

PCC REPORT FOR 2025

Aims and Purposes

The West Sheppey Benefice Parochial Church Council (PCC) had the responsibility of co-ordinating and running the parish in the absence of any clergy since October 2024 but still aims to promote the ecclesiastical parish and the whole mission of the church: evangelistic, social and ecumenical. Finding clergy cover for services continued to be an ongoing struggle. Rev. Chris Shipley and churchwarden Ashley Shiel tried to create suitable rotas to allow a regular pattern of worship to be maintained. Rev. Chris Baker, Rev. Richard Braddy, Rev. Nick Carpenter, Rev. Tim Foreman and Rev. Shipley have frequently agreed to run communion services, including those in midweek and we are truly grateful to them and the occasional visits from Bishop Rose. The PCC hopes and prays that a new incumbent may finally be appointed during 2026 to take the parochial reins.

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 2025. Matters covered in meetings included the frequently recurring topics of intinction and the common cup, Inclusive Church, the parish vacancy and profile, social media, websites and broadband issues as well as St. Peter's and the growth of Teddy Bears Day Care. Other topics were uniform or lanyards for parish events, sound systems and the Oasis Community Hub. DCCs, the Sheerness Emergency foodbank and St. George's Primary School are now regular fixtures on PCC agendas.

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 still 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 regular Sunday services in 2025 has continued to be:

| | 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 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 with Morning Prayer at the same time on the second and fourth Wednesdays. Minster Abbey holds communion services at 10.30am on the second and fourth Wednesdays.

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 the parish of East Sheppey with the other three comprising West Sheppey parish. 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: 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
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 answerphone operates outside these times. The office is run by parish Administrator Julie Palmer, to whom grateful thanks are due.

PCC Membership 2025

The following have served on the Parochial Church Council in 2025:

Minster Abbey: Pat Crittenden, Jeanette Hale(until APCM 2025), Julie Palmer, Anthony Platt, Alan Scofield (co-opted since APCM 2025), Brenda Smith, Bryan Smith(until July 2025), Patrick van Lind(until APCM 2025)

Holy Trinity, Queenborough: David Cummings, Mark Germaney(until APCM 2025), Nicola Prior, Ashley Shiel, Mary Shoebridge, Rowena Squire

Holy Trinity with St. Paul, Sheerness: Julie Austin-Williamson, Angie Cummings, David Gilbert, Scott Mandry (from APCM 2025), Jane Pollard, Tom Reveley(until APCM 2025)
Clergy: No representation throughout 2025

Seven PCC members attended all five meetings, but overall attendance was significantly better than in 2024.

ELECTORAL ROLL REPORT

The total number of members on the Electoral Roll for West Sheppey parish by the cut off revision date of April 19th 2026 was 97, a 10% increase and a rise of 10 names from last year.

Minster Abbey totalled 30, showing an overall increase of 3, with 6 new applicants, 1 who had left the parish and unfortunately 2 lost due to death.

Holy Trinity, Queenborough totalled 47, an increase of 3 from last year, with 6 additions and 3 sadly lost due to death.

Holy Trinity with St. Paul, Sheerness totalled 20, an increase of 4, all of whom were new names to the roll.

David Cummings
Electoral Roll Officer

SAFEGUARDING REPORT

Safeguarding is not just the responsibility of the appointed safeguarding officer it should be the responsibility of every person involved within our churches. Everyone no matter who they are, or why they are entering our churches, has the right to feel totally safe from harm, harassment, bullying, abuse and neglect and that they are welcome and included and that the church as a body and as individuals is committed to protecting their health, wellbeing and human rights. As a PCC we annually review and adopt the safeguarding policies in line with Church of England guidance. Throughout the year we engage with the Diocesan Safeguarding team and as the Parish Safeguarding Officer (PSO) it is my responsibility to inform the PCC of any changes or updates to legislation.

The Church of England's safeguarding policy statement, "Promoting a Safer Church", says "All church bodies should ensure that they have a Promoting a Safer Church" action plan in place"

As a means of monitoring our plan we engage with the digital Parish Hub and Dashboard which produces three levels of Action plans. In the last annual report, it was stated that we were currently working on the level 2 plan. I am pleased to report that as a PCC in the past year we have made progress and are now working on level 3 with a 63% progress score towards the Church of England requirements. Our aims for this year are to complete this level by all PCC members completing all the required training sessions and discussing those issues of the policy which at present are not directly relevant to our parish but may be so in the future.

