

St John the Baptist Church, Shedfield

ANNUAL REPORT

and

FINANCIAL STATEMENTS

of the

PAROCHIAL CHURCH COUNCIL

for the year ended 31 December 2020

Incumbent:

Reverend Jane Isaac

**Registered Charity
No. 1156459**



Diocese
of Portsmouth

St John the Baptist Church, Shedfield
Annual Report of the PCC
Year Ended 31st December 2020



CONTENTS

St John the Baptist Church, Shedfield

INTRODUCTION.....	3
AIMS AND PURPOSES.....	3
OBJECTIVES AND ACTIVITIES.....	3
ACHIEVEMENTS AND PERFORMANCE.....	3
FINANCIAL REVIEW.....	4
LOOKING FORWARD.....	6
ANNUAL REPORT	
STATEMENT OF FINANCIAL ACTIVITIES.....	7
BALANCE SHEET.....	8
NOTES TO THE FINANCIAL STATEMENTS.....	9
INDEPENDENT EXAMINER'S REPORT.....	11

PAROCHIAL CHURCH COUNCIL

for the year ended 31 December 2020

Incumbent:

Reverend Jane Isaac

Registered Charity
No. 1156459

St John the Baptist Church, Shedfield
Annual Report of the PCC
Year Ended 31st December 2020

INTRODUCTION

The Parochial Church Council of St John the Baptist Church, Shedfield, present its annual report for the year ended 31st December 2020.

Aims and Purposes

St John the Baptist Church's Parochial Church Council (PCC) has the responsibility of collaborating with the Incumbent, the Reverend Jane Isaac, in promoting the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Study Centre of St John the Baptist Church, Shedfield.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St John the Baptist. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish whilst working within the constraints of the government and Church of England Covid-19 rules. Our services and worship put faith into practice through prayer and scripture, music and sacrament. When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable people to live out their faith as part of our parish community through:

- Worship and prayer, learning about the Gospel and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church of St John the Baptist and Study Centre.

Achievements and Performance

Worship and Prayer

The customary pattern of services was stopped on 14th March 2020 when the instruction to close all churches was made by the Archbishops of Canterbury and York. The church re-opened for public worship on 4th July 2020 with all COVID-safe measures in place under very different conditions with social distancing and a different type of service. We are grateful to the congregation for accommodating the requirements for social distancing. Covid-19 has had a significant impact on our delivery of services. We have had to adapt very quickly to online services and ensure the website was up to date and maintained regularly to support our services. During lockdown, online services were available for Morning Prayer and the 10am Service. There has also been Prayer During the Day for all the church seasons and a Spiritual Communion on the website. When churches were allowed to re-open the decision to alternate services between St John the Baptist, Shedfield and St Nicholas, Wickham was taken.

All are welcome to attend our regular services. There were 92 on the Electoral Roll in March 2020 (96 March 2019). The average weekly attendance when the church was open for services was 56. The church was closed for most of the major festivals and Remembrance Sunday but open for Christmas services.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 4 baptisms, 4 weddings and 7 funerals.

Deanery Synod

Up to 25th October there were two elected members of the Deanery Synod. Following the APCM on 25th October 2020 only one of these positions has been filled. One of the Churchwardens sits on Deanery Synod by right as being on Diocesan Synod. This provides the PCC with an important link between the Parish and the wider structures of the church. Again due to the Covid pandemic, the Deanery Synod has held most of its meetings

virtually using Zoom. Revd Canon David Isaac continues as Area Dean and Norman Chapman as the Lay Chair of Synod. Towards the end of 2020 the diocesan vision of Live | Pray | Serve was renewed. It has been recognised that the national church has been in decline for many years and although the Covid pandemic has acted as a catalyst, there is a necessity to re-invigorate parish ministry and do things differently. Members of the congregation are strongly encouraged to visit the diocesan website for further information.

Aims and Purposes

Pastoral Care

Some members of our parish are unable to attend church due to sickness or age. Reverend Jane Isaac, Reverend Juliet Montague, Reverend Dr Ruth Howlett-Shiple and Mr Stephen Campion, our Reader have visited all church members who have requested it before the pandemic struck but have been confined in their activities during the pandemic.

Mission and Evangelism

Mission and evangelism is a priority for the ministry team. Links with St John the Baptist Primary School, Fairhands Nursery and Sheffield Lodge are strengthening and PCC members are encouraged to engage in thinking about how the church's outreach can be broadened across the three villages in the parish. We reach all members of the parish through the parish magazine which has been online for most of the year.

