St. Thomas, Harty; Minster Abbey; Holy Trinity, Queenborough and Holy Trinity with St. Paul, Sheerness. Eastchurch and Harty currently form one benefice with the other three comprising West Sheppey benefice. All churches are part of Churches Together in Sheppey.

**Volunteers**

The PCC would like to thank all those who contributed to the life of the churches during the past year. Thanks go once again to Treasurer Anthony Platt for successfully looking after the parish finances and to churchwardens Julie Palmer, Ashley Shiel, Mary Shoebridge and new recruit Angie Cummings for all they do unseen in the background. Thanks are also due to the Authorised Lay Ministers (ALMs) who help to lead services: Claire and Dan Beardsmore, Angie Cummings, Julie Palmer, Ashley Shiel and Mark Young. Rowena Squire is an ALM for healing, wholeness and well-being ministry.

## Administrative Information

All three churches in the parish are located on the Isle of Sheppey on the North Kent coast. Minster Abbey is situated in the village of Minster-on-Sea; Holy Trinity, Queenborough, is situated in the heart of the small town of Queenborough while Holy Trinity with St. Paul, Sheerness, is situated in the centre of the main town of Sheerness. All churches are part of the Sittingbourne Deanery, part of the Diocese of Canterbury within the Church of England.

The correspondence address is:

West Sheppey Benefice
Parish Office
Vicarage Road
Minster-on-Sea
Sheerness
Kent ME12 2HE

Telephone: 01795 871500
Facebook: Island Ministries
email: minsterabbey@gmail.com
Parish Website: www.westsheppeyparish.org.uk

The parish office is located in Minster Abbey church hall and is open between 8.30am and 12.30pm on Mondays, Wednesdays and Fridays. An ansafone operates outside these times. The office is run by Parish Administrator Julie Palmer, to whom grateful thanks are due.

## PCC Membership 2023

The following have served on the Parochial Church Council in 2023:

Minster Abbey: Pat Crittenden, Jeanette Hale, Julie Palmer, Anthony Platt, Mike Sanger, Brenda Smith, Bryan Smith

Holy Trinity, Queenborough: David Cummings, Mark Germaney, Karen Kite, Nicola Prior, Ashley Shiel, Mary Shoebridge, Rowena Squire

Holy Trinity, Sheerness: Angie Cummings, David Gilbert, Jane Pollard, Tom Reveley, Julie Austin-Williamson

Clergy: Rev. Paul Kite, Rev. Jeanette McLaren

Ten members have attended every meeting throughout the year.

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2023

| | Unrestricted Funds | Designated Funds | Restricted Funds | Endowment Funds | Total | 2022 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | |
| **RECEIPTS AND PAYMENTS ACCOUNT** | | | | | | |
| **Receipts** | | | | | | |
| Voluntary Receipts | | | | | | |
| Receipts from Donors | | | | | | |
| Planned Giving | 24,893 | | | | 24,893 | 25,336 |
| Collections | 8,910 | | 1,009 | | 9,919 | 8,000 |
| Income Tax Recovered | 6,903 | | | | 6,903 | 5,270 |
| | 40,706 | 0 | 1,009 | 0 | 41,715 | 38,606 |
| Other voluntary receipts (note 3a) | 2,798 | 6,801 | 13,350 | 0 | 22,949 | 97,047 |
| Activities for generating funds (note 3b) | 1,528 | 10,150 | 1,890 | 0 | 13,568 | 7,012 |
| Receipts from Church Activities (note 3c) | 52,318 | 0 | 0 | 0 | 52,318 | 40,864 |
| Investment Income (note 3d) | 2,544 | 230 | 7,315 | 0 | 10,089 | 32,347 |
| | 99,894 | 17,181 | 23,564 | 0 | 140,639 | 215,876 |
| **Payments** | | | | | | |
| Church Activities | | | | | | |
| Parish Share | 6,000 | | | | 6,000 | 76,000 |
| Other payments (note 3e) | 93,051 | 4,015 | 9,146 | 0 | 106,212 | 103,992 |
| | 99,051 | 4,015 | 9,146 | 0 | 112,212 | 179,992 |
| Excess of Receipts over Payments | 843 | 13,166 | 14,418 | 0 | 28,427 | 35,884 |
| Transfers between funds | 0 | 0 | 0 | 0 | 0 | 0 |
| | 843 | 13,166 | 14,418 | 0 | 28,427 | 35,884 |
| Bank current and deposit Accounts 1 Jan | 83,310 | 23,448 | 209,356 | 1,000 | 317,114 | 317,114 |
| Bank current and deposit Accounts 31 Dec. | 84,153 | 36,614 | 223,774 | 1,000 | 345,541 | 352,998 |
| **STATEMENT OF ASSETS AND LIABILITIES** | | | | | | |
| **Cash Funds** | | | | | | |
| Bank accounts | 84,153 | 36,614 | 61,776 | 1,000 | 183,543 | 181,815 |
| CBF deposit funds | 0 | 0 | 161,998 | 0 | 161,998 | 135,299 |
| | 84,153 | 36,614 | 223,774 | 1,000 | 345,541 | 317,114 |
| **Other Assets** | | | | | | |
| Equipment (note2) | | | 0 | | 0 | 13,000 |
| Stock (note 2) | 0 | | | | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 13,000 |
| **Investment Assets** at market value (note 6) | | | | | | |
| 5393.82 CBF Church of England Investment Fund Income Shares | | | | 122,973 | 122,973 | 111,828 |
| 991 CBF Church of England Fixed Interest Securities Fund Income Shares | | | | 1,434 | 1,434 | 1,353 |
| | 0 | 0 | 0 | 124,407 | 124,407 | 113,181 |
| **Liabilities** (note 5) | 376,772 | | | | 376,772 | 407,071 |

The attached notes form part of these financial statements

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2023

### NOTES

1 The financial statements of the PCC have been prepared under the Church Accounting Regulations 2006 and in accordance with applicable accounting standards and the current Statement of Recommended Pratice,Accounting and Reporting by Charities and applicable accounting Standard FRS102

The financial statements have been prepared under the receipts and payments basis.

2 Equipment

Assets recognised but not valued in the Statement of Assets and Liabilities include:
Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost did not exceed £1,000

| 3 Receipts and Payments Analysis | Unrestricted Funds | Designated Funds | Restricted Funds | Endowment Funds | Total | 2022 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | | £ | £ |
| a. Other voluntary receipts | | | | | | |
| Donations | 2,798 | 1,801 | 13,350 | | 17,949 | 16,251 |
| Grants | 0 | | | | 0 | 80,726 |
| Legacy | 0 | 5,000 | | | 5,000 | 70 |
| | 2,798 | 6,801 | 13,350 | 0 | 22,949 | 97,047 |
| b. Activities for generating funds | | | | | | |
| Fayres & other fund rasing events | 304 | 10,097 | 1,890 | | 12,291 | 5,589 |
| Draws | 467 | | | | 467 | 465 |
| Gift Stall & other sales | 757 | 53 | | | 810 | 958 |
| | 1,528 | 10,150 | 1,890 | 0 | 13,568 | 7,012 |
| c. Receipts from Church Activities | | | | | | |
| Fees | 8,981 | | | | 8,981 | 9,047 |
| Hall & Church lettings | 43,337 | | | | 43,337 | 31,817 |
| | 52,318 | 0 | 0 | 0 | 52,318 | 40,864 |
| d. Investment and other Income | | | | | | |
| Bank & CBF interest & Dividends | 2,544 | 230 | 7,315 | | 10,089 | 5,053 |
| Insurance Claims | 0 | | | | 0 | 27,294 |
| | 2,544 | 230 | 7,315 | 0 | 10,089 | 32,347 |
| e. Charitable & Mission giving | 80 | | 6,343 | | 6,423 | 6,191 |
| Buildings running expenses | 45,649 | | 1,388 | | 47,037 | 29,059 |
| Buildings maintenance | 17,672 | | 274 | | 17,946 | 42,442 |
| Clergy expenses | 3,920 | | 0 | | 3,920 | 3,738 |
| Cost of Services | 2,321 | 431 | 821 | | 3,573 | 3,820 |
| Costs of generating funds | 1,019 | 3,584 | 320 | | 4,923 | 1,019 |
| Office, printing & stationery | 11,331 | | | | 11,331 | 8,415 |
| Project planning | 0 | | | | 0 | 4,330 |
| Equipment, & Licences | 11,059 | | | | 11,059 | 4,978 |
| Other | 0 | | | | 0 | 0 |
| | 93,051 | 4,015 | 9,146 | 0 | 106,212 | 103,992 |

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2023**

**NOTES** 4

| **Designated Funds** | At 1st Jan | Receipts | Payments | Transfers | Bal C'Fwd |
|---|---|---|---|---|---|
| Abbey Restoration Fund | 20,792 | 11,951 | (3,584) | | 29,159 |
| Abbey Flower Fund | 226 | | | | 226 |
| St Georges Bibles | 315 | | | | 315 |
| Sheerness Legacy | 0 | 5,000 | | | 5,000 |
| HTQ Hymnal | 124 | | (104) | | 20 |
| Sound Equipment fund | 175 | | | | 175 |
| Baptism Bible fund | 544 | 203 | (327) | | 420 |
| Parish Mission Fund | 1,272 | 27 | | | 1,299 |
| | 23,448 | 17,181 | (4,015) | 0 | 36,614 |
| **Restricted Funds** | | | | | |
| Organ Restoration Fund | 3,941 | 184 | | | 4,125 |
| Sunday School Fund | 1,313 | 58 | | | 1,371 |
| Middleton Memorial Fund | 78 | 27 | | | 105 |
| Durkan Legacy | 60,785 | 2,281 | | | 63,066 |
| Fabric Fund | 9,895 | 1,424 | (273) | | 11,046 |
| Bert & Fay Savage Memorial | 657 | | | | 657 |
| Queenborough Vestry Fund | 114,596 | 6,470 | (104) | | 120,962 |
| Admiral Greet Tomb Fund | 1,828 | 192 | | | 2,020 |
| Weekes Memorial | 3,748 | 506 | | | 4,254 |
| Weekes Maintenance Fund | 19 | | | | 19 |
| Guide Book fund | 190 | | | | 190 |
| Queenborough Hall Fence/Garden | 239 | | | | 239 |
| Food Bank | 9,312 | 6,413 | (6,060) | | 9,665 |
| Ignite Fund | 2,167 | | (2,167) | | 0 |
| Charity Funds- | 588 | 1,009 | (542) | | 1,055 |
| | 209,356 | 18,564 | (9,146) | 0 | 218,774 |

