

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 dual 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 believe 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 COUNCIL 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 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 2024 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 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 (note 2)			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 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 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
	<u>96,628</u>	<u>1,717</u>	<u>18,346</u>	<u>0</u>	<u>116,691</u>	<u>16,482</u>
b. Activities for generating funds						
Fayres & other fund raising events	1,539	53	463		2,055	92
Draws	224				224	0
Gift Stall & other sales	130				130	98
	<u>1,893</u>	<u>53</u>	<u>463</u>	<u>0</u>	<u>2,409</u>	<u>190</u>
c. Receipts from Church Activities						
Fees	7,121				7,121	4,708
Hall & Church lettings	22,001				22,001	14,857
	<u>29,122</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>29,122</u>	<u>19,565</u>
d. Investment and other Income						
Bank & CBF interest & Dividends	18	252	2,620		2,890	3,345
Insurance Claims					0	0
	<u>18</u>	<u>252</u>	<u>2,620</u>	<u>0</u>	<u>2,890</u>	<u>3,345</u>
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
	<u>64,774</u>	<u>368</u>	<u>24,057</u>	<u>0</u>	<u>89,199</u>	<u>73,076</u>

WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2021

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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

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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
	Sale of Sculpture Fund	790.51	18,512
	Admiral Greet Tomb	311.86	7,303
	Old School #1	302.00	7,072
	Weekes Memorial	818.15	19,159
	The Dora Hughes Memorial Fund	44.15	1,033
	The Marjorie Middleton Memorial Fund	44.15	1,033
	Total	5,393.82	£126,310
CBF Church of England Fixed Interest Securities Fund-Income Shares			
	Old School #2	515.00	815
	The Hopson Trust	476.00	754
	Total	991.00	£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 2021

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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 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	<u>222,246</u>

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>

In 2021 the CDBF advised the PCC that it considered that it had owned the building from 2020 and 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 ownership has not legally changed it has not included the £30,000 receipt in these 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

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.