Mary Shoebridge
Parish Safeguarding and Disclosure Officer

WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2025**

| | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | Endowment Funds £ | Total £ | 2024 |
|--|----------------------------|--------------------------|--------------------------|-------------------------|------------|---------|
| RECEIPTS AND PAYMENTS ACCOUNT | | | | | | |
| Receipts | | | | | | |
| Voluntary Receipts | | | | | | |
| Receipts from Donors | | | | | | |
| Planned Giving | 15,740 | | | | 15,740 | 22,988 |
| Collections | 7,846 | | | | 7,846 | 8,758 |
| Income Tax Recovered | 3,735 | | | | 3,735 | 7,766 |
| | 27,321 | 0 | 0 | 0 | 27,321 | 39,512 |
| Other voluntary receipts (note 3a) | 2,280 | 4,194 | 6,031 | 0 | 12,505 | 12,884 |
| Activities for generating funds (note 3b) | 1,418 | 4,590 | 2,096 | 0 | 8,104 | 8,199 |
| Receipts from Church Activities (note 3c) | 58,948 | 150 | 0 | 0 | 59,098 | 44,257 |
| Investment Income (note 3d) | 10,848 | 249 | 10,587 | 0 | 21,684 | 14,664 |
| | 100,815 | 9,183 | 18,714 | 0 | 128,712 | 119,516 |
| Payments | | | | | | |
| Church Activities | | | | | | |
| Parish Share | 2,500 | | | | 2,500 | 4,300 |
| Other payments (note 3e) | 100,944 | 13,449 | 49,205 | 0 | 163,598 | 92,194 |
| | 103,444 | 13,449 | 49,205 | 0 | 166,098 | 96,494 |
| Excess of Receipts over Payments | (2,629) | (4,266) | (30,491) | 0 | (37,386) | 23,022 |
| Bank current and deposit Accounts 1 Jan | 98,322 | 33,137 | 231,104 | 1,000 | 363,563 | 340,541 |
| Bank current and deposit Accounts 31 Dec. | 95,693 | 28,871 | 200,613 | 1,000 | 326,177 | 363,563 |
| STATEMENT OF ASSETS AND LIABILITIES | | | | | | |
| Cash Funds | | | | | | |
| Bank accounts | 95,693 | 28,871 | 18,210 | 1,000 | 143,774 | 190,993 |
| CBF deposit funds | 0 | 0 | 182,403 | 0 | 182,403 | 172,570 |
| | 95,693 | 28,871 | 200,613 | 1,000 | 326,177 | 363,563 |
| Investment Assets at market value | | | | | | |
| (note 6) | | | | | | |
| 5,487.49 CBF Church of England Investment Fund Income Shares | | | | 121,811 | 121,811 | 126,225 |
| 991 CBF Church of England Short Duration Bond Fund Income Shares | | | | 1,513 | 1,513 | 1,478 |
| | 0 | 0 | 0 | 123,324 | 123,324 | 127,703 |
| Liabilities (note 5) | 490,236 | | | | 490,236 | 424,923 |

The attached notes form part of these financial statements

WEST SHEPPEY PAROCHIAL CHURCH COUNCIL**FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2025****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 | 2024 |
|---|---------------------------|-------------------------|-------------------------|------------------------|----------------|---------------|
| | £ | £ | £ | | £ | £ |
| a. Other voluntary receipts | | | | | | |
| Donations | 2,280 | 4,194 | 6,031 | | 12,505 | 11,184 |
| Grants | 0 | | | | 0 | 1,700 |
| Legacy | 0 | | | | 0 | 0 |
| | <u>2,280</u> | <u>4,194</u> | <u>6,031</u> | <u>0</u> | <u>12,505</u> | <u>12,884</u> |
| b. Activities for generating funds | | | | | | |
| Fayres & other fund raising events | 213 | 4,590 | 2,096 | | 6,899 | 6,251 |
| Draws | 518 | | | | 518 | 1,105 |
| Gift Stall & other sales | 687 | | | | 687 | 843 |
| | <u>1,418</u> | <u>4,590</u> | <u>2,096</u> | <u>0</u> | <u>8,104</u> | <u>8,199</u> |
| c. Receipts from Church Activities | | | | | | |
| Fees | 8,500 | 150 | | | 8,650 | 8,056 |
| Hall & Church lettings | 50,448 | | | | 50,448 | 36,201 |
| | <u>58,948</u> | <u>150</u> | <u>0</u> | <u>0</u> | <u>59,098</u> | <u>44,257</u> |
| d. Investment and other Income | | | | | | |
| Bank & CBF interest & Dividends | 2,310 | 249 | 10,587 | | 13,146 | 14,664 |
| Insurance Claims | 8,538 | | | | 8,538 | 0 |
| | <u>10,848</u> | <u>249</u> | <u>10,587</u> | <u>0</u> | <u>21,684</u> | <u>14,664</u> |
| e. Charitable & Mission giving | 0 | | 8,668 | | 8,668 | 5,457 |
| Buildings running expenses | 38,492 | | | | 38,492 | 39,729 |
| Buildings maintenance | 42,751 | 4,536 | 32,098 | | 79,385 | 18,440 |
| Clergy expenses | 60 | | | | 60 | 3,515 |
| Cost of Services | 3,518 | 315 | 24 | | 3,857 | 3,077 |
| Costs of generating funds | 159 | 1,068 | 438 | | 1,665 | 1,562 |
| Office, printing & stationery | 11,626 | | | | 11,626 | 11,835 |
| Project planning | 0 | 1,668 | 7,977 | | 9,645 | 5,819 |
| Equipment, & Licences | 4,338 | 5,807 | 0 | | 10,145 | 2,760 |
| Other | 0 | 55 | | | 55 | 0 |
| | <u>100,944</u> | <u>13,449</u> | <u>49,205</u> | <u>0</u> | <u>163,598</u> | <u>92,194</u> |