The Abbey Restoration Fund is for provision of a link between the church and hall, electrics and other repair and renovation as required.
The Durkan Legacy is for works on Minster Abbey Church.
The Organ fund is to pay for restoration work on the Abbey organ
The Sunday School fund is to provide funds for the running of Sunday Schools
The Vestry Link Fund is to pay for revision to the current vestry area and link to the Abbey hall
The Marjorie Middleton Memorial Fund income is to be used for Oil for the Abbey Altar lights
The St. Peter's Fabric fund is for major repairs to the buildings.
The Bert & Fay Savage Fund income is to provide books at St Peter's
The Vestry Fund at Queenborough is to pay for a replacement vesty
The Greet tomb fund is for repair and cleaning of the Greet Tomb in Queenborough church yard
The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family tomb and
The Old School Funds provide funds for Baptism gifts.
The Guide book fund is for printing new guide books for Queenborough Church

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2023**

**NOTES**

| 5 Liabilities | Total | 2023 |
|---|---|---|
| Utility and other creditors | 2,680 | 4,356 |
| Parish Share | 374,092 | 402,715 |

6 The Endowment funds which have to be retained as capital comprise:

| | | | | |
|---|---|---|---|---|
| Bank deposits | The Bert & Fay Savage Fund | | £1,000 | £1,000 |
| CBF Church of England Investment Fund-Income Shares | | Shares | Value £ | Value £2022 |
| | Frank Hunt Memorial | 3,083.00 | 69,692 | 63,651 |
| | Sale of Sculpture Fund | 836.77 | 18,915 | 16,791 |
| | Admiral Greet Tomb | 311.86 | 7050 | 6,438 |
| | Old School #1 | 302.00 | 6826 | 6,235 |
| | Weekes Memorial | 818.15 | 18,494 | 16,891 |
| | The Dora Hughes Memorial Fund | 44.15 | 998 | 911 |
| | The Marjorie Middleton Memorial Fund | 44.15 | 998 | 911 |
| | Total | 5,440.08 | £122,973 | £111,828 |
| CBF Church of England Fixed Interest Securities Fund-Income Shares | | | | |
| | Old School #2 | 515.00 | 745 | 703 |
| | The Hopson Trust | 476.00 | 689 | 650 |
| | Total | 991.00 | £1,434 | £1,353 |

The Bert & Fay Savage Fund income is to provide books at St Peter's

The Frank Hunt Memorial Fund income from which is for fabric repairs at St Peter's

The Sale of Sculpture Account, the first £7,500 of which may only be used in schemes approved by the Commisary General.

The Admiral Greet Tomb Fund is to provide for cleaning of that tomb.

The Old School Funds provide funds for Baptism gifts.

The Dora Hughes Memorial Fund income goes to the Parish Mission Fund

The Marjorie Middleton Memorial Fund income to be used for Oil for the Abbey Altar lights

The Hopson Trust income is to support the Abbey and St Peter's Sunday Schools

The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family tomb and the excess to the upkeep of Queenborough Church

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2023

**NOTES**

7 During 2018 an agreement was made between the Parochial Church Council and the Canterbury Diocesan Board of Finance to transfer St. Peter's Church building and associated investments to the DBF in settlement of the 2018 Parish Share and the accumulated arrears as at 31st December 2017.
An Independent valuation was undertaken of St. Peter's Church building by Savills
The proposal is waiting consent from the Charity Commission as both parties are registered Charities and is currently going through the required legalities.
It is expected that the relevant Order from the Charity Commission will be issued in 2024.

| | |
|---|---|
| St Peter's Church at valuation | 140,000 |
| Frank Hunt Memorial Fund | 69,692 |
| Fabric Fund | 11,046 |
| The Bert & Fay Savage Fund | 1,657 |
| Total | 222,395 |

| | |
|---|---|
| Repairs to Abbey Fabric | 30,000 |
| Parish Share 2018 | 87,411 |
| Parish Share arrears as at 31st December 2017 | 218,141 |
| Total | 335,552 |

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

| | | | |
|---|---|---|---|
| **Report to the trustees/ members of** | Charity Name<br>WEST SHEPPEY PAROCHIAL CHURCH COUNCIL | | |
| **On accounts for the year ended** | 31 DECEMBER 2023 | **Charity no (if any)** | 1150995 |
| **Set out on pages** | 1 - 7<br>(remember to include the page numbers of additional sheets) | | |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2023**.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

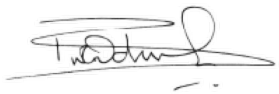
**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* *Please delete the words in the brackets if they do not apply.*

| | | | |
|---|---|---|---|
| **Signed:** |  | **Date:** | 07/04/2024 |
| **Name:** | MRS O M ODENIRAN FCMI FCCA | | |
| **Relevant professional qualification(s) or body (if any):** | ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS | | |
| **Address:** | 6 ROOKEY VIEW IWADE KENT ME9 8TN | | |
| | | | |
| | | | |

| Section B | Disclosure |
|---|---|
| | Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners). |
| **Give here brief details of any items that the examiner wishes to disclose**. | |

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY**

England & Wales - Charity number 1150995

# Accounts

## ELECTORAL ROLL REPORT (as at 13th May 2023)

The current Roll for the Benefice of West Sheppey stands at 100. This is the same as the figures shown in the last APCM report – May 2022

Individual figures for each church are: -

Minster Abbey – Total – 44 (Remains the same)

Holy Trinity Queenborough – Total - 42 (Total remains the same, however 3 names were removed but replaced by 3 new members)

Holy Trinity Sheerness – Total – 14 (remains the same)

Mary Shoebridge

Electoral Roll Officer

## PCC REPORT FOR 2022

### Aims and Purposes

The West Sheppey Benefice Parochial Church Council (PCC) has the responsibility of co-ordinating with the clerical team: Rev. Paul Kite (Priest in Charge) and Rev Jeanette McLaren (Town Centre Chaplain), in promoting the ecclesiastical parish and the whole mission of the church: pastoral, evangelistic, social and ecumenical.

The Parochial Church Council is responsible for the maintenance of the three parish churches: Minster Abbey (a scheduled monument and Grade 1 listed building with grounds dating back to 664AD), Holy Trinity church, Queenborough, also a grade 1 listed building and Holy Trinity church, Sheerness.

The PCC also has responsibility for the maintenance of the church halls associated with each church, including Minster Abbey's daughter church of St. Peter's, Halfway, which now functions as a community hall, although this latter arrangement has now come to an end.

### Structure, Governance and Management

The PCC is a registered charity, the charity name being THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY, registration number 1150995. All PCC members are registered trustees. The PCC is a corporate body under the PCC Powers Measure 1956 and Church Representation Rules 2020.

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of the clergy, churchwardens and members elected by those members of the congregation who are on the Electoral Roll of the three churches. All those who attend services or are members of the congregations are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC has devolved day to day administration and financial responsibilities for each individual church to a District Church Council (DCC) for each church. The members of each DCC are elected by members of the corresponding church.

PCC members are responsible for making decisions on all matters of general concern and importance to the parish including on how PCC funds are to be spent. The full PCC met five times during 2022. Topics regularly covered in meetings include St. George's school, updates on Ignite, the state of parish finances and the future of St.Peter's, Halfway.

## Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at the churches in the parish and to become part of the parish community on the Isle of Sheppey. The PCC maintains an overview of worship throughout the parish and makes suggestions on how services can involve the many groups that live within the parish. Services and worship put faith into practice through prayer, scripture, music and sacrament. People from the benefice help by providing the Foodbank at Holy Trinity, Sheerness and the Ignite project has two Ignite workers providing support and opportunities for the people of Sheerness and the island.

The PCC tries to enable all people to live out their faith as part of the parish community through worship and prayer, learning about the Gospel and developing knowledge and trust in Jesus, provision of pastoral care for people living in the parish and mission and outreach work. To facilitate this work it is important that the fabric of the three churches and associated halls is maintained.

## Achievements and Performance

The PCC is keen to offer a range of services during the week and over the course of the year that the local community find both beneficial and spiritually fulfilling. The general timing of services in 2022 has been:

| | 1st Sunday | 2nd Sunday | 3rd Sunday | 4th Sunday |
|---|---|---|---|---|
| Minster Abbey | 11am Praise and Worship | 11am Shared Communion | 11am Praise and Worship | 11am Shared Communion |
| Holy Trinity, Queenborough | 11am Shared Communion | 11am Praise and Worship | 11am Shared Communion | 11am Praise and Worship |
| Holy Trinity, Sheerness | 9.30am Shared Communion | 9.30am Praise and Worship | 9.30am Shared Communion | 9.30am Praise and Worship |

Further services were held on fifth Sundays in the relevant months and on other Holy Days, such as Ash Wednesday, Maundy Thursday and Ascension Day.

The timing of midweek services has been Wednesdays at 10am at Holy Trinity, Sheerness, Thursdays at 10.30am at Minster Abbey.

Regular coffee mornings have recommenced during the year, while baptisms, weddings and funerals have taken place when required.

## Deanery Synod

Two representatives from the parish have sat on Sittingbourne Deanery Synod throughout the past year, one of whom also sits on Diocesan Synod. These representatives provide the PCC with an important link between the parish and the wider structure of the church, regularly reporting back to PCC meetings.

## Church Access

Holy Trinity, Queenborough, church is open daily for visitors and private prayer, Holy Trinity, Sheerness, is open on Wednesdays from 11am to 1pm while Minster Abbey is open on several mornings during the week.

## Churches on the Island

There are currently five churches on the Isle of Sheppey: All Saints, Eastchurch; St. Thomas, Harty; Minster Abbey; Holy Trinity, Queenborough and Holy Trinity, Sheerness. Eastchurch and Harty currently form one benefice with the other three comprising West Sheppey benefice. All churches are part of Churches Together in Sheppey.

## Volunteers

The PCC would like to thank all those who contributed to the life of the churches during the past year. Thanks go once again to Anthony Platt for successfully looking after the parish finances and to churchwardens Julie Palmer, Ashley Shiel and Mary Shoebridge for all they do unseen in the background. Thanks are also due to the Associate Lay Ministers who help to lead services: Claire and Dan Beardsmore, Angie Cummings, Julie Palmer, Ashley Shiel and Mark Young. Rowena Squire is an ALM for healing ministry.