Ecumenical Relationships

We continue to have a strong relationship with local Methodist churches. At Christmas the clergy and choir contributed to a joint service with Waltham Chase Methodist Church on Zoom.

The Church Fabric

The church building is a continued cause for concern. The church tower roof is scheduled to be repaired in early 2021 and some of the clerestory windows need repair. It has been decided by PCC to postpone the repair of the clerestory windows until we have had the biennial review that has been postponed from 2020. This will identify any other works that need completing. Expenditure on the church building was £2,181 (2019: £9,135). This expenditure was mainly church architect fees and some minor works and replacement of an outside electrical socket. There is a long-term concern about the main roof of the church that will need work at some stage and we are aware that the current resources are insufficient for any repair.

The Study Centre

The Study Centre income and activities have been particularly badly hit by the pandemic. However, when possible activities have re-started and then stopped again. Mrs Lynn Hayward continues to be the driving force behind the Study Centre. As a PCC we are most grateful to her for her hard work continuing to attract bookings for 2021. The phone and internet connection have been considerably improved this year to make the Centre more attractive to potential hirers. Mr Brian Southon applied for and obtained a grant from HCC to offset some of the financial loss in 2020. We are most grateful to Brian for researching and successfully obtaining this grant.

Financial Review

Total receipts on all funds were £95,859 (2019: £106,989); down on last year by £11,130, which is almost totally due to the Covid pandemic. The planned giving has remained fairly static. Membership of the Parish Giving Scheme gives the church a steadier cash flow as the Gift Aid is realised from HMRC monthly. Using the church envelopes, standing orders and gift aid envelopes requires Brian Thompson to submit quarterly reports to HMRC to claim the refund. The church registered for online giving through "SumUp", which is endorsed by the national Church. This raised an additional £941. There was no summer fête nor Advent Market which usually boost our income by about £7,000. Our parish share was £50,016 (2019: £54,571). That is our largest annual commitment to the diocese which has reduced due to a reduction in the annual weekly attendance (AWA). The parish share costs the church £961 per week. We have met the cost of the parish share in full. It will reduce in 2021 as the usual October count for AWA could not be used due to the pandemic. The parish share for 2021 will be based on the total income received by the diocese for 2019. Along with the expenses, costs for building repairs and churchyard maintenance described above and other running costs, the end of year account is running a surplus of £18,816 (2019: (£6,079)). This surplus must be carefully interpreted as this report includes the parish magazine account. The parish magazine has been printed a very few times in 2020 so the surplus here is abnormally high £6,148

St John the Baptist Church, Shedfield
Annual Report of the PCC
Year Ended 31st December 2020

(2019: £1,614). The investments with CCLA have also done well this year with an increased valuation to £54,715 (2019: £46,860).

Reserves Policy

It is PCC policy to try to maintain a balance on the unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to £35,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. We are significantly above this level but with the quinquennial review in 2021 and other unforeseen events, the reserves may quickly diminish. The PCC has agreed to maintain the reserves at £40,000.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the welcoming community it is. There are too many individuals to pick out for special mention so thank you to all for your continued commitment and support.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St John the Baptist the membership consists of the Incumbent (our vicar), Churchwardens, the Reader and members elected by those members of the congregation who are on the Electoral Roll of the church. All those who attend our services and members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. Please speak to Ms Sarah Weston for information about the Electoral Roll.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC and all have recently received training on the responsibilities of being a trustee.

The PCC met 7 times during the year with an average level of attendance of 82%. The PCC met in person for three meetings and then virtually using Zoom. The Standing Committee, composed of the Vicar, Churchwardens, Secretary, Treasurer and Fabric Officer, met 6 times (twice in person and four times virtually using Zoom). It has the authority from the PCC to spend up to £500 without referring to PCC. Any spending decision must be reported to PCC at the next meeting. Notes of the Standing Committee are made and are available if required.

Administrative information

St John the Baptist Church is situated in Church Road, Shedfield. It is part of the Diocese of Portsmouth within the Church of England. The correspondence address is Parish Administrator, St John the Baptist Church, Church Road, Shedfield, Hampshire SO32 2HY. The PCC is a Body Corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently registered with the Charity Commission.