WEST SHEPPEY PAROCHIAL CHURCH COUNCIL

FINANCIAL STATEMENTS FOR THE YEAR TO 31st DECEMBER 2025

NOTES

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| Designated Funds | At 1st Jan | Receipts | Payments | Bal C'Fwd |
|--------------------------------|----------------|---------------|-----------------|----------------|
| Abbey Restoration Fund | 30,152 | 5,933 | (11,219) | 24,866 |
| Abbey Gardening Fund | 140 | 565 | (60) | 645 |
| Abbey Flower Fund | 316 | | (73) | 243 |
| St Georges Bibles | 335 | | | 335 |
| Sheerness Legacy & Repairs | 620 | 536 | (1,140) | 16 |
| Allwood Organ Fund | 0 | 1,900 | (660) | 1,240 |
| Sound Equipment fund | 175 | | | 175 |
| Baptism Bible fund | 372 | 221 | (242) | 351 |
| Parish Mission Fund | 1,027 | 28 | (55) | 1,000 |
| | 33,137 | 9,183 | (13,449) | 28,871 |
| Restricted Funds | | | | |
| Organ Restoration Fund | 4,438 | 282 | | 4,720 |
| Sunday School Fund | 1,462 | 91 | | 1,553 |
| Middleton Memorial Fund | 134 | 28 | | 162 |
| Durkan Legacy | 66,743 | 3,300 | (30,743) | 39,300 |
| Fabric Fund | 12,981 | 1,981 | | 14,962 |
| Bert & Fay Savage Memorial | 657 | | | 657 |
| Queenborough Vestry Fund | 126,655 | 7,044 | (7,977) | 125,722 |
| Admiral Greet Tomb Fund | 2,216 | 200 | (900) | 1,516 |
| Weekes Memorial | 4,767 | 526 | (450) | 4,843 |
| Weekes Maintenance Fund | 0 | | | 0 |
| Guide Book fund | 190 | | (114) | 76 |
| Queenborough Hall Fence/Garden | 239 | 459 | (108) | 590 |
| Food Bank | 9,304 | 3,713 | (7,566) | 5,451 |
| Charity Funds- | 1,318 | 1,090 | (1,347) | 1,061 |
| | 231,104 | 18,714 | (49,205) | 200,613 |

The Abbey Restoration Fund is for provision of a link between the church and hall, ele 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 At

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

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 cl

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

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 2025

NOTES

| | | |
|-------------------------------|---------|---------|
| 5 Liabilities | Total | 2024 |
| Utility and other creditors | 3,004 | 2,324 |
| Parish Share (non legal debt) | 487,232 | 422,599 |

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 £2024 |
| | Frank Hunt Memorial | 3,083.00 | 68,437 | 71,287 |
| | Sale of Sculpture Fund | 884.18 | 19,627 | 19,877 |
| | Admiral Greet Tomb | 311.86 | 6922 | 7,211 |
| | Old School #2 | 302.00 | 6704 | 6,893 |
| | Weekes Memorial | 818.15 | 18,161 | 18,917 |
| | The Dora Hughes Memorial Fund | 44.15 | 980 | 1,020 |
| | The Marjorie Middleton Memorial Fund | 44.15 | 980 | 1,020 |
| | Total | 5,487.49 | £121,811 | £126,225 |
| CBF Church of England Fixed Interest Securities Fund-Income Shares | | | | |
| | Old School #1 | 515.00 | 786 | 768 |
| | The Hopson Trust | 476.00 | 727 | 710 |
| | Total | 991.00 | £1,513 | £1,478 |

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 Commissary 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 2025

Charity no
(if any)

1150995

Set out on pages

1 - 6

(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 / 2025**.

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: 29th March 2026

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.