## Adminsitrative Information

All three churches in the parish are located on the Isle of Sheppey on the North Kent coast. Minster Abbey is situated in the village of Minster-on-Sea; Holy Trinity, Queenborough, is situated in the small town of Queenborough while Holy Trinity, Sheerness, is situated in the centre of the main island town of Sheerness. Until recently Minster Abbey has been responsible for the daughter church of St. Peter in Halfway, which continued to be used as a community hall. All churches are part of the Sittingbourne Deanery, part of the Diocese of Canterbury within the Church of England.

The correspondence address is:

West Sheppey Benefice
Parish Office
Vicarage Road
Minster-on-Sea
Sheerness
Kent
ME12 2HE

Telephone: 01795 871500
email: minsterabbey@gmail.com
Facebook: Island Ministries

The parish office is located in Minster Abbey church hall and is open between 8.30am and 12.30pm on Mondays, Wednesdays and Fridays. An ansafone operates outside these times. Thanks go to the outgoing Parish Adminstrator, Nestie Stausss, who resigned in May 2022 and to her replacement, Julie Palmer.

**PCC Membership 2022**

The following have served on the Parochial Church Council in 2022:

Minster Abbey: Pat Crittenden, Jeanette Hale, Julie Palmer, Anthony Platt, Mike Sanger, Brenda Smith

Holy Trinity, Queenborough: Angie Cummings, David Cummings, Mark Germaney, Karen Kite, Nicola Prior, Ashley Shiel, Mary Shoebridge, Rowena Squire

Holy Trinity, Sheerness: David Gilbert

Jane Pollard (Holy Trinity, Sheerness) and Bryan Smith (Minster Abbey) were co-opted to PCC during 2022.

Clergy: Rev. Paul Kite, Rev. Jeanette McLaren

Ten members have attended every meeting throughout the year.

# West Sheppey Benefice APCM Report for 2022
# Rev Paul Kite - Priest In Charge

We live in volatile times. 2022 has been a continuation of difficult circumstances for the parish with continued sick leave for one remember of the clergy who I know we will keep in our prayers.

The lack of additional resources at the East End of the Island and the sad loss of Fr. Gerry has continued to place increasingly onerous pressure upon those who remain. It is without doubt true that the parish, indeed the whole Isle of Sheppey can only continue to offer weekly services because of the generosity of retired clergy and Authorised Lay Ministers who offer their support to a parish they love. As the Priest in Charge I wish to offer my sincere thanks to all who offer such ministerial support, without forgetting those who offer support behind the scenes as it were.

In some ways it seems to me 2022 provided opportunities to continuing the rekindling of our relationship with God following the previous years adjustments to life after Covid, reimagining our worship and our parish.
West Sheppey continued to provide support to East Sheppey in their worship and Occasional Offices. Minster and Queenborough both held successful Christingle Services and Mid-night Mass.

We have adjusted our mid-week services and continue developing our Christian Festival services. These services generally take place in Holy Trinity Queenborough due to its intimate nature.
We have continued building links with community groups and welcomed a WWII re-enactment group to Minster Abbey for a weekend, working together with the Gatehouse to raise much needed finance as we did in 2021.

Blessing of the Waters and a variety of social events continue to take place. Our worship this year has been celebrated in a variety of forms using both clergy and laity. This increasingly allows people to use their gifts, and become fully involved in a variety of roles, adding to the distinctive nature of our worship, and options to create distinctive worship in each church setting are continuing as alternative liturgies are considered to provide for a distinctive environment in each church over the coming year. Holy Communion continues to be received in both kinds via 'priest-intincted' wafers despite the reduced danger of Covid.

During 2022 we welcomed St George's School into Minster Abbey for Easter Alive, Harvest Festival and Christmas Alive as well as their Christmas Carol Service. We also invited Queenborough Primary School into Holy Trinity Queenborough to hear the Christmas Story, and attended the School to talk about Christingle, and models were brought to the Church by the children. This confirms our links with the schools are growing increasingly strong. It is my belief that through such links we grow closer to our individual communities as we become recognisable faces once again, and I am grateful for Mr Fisher's, and Mrs Glass's support in this. Weekly worship assemblies are taken by myself at St George's and these are appreciated by both staff and children alike.

Our finances are (as always) precarious and we should be grateful to the Diocese for the support they have provided in the form of grant's towards our parish share. But despite this we have continued to make a contribution to parish share. It may not be a lot, although it was increased slightly this year, but it is sacrificial, in much the same way as the widow who gave her last penny, and I do not believe anyone can ask for more evidence of our commitment to one another and our Diocese than that. We still need to find ways to increase our income, because reducing expenses is no longer a viable solution given we've already reached reduced expenses as much as possible. So we now need to look to other methods to raise funds. For me, the only way forward is to grow our congregations, which may necessitate new ways of worshipping…although discussions have been held with local organisations to consider how Holy Trinity might become a more conducive community space, but work on this issue is continuing and any conclusions will be shared at an appropriate time.

It only remains for me to mention once again the one thing that runs through everything. That is you. As a parish you have helped us to continue through a tumultuous period. You have continued to support the parish leadership, and we value you greatly. So thank you for all that you do not just within your individual churches, but with the parish as a whole…and of course within your communities.

With every blessing as we look forwards to the future…

Rev Paul Kite
Priest in Charge

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2022

| | Unrestricted Funds | Designated Funds | Restricted Funds | Endowment Funds | Total | 2021 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | |
| **RECEIPTS AND PAYMENTS ACCOUNT** | | | | | | |
| **Receipts** | | | | | | |
| Voluntary Receipts | | | | | | |
| Receipts from Donors | | | | | | |
| Planned Giving | 25,336 | | | | 25,336 | 26,112 |
| Collections | 7,604 | | 396 | | 8,000 | 4,035 |
| Income Tax Recovered | 5,270 | | | | 5,270 | 6,382 |
| | 38,210 | 0 | 396 | 0 | 38,606 | 36,529 |
| Other voluntary receipts (note 3a) | 83,466 | 1,311 | 12,270 | 0 | 97,047 | 116,691 |
| *Activities for generating funds (note 3b)* | 2,807 | 1,756 | 2,449 | 0 | 7,012 | 2,409 |
| Receipts from Church Activities (note 3c) | 40,864 | 0 | 0 | 0 | 40,864 | 29,122 |
| Investment Income (note 3d) | 27,731 | 850 | 3,766 | 0 | 32,347 | 2,890 |
| | 193,078 | 3,917 | 18,881 | 0 | 215,876 | 187,641 |
| **Payments** | | | | | | |
| Church Activities | | | | | | |
| Parish Share | 76,000 | | | | 76,000 | 96,363 |
| Other payments (note 3e) | 89,019 | 1,711 | 13,262 | 0 | 103,992 | 89,199 |
| | 165,019 | 1,711 | 13,262 | 0 | 179,992 | 185,562 |
| *Excess of Receipts over Payments* | 28,059 | 2,206 | 5,619 | 0 | 35,884 | 2,079 |
| Transfers between funds | 0 | 0 | 0 | 0 | 0 | 0 |
| | 28,059 | 2,206 | 5,619 | 0 | 35,884 | 2,079 |
| Bank current and deposit Accounts 1 Jan | 55,251 | 21,242 | 203,737 | 1,000 | 281,230 | 279,151 |
| Bank current and deposit Accounts 31 Dec. | 83,310 | 23,448 | 209,356 | 1,000 | 317,114 | 281,230 |
| **STATEMENT OF ASSETS AND LIABILITIES** | | | | | | |
| **Cash Funds** | | | | | | |
| Bank accounts | 83,310 | 23,448 | 74,057 | 1,000 | 181,815 | 149,599 |
| CBF deposit funds | 0 | 0 | 135,299 | 0 | 135,299 | 131,631 |
| | 83,310 | 23,448 | 209,356 | 1,000 | 317,114 | 281,230 |
| **Other Assets** | | | | | | |
| Equipment (note2) | | | 13,000 | | 13,000 | 26,000 |
| Stock (note 2) | 0 | | | | 0 | 250 |
| | 0 | 0 | 13,000 | 0 | 13,000 | 26,250 |
| **Investment Assets** at market value (note 6) | | | | | | |
| 5393.82 CBF Church of England Investment Fund Income Shares | | | | 111,828 | 111,828 | 126,310 |
| 991 CBF Church of England Fixed Interest Securities Fund Income Shares | | | | 1,353 | 1,353 | 1,569 |
| | 0 | 0 | 0 | 113,181 | 113,181 | 127,879 |
| **Liabilities** (note 5) | 407,071 | | | | 407,071 | 489,670 |

The attached notes form part of these financial statements

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2022

### NOTES

1 The financial statements of the PCC have been prepared under the Church Accounting Regulations 2006 and in accordance with applicable accounting standards and the current Statement of Recommended Pratice,Accounting and Reporting by Charities and applicable accounting Standard FRS102

The financial statements have been prepared under the receipts and payments basis.

| | | | | |
|---|---|---|---|---|
| 2 Equipment | Abbey Boiler | installed Oct 2018 | | 13000 |
| Stocks | Heating Oil | | | 0 |

Assets recognised but not valued in the Statement of Assets and Liabilities include:
Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost did not exceed £1,000

| 3 Receipts and Payments Analysis | Unrestricted Funds | Designated Funds | Restricted Funds | Endowment Funds | Total | 2021 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | | £ | £ |
| a. Other voluntary receipts | | | | | | |
| Donations | 2,670 | 1,311 | 12,270 | | 16,251 | 20,278 |
| Grants | 80,726 | | | | 80,726 | 95,913 |
| Legacy | 70 | | | | 70 | 500 |
| | 83,466 | 1,311 | 12,270 | 0 | 97,047 | 116,691 |
| b. Activities for generating funds | | | | | | |
| Fayres & other fund rasing events | 1,515 | 1,655 | 2,419 | | 5,589 | 2,055 |
| Draws | 465 | | | | 465 | 224 |
| Gift Stall & other sales | 827 | 101 | 30 | | 958 | 130 |
| | 2,807 | 1,756 | 2,449 | 0 | 7,012 | 2,409 |
| c. Receipts from Church Activities | | | | | | |
| Fees | 9,047 | | | | 9,047 | 7,121 |
| Hall & Church lettings | 31,817 | | | | 31,817 | 22,001 |
| | 40,864 | 0 | 0 | 0 | 40,864 | 29,122 |
| d. Investment and other Income | | | | | | |
| Bank & CBF interest & Dividends | 437 | 850 | 3,766 | | 5,053 | 2,890 |
| Insurance Claims | 27,294 | | | | 27,294 | 0 |
| | 27,731 | 850 | 3,766 | 0 | 32,347 | 2,890 |
| e. Charitable & Mission giving | 0 | | 6,191 | | 6,191 | 3,494 |
| Buildings running expenses | 28,815 | | 244 | | 29,059 | 28,798 |
| Buildings maintenance | 41,119 | 756 | 567 | | 42,442 | 19,095 |
| Clergy expenses | 3,738 | | | | 3,738 | 3,145 |
| Cost of Services | 2,152 | 623 | 1,045 | | 3,820 | 3,310 |
| Costs of generating funds | 349 | 332 | 338 | | 1,019 | 215 |
| Office, printing & stationery | 8,415 | | | | 8,415 | 10,005 |
| Project planning | 0 | | 4,330 | | 4,330 | 16,140 |
| Equipment, & Licences | 4,431 | | 547 | | 4,978 | 4,997 |
| Other | 0 | | 0 | | 0 | 0 |
| | 89,019 | 1,711 | 13,262 | 0 | 103,992 | 89,199 |