PCC members who have served at any time from 1st January 2020 until the date this report was approved are:

Reverend Jane Isaac	Incumbent
Reverend Ruth Howlett-Shipleigh	Curate
Stephen Campion	Lay Minister/Reader (retired 25 th October 2020)
Adrian Jordan	Churchwarden, Diocesan Synod, Treasurer (appointed 26 th February 2020)
Carol Hotchkiss	Churchwarden
Mary Hogg	Deanery Synod until 25 th October 2020
Julia Jordan	Deanery Synod until 25 th October 2020
Trina Hillier	Deanery Synod elected 25 th October 2020
Robert Banks	Until 25 th October 2020
Jenny Barker	Buildings and Fabrics Officer
Danny Dubois	
Chris Glover	Elected 25 th October 2020
David Hillier	Treasurer resigned 26 th February 2020
Julia Jordan	Elected 25 th October 2020
Brian Southon	
Ann Stone	Elected 25 th October 2020
Ian Treveil	H&S Officer
Sarah Weston	Until 25 th October 2020 (Electoral Roll Officer)
Rosemary Yeoman	Secretary

(2019: £1,614). The investments with CCLA have also done well this year with an increased valuation to £54,715 (2019: £46,860).

Looking Forward

The coronavirus (COVID-19) pandemic continues to have the greatest effect on church life and activity in the study Centre. With the spike in Covid-19, the clergy and churchwardens, with PCC backing, took the decision to close the church to private and public worship from 10th January 2021 and re-opened on 14th March 2021. As a result, church income and study Centre income has been greatly affected again this year.

The Standing Committee and PCC continue to hold their meetings using Zoom so the routine business of the church will continue. 2021 will be an expensive year for the church. The PCC has committed to repairing the church tower roof, which will cost in the region of £16,500. This is not unexpected and the church has been fortunate in grant applications from the National Churches Trust and Hampshire and the Island Historic Churches Trust. Between them we have a grant of £9,500 towards this cost. There will be a quinquennial review in 2021 and we are aware that some of the clerestory windows require some repair. The lightning conductor has been inspected to meet the requirements of our insurance company. The earthing rods have all but disappeared so these have had to be replaced. As long as the county continues to emerge from the pandemic as is projected, we plan to hold a fête in September and a Christmas market later in the year to generate some income. The study Centre resumed business from mid-May with the easing of the lockdown.

The loss of the parish administrator last September has put an additional burden on the clergy and churchwardens. We are most grateful that Mrs Jane Goulson, the parish administrator in Wickham, has taken on the responsibility for co-ordinating baptisms, weddings and funerals across the benefice.

parish including deciding on how the fund the works of the PCC and all have recently received training on the responsibilities of being a trustee.

The PCC met 7 times during the year with an average level of attendance of 82%. The PCC met in person for three meetings and then virtually using Zoom. The Standing Committee, comprising the P.C.C. Secretary, Treasurer and Fabric Officer, met 6 times (twice in person and four times virtually using Zoom). It has the authority from the PCC to spend up to £500 without referring to PCC. Any spending decision must be reported to PCC at the next meeting. Notes of the Standing Committee are made and are available if required.

Administrative information

St John the Baptist Church is situated in Church Road, Shedfield. It is part of the Diocese of Portsmouth within the Church of England. The correspondence address is Parish Administrator, St John the Baptist Church, Church Road, Shedfield, Hampshire SO32 3JY. The PCC is a Body Corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and is registered with the Charity Commission.

Chair of PCC

13th July 2021

PCC members who have served any time from 1st January 2020 until the date this report was approved are:

Reverend Jane Isaac	Incumbent
Reverend Ruth Howlett-Shipleigh	Curate
Stephen Campion	Lay Minister/Reader (retired 25 th October 2020)
Adrian Jordan	Churchwarden, Diocesan Synod, Treasurer (appointed 26 th February 2020)
Carol Hotchkiss	Churchwarden
Mary Hogg	Deanery Synod until 25 th October 2020
Julia Jordan	Deanery Synod until 25 th October 2020
Trina Hillier	Deanery Synod elected 25 th October 2020
Robert Banks	Until 25 th October 2020
Jenny Barker	Buildings and Fabrics Officer
Danny Dubois	
Chris Glover	Elected 25 th October 2020
David Hillier	Treasurer resigned 26 th February 2020
Julia Jordan	Elected 25 th October 2020
Brian Southon	
Ann Stone	Elected 25 th October 2020
Ian Treveil	H&S Officer
Sarah Weston	Until 25 th October 2020 (Electoral Roll Officer)
Rosemary Yeoman	Secretary

St John the Baptist Church, Shedfield
Statement of Financial Activities of the PCC
Year ended 31st December 2020

