

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:

	1 st Sunday	2nd Sunday	3 rd Sunday	4 th 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.

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 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 Administrator, 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 member 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 (note 2)			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 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 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
	<u>83,466</u>	<u>1,311</u>	<u>12,270</u>	<u>0</u>	<u>97,047</u>	<u>116,691</u>
b. Activities for generating funds						
Fayres & other fund raising events	1,515	1,655	2,419		5,589	2,055
Draws	465				465	224
Gift Stall & other sales	827	101	30		958	130
	<u>2,807</u>	<u>1,756</u>	<u>2,449</u>	<u>0</u>	<u>7,012</u>	<u>2,409</u>
c. Receipts from Church Activities						
Fees	9,047				9,047	7,121
Hall & Church lettings	31,817				31,817	22,001
	<u>40,864</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>40,864</u>	<u>29,122</u>
d. Investment and other Income						
Bank & CBF interest & Dividends	437	850	3,766		5,053	2,890
Insurance Claims	27,294				27,294	0
	<u>27,731</u>	<u>850</u>	<u>3,766</u>	<u>0</u>	<u>32,347</u>	<u>2,890</u>
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
	<u>89,019</u>	<u>1,711</u>	<u>13,262</u>	<u>0</u>	<u>103,992</u>	<u>89,199</u>

WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2022

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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

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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.

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	<u>215,203</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 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

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.