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2022**

**NOTES** 4

| **Designated Funds** | At 1st Jan | Receipts | Payments | Transfers | Bal C'Fwd |
|---|---|---|---|---|---|
| Abbey Restoration Fund | 18,635 | 3,110 | (953) | | 20,792 |
| Abbey Flower Fund | 471 | | (245) | | 226 |
| St Georges Bibles | 0 | 449 | (134) | | 315 |
| HTQ Hymnal | 0 | 124 | | | 124 |
| Sound Equipment fund | 175 | | | | 175 |
| Baptism Bible fund | 717 | 206 | (379) | | 544 |
| Parish Mission Fund | 1,244 | 28 | | | 1,272 |
| | 21,242 | 3,917 | (1,711) | 0 | 23,448 |
| **Restricted Funds** | | | | | |
| Organ Restoration Fund | 3,867 | 74 | | | 3,941 |
| Sunday School Fund | 1,277 | 36 | | | 1,313 |
| Middleton Memorial Fund | 51 | 27 | | | 78 |
| Durkan Legacy | 59,785 | 1,000 | | | 60,785 |
| Mower Fund | 349 | | (349) | | 0 |
| Fabric Fund | 8,391 | 1,894 | (390) | | 9,895 |
| Bert & Fay Savage Memorial | 657 | | | | 657 |
| Queenborough Vestry Fund | 115,039 | 3,994 | (4,437) | | 114,596 |
| Greet Tomb Fund | 1,636 | 192 | | | 1,828 |
| Weekes Memorial | 3,245 | 503 | | | 3,748 |
| Weekes Maintenance Fund | 19 | | | | 19 |
| Guide Book fund | 190 | | | | 190 |
| Queenborough Hall Fence/Garden | 239 | | | | 239 |
| Food Bank | 5,704 | 10,545 | (6,937) | | 9,312 |
| Ignite Fund | 3,093 | | (926) | | 2,167 |
| Charity Funds- | 195 | 616 | (223) | | 588 |
| | 203,737 | 18,881 | (13,262) | 0 | 209,356 |

The Abbey Restoration Fund is for provision of a link between the church and hall, electrics and other repair and renovation as required.
The Durkan Legacy is for works on Minster Abbey Church.
The Organ fund is to pay for restoration work on the Abbey organ
The Sunday School fund is to provide funds for the running of Sunday Schools
The Vestry Link Fund is to pay for revision to the current vestry area and link to the Abbey hall
The Marjorie Middleton Memorial Fund income is to be used for Oil for the Abbey Altar lights
The St. Peter's Fabric fund is for major repairs to the buildings.
The Bert & Fay Savage Fund income is to provide books at St Peter's
The Vestry Fund at Queenborough is to pay for a replacement vesty
The Greet tomb fund is for repair and cleaning of the Greet Tomb in Queenborough church yard
The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family tomb and
The Old School Funds provide funds for Baptism gifts.
The Guide book fund is for printing new guide books for Queenborough Church

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2022**

**NOTES**

| 5 Liabilities | Total | 2021 |
|---|---|---|
| Utility and other creditors | 4,356 | 1,241 |
| Parish Share | 402,715 | 488,429 |

6 The Endowment funds which have to be retained as capital comprise:

| | | | | |
|---|---|---|---|---|
| Bank deposits | The Bert & Fay Savage Fund | | £1,000 | £1,000 |
| CBF Church of England Investment Fund-Income Shares | | Shares | Value £ | Value £2021 |
| | Frank Hunt Memorial | 3,083.00 | 63,651 | 72,198 |
| | Sale of Sculpture Fund | 907.31 | 16,791 | 18,512 |
| | Admiral Greet Tomb | 311.86 | 6438 | 7,303 |
| | Old School #1 | 302.00 | 6235 | 7,072 |
| | Weekes Memorial | 818.15 | 16,891 | 19,159 |
| | The Dora Hughes Memorial Fund | 44.15 | 911 | 1,033 |
| | The Marjorie Middleton Memorial Fund | 44.15 | 911 | 1,033 |
| | Total | 5,510.62 | £111,828 | £126,310 |
| CBF Church of England Fixed Interest Securities Fund-Income Shares | | | | |
| | Old School #2 | 515.00 | 703 | 815 |
| | The Hopson Trust | 476.00 | 650 | 754 |
| | Total | 991.00 | £1,353 | £1,569 |

The Bert & Fay Savage Fund income is to provide books at St Peter's

The Frank Hunt Memorial Fund income from which is for fabric repairs at St Peter's

The Sale of Sculpture Account, the first £7,500 of which may only be used in schemes approved by the Commisary General.

*The Admiral Greet Tomb Fund is to provide for cleaning of that tomb.*

The Old School Funds provide funds for Baptism gifts.

The Dora Hughes Memorial Fund income goes to the Parish Mission Fund

The Marjorie Middleton Memorial Fund income to be used for Oil for the Abbey Altar lights

The Hopson Trust income is to support the Abbey and St Peter's Sunday Schools

The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family tomb and the excess to the upkeep of Queenborough Church

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2022

**NOTES**

7 During 2018 an agreement was made between the Parochial Church Council and the Canterbury Diocesan Board of Finance to transfer St. Peter's Church building and associated investments to the DBF in settlement of the 2018 Parish Share and the accumulated arrears as at 31st December 2017.
An Independent valuation was undertaken of St. Peter's Church building by Savills
The proposal is waiting consent from the Charity Commission as both parties are registered Charities and is currently going through the required legalities.
It is expected that the relevant Order from the Charity Commission will be issued in 2023.

| | |
|---|---|
| St Peter's Church at valuation | 140,000 |
| Frank Hunt Memorial Fund | 63,651 |
| Fabric Fund | 9,895 |
| The Bert & Fay Savage Fund | 1,657 |
| Total | 215,203 |

| | |
|---|---|
| Repairs to Abbey Fabric | 30,000 |
| Parish Share 2018 | 89,411 |
| Parish Share arrears as at 31st December 2017 | 218,141 |
| Total | 337,552 |

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

**Report to the trustees/ members of**

Charity Name

WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

**On accounts for the year ended**

31 DECEMBER 2022

**Charity no (if any)** 1150995

**Set out on pages** 1 - 7

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2022**.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

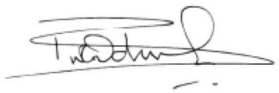
**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* *Please delete the words in the brackets if they do not apply.*

**Signed:** 

**Date:** 04/03/2023

**Name:** MRS O M ODENIRAN FCMI FCCA

**Relevant professional qualification(s) or body (if any):** ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

**Address:** 6 ROOKEY VIEW IWADE KENT ME9 8TN

| Section B | Disclosure |
| --- | --- |
| | Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners). |
| **Give here brief details of any items that the examiner wishes to disclose**. | |

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY**

England & Wales - Charity number 1150995

# Accounts

# West Sheppey Benefice APCM Report for 2021
## Rev Paul Kite - Priest In Charge

If 2020 was something of a Roller Coaster Ride, 2021 was probably more akin to a Wurlitzer. One moment everything seemed smooth running with the odd bump in the road, the next we were almost spinning out of control and unsure of what was coming next.

The parish has suffered the loss of clergy through illness or because they moved onto pastures new, and I'm sure we all wish them well and will keep them in our prayers. But it has placed increasing pressure upon those who remain, and those who are retired yet offer their time in support of a parish they love. As the Priest in Charge I wish to offer my sincere thanks to all who offer such ministerial support, be that ordained or lay. In some ways it seems to me that 2021 has been an opportunity to begin afresh and start to reimagine our worship and our parish. West Sheppey has continued to build upon its already close links with East Sheppey and support their worship, weddings and funerals.

We began to explore mid-week services for Festival events again, and Holy Trinity Queenborough is developing as the preferred location for such services due to its intimate nature. We have begun building closer links with community groups and welcomed a WWII re-enactment group to Minster Abbey for a weekend, working together with the Gatehouse to raise much needed finance. Blessing of the Waters has been reinstated and a variety of social events have taken place as both our parish and the world around us begins to open up again.

We've also begun open up our worship again. Sadly we were unable to continue operating a duel online/public worship model which became increasingly unsustainable for both technical reasons and human resources. But those involved have learnt a great deal about the use of technology and how it can free us to do things differently. We have continued to celebrate worship in a variety of forms using both clergy and laity. This is increasingly allowing people to use their gifts. We have reinstated rota's for additional lay members to be involved in a variety of roles that add to the distinctive nature of our worship, and options to create distinctive worship in each church setting are continuing.

Holy Communion has continued to be received in both kinds via 'priest-intincted' wafers, and a variety of measures were maintained to reduce the

risk of Covid transmission within the congregation. It's also worth noting that we have now reinstated mid-week Communion services in both Sheerness and Minster, although these now take place on a Wednesday and Thursday respectively.

As 2021 drew to a close we once again welcomed St George's School into Minster Abbey for both a Harvest Festival and Christmas Alive and our links with the school are growing increasingly strong. I beleive that in forging such links we grow closer to our community as we become recognisable faces once again, and I am grateful for Mr Fisher's support in this. Weekly worship assemblies are taken by myself and I'm told these are appreciated by both staff and children.

