

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 to 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 Y●U. As a parish Y●U have helped us to continue through tumultuous years. Y●U have continued to support the parish leadership, and we value Y●U greatly. So thank Y●U for all that Y●U do not just within your individual churches, but within the parish as a whole...and of course within Y●OUR 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:

	1 st Sunday	2 nd 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 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 (note 2)			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				1,434	1,434	1,353
Income Shares						
	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 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

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
	<u>2,798</u>	<u>6,801</u>	<u>13,350</u>	<u>0</u>	<u>22,949</u>	<u>97,047</u>
b. Activities for generating funds						
Fayres & other fund raising events	304	10,097	1,890		12,291	5,589
Draws	467				467	465
Gift Stall & other sales	757	53			810	958
	<u>1,528</u>	<u>10,150</u>	<u>1,890</u>	<u>0</u>	<u>13,568</u>	<u>7,012</u>
c. Receipts from Church Activities						
Fees	8,981				8,981	9,047
Hall & Church lettings	43,337				43,337	31,817
	<u>52,318</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>52,318</u>	<u>40,864</u>
d. Investment and other Income						
Bank & CBF interest & Dividends	2,544	230	7,315		10,089	5,053
Insurance Claims	0				0	27,294
	<u>2,544</u>	<u>230</u>	<u>7,315</u>	<u>0</u>	<u>10,089</u>	<u>32,347</u>
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
	<u>93,051</u>	<u>4,015</u>	<u>9,146</u>	<u>0</u>	<u>106,212</u>	<u>103,992</u>

WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2023

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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

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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 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	<u>222,395</u>
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Repairs to Abbey Fabric	30,000
Parish Share 2018	87,411
Parish Share arrears as at 31st December 2017	218,141

Total	<u>335,552</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 2023

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 / 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

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.