

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 at 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 from 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:

	1 st Sunday	2 nd Sunday	3 rd Sunday	4 th 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 (note 2)			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 Practice, 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
	<u>3,179</u>	<u>1,261</u>	<u>12,042</u>	<u>0</u>	<u>16,482</u>	<u>146,080</u>
b. Activities for generating funds						
Fayres & other fund raising events	0		92		92	8,688
Draws	0				0	467
Gift Stall & other sales	98				98	728
	<u>98</u>	<u>0</u>	<u>92</u>	<u>0</u>	<u>190</u>	<u>9,883</u>
c. Receipts from Church Activities						
Fees	4,708				4,708	7,088
Hall & Church lettings	14,857				14,857	21,115
	<u>19,565</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>19,565</u>	<u>28,203</u>
d. Investment and other Income						
Bank & CBF interest & Dividends	150	408	2,787		3,345	3,442
Insurance Claims	0				0	950
	<u>150</u>	<u>408</u>	<u>2,787</u>	<u>0</u>	<u>3,345</u>	<u>4,392</u>
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
	<u>49,227</u>	<u>3,142</u>	<u>20,707</u>	<u>0</u>	<u>73,076</u>	<u>140,480</u>

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

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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	<u>211,228</u>
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Repairs to Abbey Fabric	30,000
Parish Share 2018	89,411
Parish Share arrears as at 31st December 2017	218,141

Total	<u>337,552</u>
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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 2020

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 / 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

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.