Of course our finances are (as always) precarious and we should be grateful to the Diocese for the support they have provided in the form of a grant towards our parish share. But despite this we have continued to make a contribution to parish share. It may not be a lot, but it is sacrificial, in much the same way as the widow who gave her last penny, and I do not believe anyone can ask for more evidence of our commitment to one another and our Diocese than that. Of course we still need to find ways to increase our income, because reducing expenses isn't a viable solution. After all, there's only so much fat you can trim as my butcher friend once said. In our context I think we've already reached that point, and now need to look to other methods to raise funds. For me, the only way forward is to grow our congregations, which may necessitate new ways of worshipping...but that's another story, for another year.

For now I think it only remains for me to mention the one thing that runs through everything. That is you. As a parish you have helped us to continue through a tumultuous period. You have continued to support the parish leadership, and we value you greatly. So thank you for all that you do not just within your individual churches, but with the parish as a whole...and of course within your communities.

With every blessing as we look forwards to the future...

Rev Paul Kite
Priest in Charge

# PCC REPORT FOR 2021

## Aims and Purposes

The West Sheppey Benefice PCC has the responsibility of co-ordinating with the clerical team, Rev. Paul Kite (Priest in Charge), Rev. Paul Rush (Associate Vicar), Rev. Jeanette McLaren (Town Centre Chaplain) who are all promoting in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical.

The PCC is responsible for the maintenance of the three parish churches:
Minster Abbey (a scheduled monument & Grade 1 listed building with grounds dating back to 664AD), Holy Trinity church Sheerness and Holy Trinity church Queenborough, also a Grade 1 listed building.
The PCC also has responsibility for the maintenance of the church halls associated with each church including Minster Abbey's daughter church of St Peter's Halfway, which now functions as a community hall.

## Structure, Governance and Management

The PCC is a registered charity, and the charity name is THE PAROCHIAL CHURCH COUCNIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY and the registration number is 1150995.

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of the clergy, churchwardens and members elected by those members of the congregation who are on the Electoral Roll of the three churches. All those who attend our services/members of the congregations are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC has devolved day to day administration and financial responsibilities for each individual church to a District Church Council (DCC) for each church. The members of each DCC are elected by members of the corresponding church.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how funds of the PCC are to be spent. The full PCC has had three scheduled meetings and various communications when deemed necessary via email. During these we have discussed our finances, urgent repairs to the buildings and patterns of worship during lockdown.

## Objectives and Activities

The PCC is committed to enabling as many people as possible to worship ay our churches and to become part of our parish community on the Isle of Sheppey. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer, scripture, music, and sacrament. people form the benefice help by providing the Food Bank at Holy Trinity, Sheerness and the IGNITE project has 2 Ignite workers providing support and opportunities for the people of Sheerness and the Island.

When planning our activities for the year, the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

In particular, we try to enable all people to live out their faith as part of our parish community through:

- *Worship and prayer, learning about the Gospel and developing their knowledge and trust in Jesus.*
- *Provision of pastoral care for people living in the parish.*
- *Mission and outreach work.*

To facilitate this work, it is important that we maintain the fabric of the three churches and associated halls.

**Achievements and Performance**

*Worship and Prayer*

The PCC are keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, morning spoken communion provides a quiet, intimate, and reflective environment for worship whilst opportunities are provided for people to engage in more outgoing worship. These services have been limited due to Covid restrictions and lockdowns but will be re-addressed when full restrictions are lifted.

The general timing of services in 202[illegible] has been:

| | 1st Sunday | 2nd Sunday | 3rd Sunday | 4th Sunday |
|---|---|---|---|---|
| Minster Abbey | 11am – P & W | 11am – SC | 11am – P & W | 11am - SC |
| HT Queenborough | 11am – SC | 11am – P & W | 11am – SC | 11am – P & W |
| HT Sheerness | 9.30am – SC | 9.30am – P & W | 9.30am – SC | 9.30am – P & W |

P & W = Praise and Worship (non-communion), SC = Shared Communion
Further services were held on the 5th Sundays of the month and other Holy Days.

Midweek Services were:
Tuesdays at 10.30am - Communion in HT Sheerness, suspended during lockdown and recommenced on Wednesdays at 10am in HT Sheerness.
Wednesdays at 10.30 – Communion at Sheppey Hospital Chapel, suspended during lockdown and recommenced on Thursdays at 10.30 in Minster Abbey.

All regular coffee mornings have been suspended due to Covid restrictions/lockdowns.
Baptisms, weddings and funerals have taken place as and when restrictions allowed within the Covid regulations regarding, numbers, etc.

**Deanery Synod**

2 representatives from the parish have sat on the Deanery Synod during the last year, 1 of whom also sits on the Diocesan Synod. These representatives provide the PCC with an important link between the parish and the wider structure of the church.

**Church Access**

We want our churches to be open to our communities for private prayer at all times, however this has had to be limited in Sheerness and the Abbey while Queenborough is open daily.

**The Churches on the Island**

There are currently 5 C of E churches on the Isle of Sheppey, All Saints Eastchurch, St Thomas Harty, Minster Abbey, Holy Trinity Sheerness and Holy Trinity Queenborough. Eastchurch and Harty forming one benefice and the final 3 being part of the West Sheppey Benefice. All churches are part of Churches Together in Sheppey however no joint events were able to take place due to Covid.

**Volunteers**

The PCC would like to thank all those who have contributed to the life of our churches in a particularly difficult year. In particular our thanks go to Anthony for once again balancing the books in another financially challenging year, and also to our Churchwardens Dan, Julie, Ashley and Mary for all they do unseen in the background.

**Administrative Information**

All 3 churches are located on the Isle of Sheppey off the north Kent coast.
Minster Abbey is situated in the village of Minster on Sea, Holy Trinity Queenborough is situated in the town of Queenborough, and Holy Trinity Sheerness is situated in the centre of the main island town of Sheerness. Minster Abbey is also currently responsible for the daughter church of St Peter which is located nearby in Halfway and is used as a community hall. All churches are part of the Deanery of Sittingbourne within the Diocese of Canterbury within the Church of England.

The correspondence address is:
West Sheppey Benefice
Parish Office
Vicarage Road
Minster on Sea
Sheerness
ME12 2HE

The parish office is located in Minster Abbey Church Hall and is open 8.45 – 11.15 am.
An ansafone operates outside this time and our thanks go to our Parish Administrator, Nestie Strauss who is responsible for the efficient running of the Parish Office.

Telephone: 01795 871500
Email: minsterabbey@gmail.com
Websites: www.westsheppeyparish.org.uk and www.minsterabbey.org
Facebook: Island Ministries

The PCC is a body corporate (PCC Powers Measures 1956, Church Representation Rules 2020) and is a registered charity. The charity name is THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY and the charity registration number is 1150995

**PCC Membership 2021**

The following people have served on the PCC during 2021:

**Minster Abbey**

Dan Beardsmore, Brenda Smith, Anthony Platt, Julie Palmer, Mike Sanger, Bryan Smith, Jeanette Hale, Pat Crittenden

**Holy Trinity, Queenborough**
Ashley Shiel, Mary Shoebridge, Nicola Prior, Rowena Squire, Mark Germany, Angie Cummings, David Cummings, Karen Kite

**Holy Trinity, Sheerness**
David Gilbert, Mark Young, Julie Austin-Williamson

**Clergy**
Rev. Paul Kite, Rev. Paul Rush. Rev. Jeanette McLaren.

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2021

| | Unrestricted Funds | Designated Funds | Restricted Funds | Endowment Funds | Total | 2020 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | |
| **RECEIPTS AND PAYMENTS ACCOUNT** | | | | | | |
| **Receipts** | | | | | | |
| Voluntary Receipts | | | | | | |
| Receipts from Donors | | | | | | |
| Planned Giving | 26,112 | | | | 26,112 | 20,265 |
| Collections | 4,035 | | | | 4,035 | 1,842 |
| Income Tax Recovered | 6,382 | | | | 6,382 | 5,319 |
| | 36,529 | 0 | 0 | 0 | 36,529 | 27,426 |
| Other voluntary receipts (note 3a) | 96,628 | 1,717 | 18,346 | 0 | 116,691 | 16,482 |
| *Activities for generating funds (note 3b)* | 1,893 | 53 | 463 | 0 | 2,409 | 190 |
| Receipts from Church Activities (note 3c) | 29,122 | 0 | 0 | 0 | 29,122 | 19,565 |
| Investment Income (note 3d) | 18 | 252 | 2,620 | 0 | 2,890 | 3,345 |
| | 164,190 | 2,022 | 21,429 | 0 | 187,641 | 67,008 |
| **Payments** | | | | | | |
| Church Activities | | | | | | |
| Parish Share | 96,363 | | | | 96,363 | 0 |
| Other payments (note 3e) | 64,774 | 368 | 24,057 | 0 | 89,199 | 73,076 |
| | 161,137 | 368 | 24,057 | 0 | 185,562 | 73,076 |
| *Excess of Receipts over Payments* | 3,053 | 1,654 | (2,628) | 0 | 2,079 | (6,068) |
| Transfers between funds | 190 | 0 | (190) | 0 | 0 | 0 |
| | 3,243 | 1,654 | (2,818) | 0 | 2,079 | (6,068) |
| Bank current and deposit Accounts 1 Jan | 52,008 | 19,588 | 206,555 | 1,000 | 279,151 | 285,219 |
| Bank current and deposit Accounts 31 Dec. | 55,251 | 21,242 | 203,737 | 1,000 | 281,230 | 279,151 |
| **STATEMENT OF ASSETS AND LIABILITIES** | | | | | | |
| **Cash Funds** | | | | | | |
| Bank accounts | 55,251 | 21,242 | 72,106 | 1,000 | 149,599 | 149,435 |
| CBF deposit funds | 0 | 0 | 131,631 | 0 | 131,631 | 129,716 |
| | 55,251 | 21,242 | 203,737 | 1,000 | 281,230 | 279,151 |
| **Other Assets** | | | | | | |
| Equipment (note2) | | | 26,000 | | 26,000 | 39,000 |
| Stock (note 2) | 250 | | | | 250 | 50 |
| | 250 | 0 | 26,000 | 0 | 26,250 | 39,050 |
| **Investment Assets** at market value (note 6) | | | | | | |
| 5393.82 CBF Church of England Investment Fund Income Shares | | | | 126,310 | 126,310 | 109,854 |
| 991 CBF Church of England Fixed Interest Securities Fund Income Shares | | | | 1,569 | 1,569 | 1,676 |
| | 0 | 0 | 0 | 127,879 | 127,879 | 111,530 |
| **Liabilities** (note 5) | 489,670 | | | | 489,670 | 492,558 |

