

## **2. Forthcoming PCC dates and venues:**

June 23<sup>rd</sup> Holy Trinity, Sheerness 1pm

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

## **PCC REPORT FOR 2024**

### **Aims and Purposes**

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

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

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

### **Structure, Governance and Management**

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

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

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

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

### **Objectives and Activities**

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

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

### **Achievements and Performance**

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

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

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

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

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

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

### **Deanery Synod**

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

### **Church Access**

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

### **Churches on the Island**

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

### **Volunteers**

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

### **Administrative Information**

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

The correspondence address is:

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

Telephone: 01795 871500  
Facebook: Island Ministries

email: [minsterabbey@gmail.com](mailto:minsterabbey@gmail.com)  
Parish Website: [www.westsheppeyparish.org.uk](http://www.westsheppeyparish.org.uk)

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

### **PCC Membership 2024**

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

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

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

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

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

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

## **ELECTORAL ROLL REPORT**

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

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

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL****FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2024**

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

The attached notes form part of these financial statements

**WEST SHEPPEY PAROCHIAL CHURCH COUNCIL****FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2024****NOTES**

- 1 The financial statements of the PCC have been prepared under the Church Accounting Regulations 2006 and in accordance with applicable accounting standards and the current Statement of Recommended 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

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

## WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

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

#### NOTES

4

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

The Abbey Restoration Fund is for provision of a link between the church and hall, elec and other repair and renovation as required.

The Durkan Legacy is for works on Minster Abbey Church.

The Organ fund is to pay for restoration work on the Abbey organ

The Sunday School fund is to provide funds for the running of Sunday Schools

The Vestry Link Fund is to pay for revision to the current vestry area and link to the Ab

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

The St. Peter's Fabric fund is for major repairs to the buildings.

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

The Vestry Fund at Queenborough is to pay for a replacement vesty

The Greet tomb fund is for repair and cleaning of the Greet Tomb in Queenborough ch

The Weekes Memorial Fund is to provide for annual cleaning of the Weekes family tor

The Old School Funds provide funds for Baptism gifts.

The Guide book fund is for printing new guide books for Queenborough Church

# WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

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

### NOTES

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

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

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

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

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

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

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

The Old School Funds provide funds for Baptism gifts.

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

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

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

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





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 2024

Charity no  
(if any)

1150995

Set out on pages

1 - ~~4~~

(remember to include the page numbers of additional sheets)

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

Responsibilities and  
basis of report

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

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

Independent  
examiner's statement

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

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

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

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

Signed:

Date:

17<sup>th</sup> March 2025

Name:

MRS O M ODENIRAN FCMI FCCA

Relevant professional  
qualification(s) or body  
(if any):

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

Address:

6 ROOKEY VIEW IWADE KENT ME9 8TN

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.