The attached notes form part of these financial statements

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2021

### NOTES

1 The financial statements of the PCC have been prepared under the Church Accounting Regulations 2006 and in accordance with applicable accounting standards and the current Statement of Recommended Pratice,Accounting and Reporting by Charities and applicable accounting Standard FRS102

The financial statements have been prepared under the receipts and payments basis.

| | | | | |
|---|---|---|---|---|
| 2 Equipment | Abbey Boiler | installed Oct 2018 | | 26,000 |
| Stocks | Heating Oil | | | 250 |

Assets recognised but not valued in the Statement of Assets and Liabilities include:
Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost did not exceed £1,000

| 3 Receipts and Payments Analysis | Unrestricted Funds | Designated Funds | Restricted Funds | Endowment Funds | Total | 2020 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | | £ | £ |
| a. Other voluntary receipts | | | | | | |
| Donations | 2,415 | 1,717 | 16,146 | | 20,278 | 12,221 |
| Grants | 94,213 | | 1,700 | | 95,913 | 2,761 |
| Legacy | 0 | | 500 | | 500 | 1,500 |
| | 96,628 | 1,717 | 18,346 | 0 | 116,691 | 16,482 |
| b. Activities for generating funds | | | | | | |
| Fayres & other fund rasing events | 1,539 | 53 | 463 | | 2,055 | 92 |
| Draws | 224 | | | | 224 | 0 |
| Gift Stall & other sales | 130 | | | | 130 | 98 |
| | 1,893 | 53 | 463 | 0 | 2,409 | 190 |
| c. Receipts from Church Activities | | | | | | |
| Fees | 7,121 | | | | 7,121 | 4,708 |
| Hall & Church lettings | 22,001 | | | | 22,001 | 14,857 |
| | 29,122 | 0 | 0 | 0 | 29,122 | 19,565 |
| d. Investment and other Income | | | | | | |
| Bank & CBF interest & Dividends | 18 | 252 | 2,620 | | 2,890 | 3,345 |
| Insurance Claims | | | | | 0 | 0 |
| | 18 | 252 | 2,620 | 0 | 2,890 | 3,345 |
| e. Charitable & Mission giving | 0 | | 3,494 | | 3,494 | 3,857 |
| Buildings running expenses | 28,780 | | 18 | | 28,798 | 26,619 |
| Buildings maintenance | 16,069 | | 3,026 | | 19,095 | 6,453 |
| Clergy expenses | 3,145 | | | | 3,145 | 1,731 |
| Cost of Services | 2,185 | 368 | 757 | | 3,310 | 2,898 |
| Costs of generating funds | 136 | | 79 | | 215 | 1,217 |
| Office, printing & stationery | 9,849 | | 156 | | 10,005 | 9,283 |
| Project planning | 0 | | 16,140 | | 16,140 | 15,990 |
| Equipment, & Licences | 4,610 | | 387 | | 4,997 | 5,028 |
| Other | 0 | | | | 0 | 0 |
| | 64,774 | 368 | 24,057 | 0 | 89,199 | 73,076 |

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2021**

**NOTES** 4

| **Designated Funds** | At 1st Jan | Receipts | Payments | Transfers | Bal C'Fwd |
|---|---|---|---|---|---|
| Abbey Restoration Fund | 16,880 | 1,755 | | | 18,635 |
| Dora Hughes Fund | 74 | 20 | | (94) | 0 |
| Abbey Flower Fund | 584 | | (113) | | 471 |
| Breakfast Club | 707 | | | (707) | 0 |
| Bequest Fund | 399 | | | (399) | 0 |
| Sound Equipment fund | 175 | | | | 175 |
| Baptism Bible fund | 770 | 202 | (255) | | 717 |
| Parish Mission Fund | 0 | 44 | | 1,200 | 1,244 |
| | 19,589 | 2,021 | (368) | 0 | 21,242 |
| **Restricted Funds** | | | | | |
| Organ Restoration Fund | 3,864 | 3 | | | 3,867 |
| Sunday School Fund | 1,255 | 22 | | | 1,277 |
| Vestry Link Fund | 4,852 | | | (4,852) | 0 |
| Middleton Memorial Fund | 25 | 26 | | | 51 |
| Durkan Legacy | 49,433 | 5,500 | | 4,852 | 59,785 |
| Mower Fund | 349 | | | | 349 |
| Fabric Fund | 6,559 | 1,832 | | | 8,391 |
| Bert & Fay Savage Memorial | 632 | 25 | | | 657 |
| Queenborough Vestry Fund | 127,156 | 2,794 | (16,140) | 1,229 | 115,039 |
| Queenborough HLF | 1,229 | | | (1,229) | 0 |
| Greet Tomb Fund | 1,451 | 185 | | | 1,636 |
| Weekes Memorial | 2,759 | 486 | | | 3,245 |
| Weekes Maintenance Fund | 19 | | | | 19 |
| Guide Book fund | 190 | | | | 190 |
| Queenborough Hall Fence/Garden | 239 | | | | 239 |
| Sheerness Roof Fund | 489 | 2,080 | (2,569) | | 0 |
| Food Bank | 3,260 | 7,075 | (4,631) | | 5,704 |
| Ignite Fund | 2,650 | 1,200 | (757) | | 3,093 |
| Charity Funds- | 144 | 202 | (151) | | 195 |
| | 206,555 | 21,430 | (24,248) | 0 | 203,737 |

The Abbey Restoration Fund is for provision of a link between the church and hall, electrics and other repair and renovation as required.
The Durkan Legacy is for works on Minster Abbey Church.
The Abbey Organ fund is to pay for restoration work on the Abbey organ
The Sunday School fund is to provide funds for the running of Sunday Schools
The Vestry Link Fund is to pay for revision to the current vestry area and link to the Abbey hall
The Marjorie Middleton Memorial Fund income is to be used for Oil for the Abbey Altar lights
The St. Peter's organ fund is for maintenance
The St. Peter's Fabric fund is for major repairs to the buildings.
The Bert & Fay Savage Fund income is to provide books at St Peter's
The Vestry Fund at Queenborough is to pay for a replacement vesty
The Greet tomb fund is for repair and cleaning of the Greet Tomb in Queenborough church yard
The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family tomb and
The Old School Funds provide funds for Baptism gifts.
*The Guide book fund is for printing new guide books for Queenborough Church*

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2021**

**NOTES**

| 5 Liabilities | Total | 2020 |
|---|---|---|
| Utility and other creditors | 1,241 | 938 |
| Parish Share | 488,429 | 491,620 |

6 The Endowment funds which have to be retained as capital comprise:

| | | | | |
|---|---|---|---|---|
| Bank deposits | The Bert & Fay Savage Fund | | £1,000 | £1,000 |
| CBF Church of England Investment Fund-Income Shares | | Shares | Value £ | Value £2020 |
| | Frank Hunt Memorial | 3,083.00 | 72,198 | 63,037 |
| | Sale of Sculpture Fund | 790.51 | 18,512 | 15,732 |
| | Admiral Greet Tomb | 311.86 | 7,303 | 6,376 |
| | Old School #1 | 302.00 | 7,072 | 6,175 |
| | Weekes Memorial | 818.15 | 19,159 | 16,728 |
| | The Dora Hughes Memorial Fund | 44.15 | 1,033 | 903 |
| | The Marjorie Middleton Memorial Fund | 44.15 | 1,033 | 903 |
| | Total | 5,393.82 | £126,310 | £109,854 |
| CBF Church of England Fixed Interest Securities Fund-Income Shares | | | | |
| | Old School #2 | 515.00 | 815 | 871 |
| | The Hopson Trust | 476.00 | 754 | 805 |
| | Total | 991.00 | £1,569 | £1,676 |

The Bert & Fay Savage Fund income is to provide books at St Peter's

The Frank Hunt Memorial Fund income from which is for fabric repairs at St Peter's

The Sale of Sculpture Account, the first £7,500 of which may only be used in schemes approved by the Commisary General.

The Admiral Greet Tomb Fund is to provide for cleaning of that tomb.

The Old School Funds provide funds for Baptism gifts.

The Dora Hughes Memorial Fund income goes to the Parish Mission Fund

The Marjorie Middleton Memorial Fund income to be used for Oil for the Abbey Altar lights

The Hopson Trust income is to support the Abbey and St Peter's Sunday Schools

The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family tomb and the excess to the upkeep of Queenborough Church

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2021

**NOTES**

7 During 2018 an agreement was made between the Parochial Church Council and the Canterbury Diocesan Board of Finance to transfer St. Peter's Church building and associated investments to the DBF in settlement of the 2018 Parish Share and the accumulated arrears as at 31st December 2017.
An Independent valuation was undertaken of St. Peter's Church building by Savills
The proposal is waiting consent from the Charity Commission as both parties are registered Charities and is currently going through the required legalities.

| | |
|---|---|
| St Peter's Church at valuation | 140,000 |
| Frank Hunt Memorial Fund | 72,198 |
| Fabric Fund | 8,391 |
| The Bert & Fay Savage Fund | 1,657 |
| Total | 222,246 |

| | |
|---|---|
| Repairs to Abbey Fabric | 30,000 |
| Parish Share 2018 | 89,411 |
| Parish Share arrears as at 31st December 2017 | 218,141 |
| Total | 337,552 |

In 2021 the CDBF advised the PCC that it considered that it had owned the building from 2020and had by consideration given £110,000 of relief of parish share arrears and had made a payment of £30,000 cash at the end of March 2021, and it no longer wished to include the financial assets.
The PCC has questioned the change of ownership as it has yet to receive the necessary Order from the Charity Commission to enable the sale to proceed. The Charity Commission review of the application is based on the above offer. The decision by CDBF to change their offer was made without reference to the PCC and was not advised to the Charity Commission.
As the PCC believes that onwership has not legally changed it has not included the £30,000 receipt in these accounts.

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

**Report to the trustees/ members of**

Charity Name

WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

**On accounts for the year ended**

31 DECEMBER 2021

**Charity no (if any)** 1150995

**Set out on pages** 1 - 7

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2021**.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

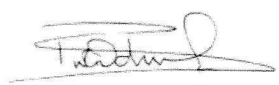
**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

**Signed:** 

**Date:** 12/03/2022

**Name:** MRS O M ODENIRAN FCMI FCCA

**Relevant professional qualification(s) or body (if any):** ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

**Address:** 6 ROOKEY VIEW IWADE KENT ME9 8TN

| Section B | Disclosure |
| --- | --- |
| | Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners). |
| **Give here brief details of any items that the examiner wishes to disclose.** | |

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY**

England & Wales - Charity number 1150995

# Accounts

# PCC REPORT FOR 2020

**Aims and Purposes**

The West Sheppey Benefice PCC has the responsibility of co-ordinating with the clerical team, Rev. Paul Kite (Priest in Charge), Rev. Paul Rush (Associate Vicar), Rev. Jeanette McLaren (Town Centre Chaplain) and Rev. Cindy Kent who has PTO, who are all promoting in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical.

The PCC is responsible for the maintenance of the three parish churches:
Minster Abbey (a scheduled monument & Grade 1 listed building with grounds dating back to 664AD), Holy Trinity church Sheerness and Holy Trinity church Queenborough, also a Grade 1 listed building.
The PCC also has responsibility for the maintenance of the church halls associated with each church including Minster Abbey's daughter church of St Peter's Halfway, which now functions as a community hall.

**Structure, Governance and Management**

The PCC is a registered charity, and the charity name is THE PAROCHIAL CHURCH COUCNIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY and the registration number is 1150995.

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of the clergy, churchwardens and members elected by those members of the congregation who are on the Electoral Roll of the three churches. All those who attend our services/members of the congregations are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC has devolved day to day administration and financial responsibilities for each individual church to a District Church Council (DCC) for each church. The members of each DCC are elected by members of the corresponding church.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how funds of the PCC are to be spent. The full PCC has had one scheduled meeting via Zoom since the last APCM (October 2020) and various communications when deemed necessary via email. During these we have discussed our finances, urgent repairs to the buildings and patterns of worship during lockdown.

**Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship ay our churches and to become part of our parish community on the Isle of Sheppey. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer, scripture, music, and sacrament. people form the benefice help by providing the Food Bank at Holy Trinity, Sheerness and the IGNITE project has 2 Ignite workers providing support and opportunities for the people of Sheerness and the Island.

When planning our activities for the year, the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.
In particular, we try to enable all people to live out their faith as part of our parish community through:
- *Worship and prayer, learning about the Gospel and developing their knowledge and trust in Jesus.*
- *Provision of pastoral care for people living in the parish.*
- *Mission and outreach work.*

To facilitate this work, it is important that we maintain the fabric of the three churches and associated halls.

## Achievements and Performance

*Worship and Prayer*

The PCC are keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, morning spoken communion provides a quiet, intimate, and reflective environment for worship whilst opportunities are provided for people to engage in more outgoing worship. These services have been limited due to Covid restrictions and lockdowns but will be re-addressed when full restrictions are lifted.

The general timing of services in 202 has been:

| | 1st Sunday | 2nd Sunday | 3rd Sunday | 4th Sunday |
|---|---|---|---|---|
| Minster Abbey | 11am – P & W | 11am – SC | 11am – P & W | 11am - SC |
| HT Queenborough | 11am – SC | 11am – P & W | 11am – SC | 11am – P & W |
| HT Sheerness | 9.30am – SC | 9.30am – P & W | 9.30am – SC | 9.30am – P & W |

P & W = Praise and Worship (non-communion), SC = Shared Communion
Further services were held on the 5th Sundays of the month and other Holy Days.

Midweek Services were:
Tuesdays at 10.30am - Communion in HT Sheerness, suspended during lockdown and recommenced on Wednesdays at 10am in HT Sheerness.
Wednesdays at 10.30 – Communion at Sheppey Hospital Chapel, suspended during lockdown and recommenced on Thursdays at 10.30 in Minster Abbey.

All regular coffee mornings have been suspended due to Covid restrictions/lockdowns.
Baptisms, weddings and funerals have taken place as and when restrictions allowed within the Covid regulations regarding, numbers, etc.

## Deanery Synod

2 representatives from the parish have sat on the Deanery Synod during the last year, 1 of whom also sits on the Diocesan Synod. These representatives provide the PCC with an important link between the parish and the wider structure of the church.

## Church Access

We want our churches to be open to our communities for private prayer at all times, however this has had to be limited to 2 designated hours in the week for each church so as to conform with Covid regulations.

## The Churches on the Island

There are currently 5 C of E churches on the Isle of Sheppey, All Saints Eastchurch, St Thomas Harty, Minster Abbey, Holy Trinity Sheerness and Holy Trinity Queenborough. Eastchurch and Harty forming one benefice and the final 3 being part of the West Sheppey Benefice. All churches are part of Churches Together in Sheppey however no joint events were able to take place due to Covid.

## Volunteers

The PCC would like to thank all those who have contributed to the life of our churches in a particularly difficult year. In particular our thanks go to Anthony for once again balancing the books in another financially challenging year, and also to our Churchwardens Dan, Brenda, Ashley and Mary for all they do unseen in the background.

**Administrative Information**

All 3 churches are located on the Isle of Sheppey off the north Kent coast.
Minster Abbey is situated in the village of Minster on Sea, Holy Trinity Queenborough is situated in the town of Queenborough, and Holy Trinity Sheerness is situated in the centre of the main island town of Sheerness.
Minster Abbey is also currently responsible for the daughter church of St Peter which is located nearby in Halfway and is used as a community hall. All churches are part of the Deanery of Sittingbourne within the Diocese of Canterbury within the Church of England.

The correspondence address is:
West Sheppey Benefice
Parish Office
Vicarage Road
Minster on Sea
Sheerness
ME12 2HE

The parish office is located in Minster Abbey Church Hall and is open 8.45 – 11.15 am.
An ansafone operates outside this time and our thanks go to our Parish Administrator, Nestie Strauss who is responsible for the efficient running of the Parish Office.

Telephone: 01795 871500
Email: minsterabbey@gmail.com
Websites: www.westsheppeyparish.org.uk and www.minsterabbey.org
Facebook: Island Ministries

The PCC is a body corporate (PCC Powers Measures 1956, Church Representation Rules 2020) and is a registered charity. The charity name is THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST SHEPPEY and the charity registration number is 1150995

**PCC Membership 2020**

The following people have served on the PCC during 2020:

**Minster Abbey**
Dan Beardsmore, Brenda Smith, Anthony Platt, Julie Palmer, Sue Rush, Mike Sanger, Bryan Smith

**Holy Trinity, Queenborough**
Ashley Shiel, Mary Shoebridge, Christine Rayfield, Nicola Prior, Anne Mason, Rowena Squire, Mark Germany

**Holy Trinity, Sheerness**
David Gilbert, Mark Young, Julie Austin-Williamson

**Clergy**
Rev. Paul Kite, Rev. Paul Rush. Rev. Jeanette McLaren, Rev. Cindy Kent

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2020

| | Unrestricted Funds | Designated Funds | Restricted Funds | Endowment Funds | Total | 2019 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | |
| **RECEIPTS AND PAYMENTS ACCOUNT** | | | | | | |
| **Receipts** | | | | | | |
| Voluntary Receipts | | | | | | |
| Receipts from Donors | | | | | | |
| Planned Giving | 20,265 | | | | 20,265 | 22,048 |
| Collections | 1,842 | | | | 1,842 | 7,847 |
| Income Tax Recovered | 5,319 | | | | 5,319 | 11,553 |
| | 27,426 | 0 | 0 | 0 | 27,426 | 41,448 |
| Other voluntary receipts (note 3a) | 3,179 | 1,261 | 12,042 | 0 | 16,482 | 146,080 |
| Activities for generating funds (note 3b) | 98 | 0 | 92 | 0 | 190 | 9,883 |
| Receipts from Church Activities (note 3c) | 19,565 | 0 | 0 | 0 | 19,565 | 28,203 |
| Investment Income (note 3d) | 150 | 408 | 2,787 | 0 | 3,345 | 4,392 |
| | 50,418 | 1,669 | 14,921 | 0 | 67,008 | 230,006 |
| **Payments** | | | | | | |
| Church Activities | | | | | | |
| Parish Share | 0 | | | | 0 | 0 |
| Other payments (note 3e) | 49,227 | 3,142 | 20,707 | 0 | 73,076 | 140,480 |
| | 49,227 | 3,142 | 20,707 | 0 | 73,076 | 140,480 |
| Excess of Receipts over Payments | 1,191 | (1,473) | (5,786) | 0 | (6,068) | 89,526 |
| Transfers between funds | 0 | 0 | 0 | 0 | 0 | 0 |
| | 1,191 | (1,473) | (5,786) | 0 | (6,068) | 89,526 |
| Bank current and deposit Accounts 1 Jan | 50,817 | 21,061 | 212,341 | 1,000 | 285,219 | 195,693 |
| Bank current and deposit Accounts 31 Dec. | 52,008 | 19,588 | 206,555 | 1,000 | 279,151 | 285,219 |
| **STATEMENT OF ASSETS AND LIABILITIES** | | | | | | |
| **Cash Funds** | | | | | | |
| Bank accounts | 52,001 | 10,907 | 85,527 | 1,000 | 149,435 | 207,797 |
| CBF deposit funds | 7 | 8,681 | 121,028 | 0 | 129,716 | 77,422 |
| | 52,008 | 19,588 | 206,555 | 1,000 | 279,151 | 285,219 |
| **Other Assets** | | | | | | |
| Equipment (note2) | | | 39,000 | | 39,000 | 52,000 |
| Stock (note 2) | 50 | | | | 50 | 50 |
| | 50 | 0 | 39,000 | 0 | 39,050 | 52,050 |
| **Investment Assets** at market value (note 6) | | | | | | |
| 5367.19 CBF Church of England Investment Fund Income Shares | | | | 109,854 | 109,854 | 102,428 |
| 991 CBF Church of England Fixed Interest Securities Fund Income Shares | | | | 1,676 | 1,676 | 1,624 |
| | 0 | 0 | 0 | 111,530 | 111,530 | 104,052 |
| **Liabilities** (note 5) | 492,558 | | | | 492,558 | 395,685 |

The attached notes form part of these financial statements

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2020

### NOTES

1 The financial statements of the PCC have been prepared under the Church Accounting Regulations 2006 and in accordance with applicable accounting standards and the current Statement of Recommended Pratice,Accounting and Reporting by Charities and applicable accounting Standard FRS102

The financial statements have been prepared under the receipts and payments basis.

| | | | | |
|---|---|---|---|---|
| 2 Equipment | Abbey Boiler | installed Oct 2018 | | 39,000 |
| Stocks | Heating Oil | | | 50 |

Assets recognised but not valued in the Statement of Assets and Liabilities include:
Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost did not exceed £1,000

| 3 Receipts and Payments Analysis | Unrestricted Funds | Designated Funds | Restricted Funds | Endowment Funds | Total | 2019 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | | £ | £ |
| a. Other voluntary receipts | | | | | | |
| Donations | 2,679 | 1,261 | 8,281 | | 12,221 | 11,377 |
| Grants | 0 | | 2,761 | | 2,761 | 33,703 |
| Legacy | 500 | | 1,000 | | 1,500 | 101,000 |
| | 3,179 | 1,261 | 12,042 | 0 | 16,482 | 146,080 |
| b. Activities for generating funds | | | | | | |
| Fayres & other fund rasing events | 0 | | 92 | | 92 | 8,688 |
| Draws | 0 | | | | 0 | 467 |
| Gift Stall & other sales | 98 | | | | 98 | 728 |
| | 98 | 0 | 92 | 0 | 190 | 9,883 |
| c. Receipts from Church Activities | | | | | | |
| Fees | 4,708 | | | | 4,708 | 7,088 |
| Hall & Church lettings | 14,857 | | | | 14,857 | 21,115 |
| | 19,565 | 0 | 0 | 0 | 19,565 | 28,203 |
| d. Investment and other Income | | | | | | |
| Bank & CBF interest & Dividends | 150 | 408 | 2,787 | | 3,345 | 3,442 |
| Insurance Claims | 0 | | | | 0 | 950 |
| | 150 | 408 | 2,787 | 0 | 3,345 | 4,392 |
| e. Charitable & Mission giving | 0 | | 3,857 | | 3,857 | 4,064 |
| Buildings running expenses | 26,619 | | | | 26,619 | 30,670 |
| Buildings maintenance | 2,905 | | 3,548 | | 6,453 | 12,439 |
| Clergy expenses | 1,731 | | | | 1,731 | 3,315 |
| Cost of Services | 2,444 | 154 | 300 | | 2,898 | 3,415 |
| Costs of generating funds | 1,217 | | | | 1,217 | 1,188 |
| Office, printing & stationery | 9,283 | | | | 9,283 | 8,826 |
| Project planning | 0 | 2,988 | 13,002 | | 15,990 | 5,100 |
| Equipment, & Licences | 5,028 | | | | 5,028 | 69,982 |
| Other | 0 | | | | 0 | 1,481 |
| | 49,227 | 3,142 | 20,707 | 0 | 73,076 | 140,480 |

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2020**

**NOTES**

4 The movements in designated and restricted funds during the year were:

| | | At 1st Jan | Receipts | Payments | Transfers | Bal C'Fwd |
|---|---|---|---|---|---|---|
| Designated | Abbey Restoration and Link Fund | 18,427 | 1,441 | (2,988) | | 16,880 |
| | Dora Hughes Fund | 49 | 25 | | | 74 |
| | Abbey Flower Fund | 704 | | (120) | | 584 |
| | Breakfast Club | 706 | 1 | | | 707 |
| | Bequest Fund | 399 | | | | 399 |
| | Sound Equipment fund | 175 | | | | 175 |
| | Baptism Bible fund | 602 | 202 | (34) | | 770 |
| | | 21,062 | 1,669 | (3,142) | 0 | 19,589 |
| Restricted | Organ Restoration Fund | 5,622 | 24 | (1,782) | | 3,864 |
| | Sunday School Fund | 1,223 | 32 | | | 1,255 |
| | Vestry Link Fund | 4,852 | | | | 4,852 |
| | Marjorie Middleton Memorial Fund | 0 | 25 | | | 25 |
| | Durkan Legacy | 47,951 | 1,482 | | | 49,433 |
| | Mower Fund | 351 | 450 | (452) | | 349 |
| | Fabric Fund | 5,690 | 1,769 | (900) | | 6,559 |
| | Bert & Fay Savage Memorial | 632 | | | | 632 |
| | Queenborough Vestry Fund | 138,526 | 1,632 | (13,002) | | 127,156 |
| | Queenborough HLF | 468 | 761 | | | 1,229 |
| | Greet Tomb Fund | 1,272 | 179 | | | 1,451 |
| | Weekes Memorial | 2,290 | 469 | | | 2,759 |
| | Weekes Maintenance Fund | 19 | | | | 19 |
| | Guide Book fund | 190 | | | | 190 |
| | Queenborough Hall Fence/Garden | 239 | | | | 239 |
| | Sheerness Roof Fund | 489 | | | | 489 |
| | Food Bank | 712 | 6,098 | (3,550) | | 3,260 |
| | Ignite Fund | 950 | 2,000 | (300) | | 2,650 |
| | Charity Funds- | 865 | | (721) | | 144 |
| | | 212,341 | 14,921 | (20,707) | 0 | 206,555 |

The Abbey Restoration and Link Fund is for provision of a link between the church and hall, new heating and electrics.
The Durkan Legacy is for works on Minster Abbey Church, the payment shown is for the replacement boiler

The Abbey Organ fund is to pay for restoration work on the Abbey organ
The Sunday School fund is to provide funds for the running of Sunday Schools
The Abbey Roof Fund is for replacement of the roof over the 7th century aisle.
The Vestry Link Fund is to pay for revision to the current vestry area and link to the Abbey hall
The Marjorie Middleton Memorial Fund income is to be used for Oil for the Abbey Altar lights

The St. Peter's organ fund is for maintenance
The St. Peter's Fabric fund is for major repairs to the buildings.
The Bert & Fay Savage Fund income is to provide books at St Peter's

The Vestry Fund at Queenborough is to pay for a replacement vesty
The Queenborough Quinquennial Repairs Fund is for repairs identified in the Quinquennial report
The Queenborough HLF grant is for repairs to the Tower and other stonework
The Greet tomb fund is for repair and cleaning of the Greet Tomb in Queenborough church yard
The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family tomb and

The Old School Funds provide funds for Baptism gifts.
The Guide book fund is for printing new guide books for Queenborough Church
The localism fund is for specific grants received from KCC/SBC/Big Lotto
The Sheerness roof fund is for repairs to the roof and rainwater goods at Sheerness Church.

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2020**

**NOTES**

| 5 Liabilities | Total | 2019 |
|---|---|---|
| Utility and other creditors | 938 | 1,178 |
| Parish Share | 491,620 | 394,507 |

6 The Endowment funds which have to be retained as capital comprise:

| | | | | | |
|---|---|---|---|---|---|
| Bank deposits | The Bert & Fay Savage Fund | | £1,000 | £1,000 | |
| CBF Church of England Investment Fund-Income Shares | | Shares | Value £ | Value £2018 | |
| | Frank Hunt Memorial | 3,083.00 | 63,037 | 58,965 | est |
| | Sale of Sculpture Fund | 763.88 | 15,732 | 14,321 | |
| | Admiral Greet Tomb | 311.86 | 6,376 | 5,978 | |
| | Old School #1 | 302.00 | 6,175 | 5,789 | |
| | Weekes Memorial | 818.15 | 16,728 | 15,683 | est |
| | The Dora Hughes Memorial Fund | 44.15 | 903 | 846 | |
| | The Marjorie Middleton Memorial Fund | 44.15 | 903 | 846 | |
| | Total | 5,367.19 | £109,854 | £102,428 | |
| CBF Church of England Fixed Interest Securities Fund-Income Shares | | | | | |
| | Old School #2 | 515.00 | 871 | 844 | |
| | The Hopson Trust | 476.00 | 805 | 780 | est |
| | Total | 991.00 | £1,676 | £1,624 | |

The Bert & Fay Savage Fund income is to provide books at St Peter's

The Frank Hunt Memorial Fund income from which is for fabric repairs at St Peter's

The Sale of Sculpture Account, the first £7,500 of which may only be used in schemes approved by the Commisary General.

The Admiral Greet Tomb Fund is to provide for cleaning of that tomb.

The Old School Funds provide funds for Baptism gifts.

The Dora Hughes Memorial Fund income may be used at the discretion of the PCC

The Marjorie Middleton Memorial Fund income to be used for Oil for the Abbey Altar lights

The Hopson Trust income is to support the Abbey and St Peter's Sunday Schools

The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family tomb and the excess to the upkeep of Queenborough Church

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2020

**NOTES**

7 During 2018 an agreement was made between the Parochial Church Council and the Canterbury Diocesan Board of Finance to transfer St. Peter's Church building and associated investments to the DBF in settlement of the 2018 Parish Share and the accumulated arrears as at 31st December 2017.
An Independent valuation was undertaken of St. Peter's Church building by Savills
The church warden's are reviewing the inventory of the fixtures and fittings.
The proposal is waiting consent from the Charity Commission as both parties are registered Charities and is currently going through the required legalities.

| | |
|---|---|
| St Peter's Church at valuation | 140,000 |
| Frank Hunt Memorial Fund | 63,037 |
| Fabric Fund | 6,559 |
| The Bert & Fay Savage Fund | 1,632 |
| Total | 211,228 |

| | |
|---|---|
| Repairs to Abbey Fabric | 30,000 |
| Parish Share 2018 | 89,411 |
| Parish Share arrears as at 31st December 2017 | 218,141 |
| Total | 337,552 |

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

| | | | |
|---|---|---|---|
| **Report to the trustees/ members of** | Charity Name<br>WEST SHEPPEY PAROCHIAL CHURCH COUNCIL | | |
| **On accounts for the year ended** | 31 DECEMBER 2020 | **Charity no (if any)** | 1150995 |
| **Set out on pages** | 1 – 7<br>(remember to include the page numbers of additional sheets) | | |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2020**.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* *Please delete the words in the brackets if they do not apply.*

| | | | |
|---|---|---|---|
| **Signed:** |  | **Date:** | 27/03/2021 |
| **Name:** | MRS O M ODENIRAN FCMI FCCA | | |
| **Relevant professional qualification(s) or body (if any):** | ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS | | |
| **Address:** | 6 ROOKEY VIEW IWADE KENT ME9 8TN | | |
| | | | |
| | | | |

| Section B | Disclosure |
| --- | --- |
| | Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners). |
| **Give here brief details of any items that the examiner wishes to disclose**. | |