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total funds	2019
		£	£	£	£	£
Giving and donations	3	63,842	---	---	63,842	62,956
Income from activities	4	28,448	---	---	28,448	41,478
Grants received	5	1,334	---	---	1,334	---
Investment income		2,235	---	---	2,235	2,555
Total Income		95,859	---	---	95,859	106,989
Cost of generating funds	6	841	---	---	841	4,116
Charitable activities	7	84,124	---	---	84,124	105,789
Total Costs		84,965	---	---	84,965	109,905
Net Surplus		10,894	---	---	10,894	(2,916)
Change in market value	8	7,855	---	67	7,922	(3,163)
Total Surplus		18,749	---	67	18,816	(6,079)
Fund balance brought forward		74,129	1,496	1,364	76,989	83,068
Fund balance carried forward		92,878	1,496	1,431	95,805	76,989
<i>Represented by</i>						
Unrestricted						
General Fund		12,081	---	---	12,081	7,335
Designated						
Capital & Projects Fund		9,000	---	---	9,000	9,000
Investment Reserve Fund		54,715	---	---	54,715	46,860
Old Tower		5,000	---	---	5,000	5,000
Parish Magazine		12,082	---	---	12,082	5,934
Restricted						
Junior Church		---	1,326	---	1,326	1,326
Un-named (Graves)		---	170	---	170	170
Endowment						
Stanley Grave Trust		---	---	1,431	1,431	1,364
		92,878	1,496	1,431	95,805	76,989

STATEMENT OF FINANCIAL ACTIVITIES

BALANCE SHEET

2019	2020	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total funds	2019
£	£		£	£	£	£	£
Gifts and donations	54,715	3	63,842	—	—	63,842	62,958
Income from activities	14,275		—	—	—	28,448	—
Grants received	13,948		—	—	—	1,334	—
Investment income	9,000		—	—	—	2,235	2,555
Total income	1,721		—	—	—	95,859	106,989
Costs of generating funds	1,364		—	—	—	841	4,116
Charitable activities	390		—	—	—	84,124	105,789
Total costs	1,409		—	—	—	—	—
Total Current Assets	97,491		—	—	—	—	—
Liabilities	(157)		—	—	—	—	(2,916)
Total Liabilities	1,686		—	—	—	—	—
Net Asset Surplus	95,805		—	—	—	—	—
Represented by Funds:							
Unrestricted	12,081		—	—	—	12,081	—
Designated	1,496		—	—	—	—	—
Restricted	1,431		—	—	—	—	—
Endowment	78,897		—	—	—	—	—
Total	95,805		—	—	—	—	—
Old Tower	5,000		—	—	—	5,000	5,000
Parish Magazine	12,082		—	—	—	12,082	5,934
Stanley Grave Trust	—		—	—	1,431	1,431	1,364
			92,878	1,496	1,431	95,805	78,989

The Financial Statements and accompanying notes on pages 9 to 11 were approved by the Parochial Church Council on 13th July 2021 and signed on its behalf by:

Mr Adrian Jordan
Treasurer

Reverend Jane Isaac
Chair

NOTES TO THE FINANCIAL STATEMENTS

The PCC is a charity registered with the Charity Commission No.1156459

Accounting Policy. The basis of preparation of the accounts are prepared on the accruals basis.

1. Funds

The General Fund represents funds of the PCC that are not subject to any special restrictions regarding their use and are available for application for all general or planned purposes of the PCC. Donations, and fundraising events made or carried out for restricted purposes will be categorised as Restricted Funds and may only be applied to the purposes for which those funds were raised or donated. Endowment Funds allow for income from such funds to be applied without restriction; however the capital is not normally available for use.

The accounts include monetary transactions, and monetary assets and liabilities, for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

2. Statement of Assets and Liabilities

The following types of asset are not valued in the Balance Sheet but are insured by the PCC for replacement:

Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.

The following assets are recognised and a monetary value given as part of the Statement of Financial Activity and are identified in the Balance Sheet:

Amounts owing from the Inland Revenue (Gift Aid) where a formal claim can be made.

Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Any other amounts owing to the PCC at 31 December.

Closing bank and cash balances reflecting the PCC funds balances as shown in the Balance Sheet.

The following liabilities are included in the Balance Sheet and are also identified in the Statement of Assets and Liabilities:

Creditors for goods or services where the supply has been received and invoiced or costs are known or estimated by 31 December, principally charges for gas and electricity.

Amounts raised/donated/collected for special purposes before 31 December not paid to beneficiaries by that date. ("Agency Collections")

Parish Magazine advertising charges received before 31 December for publications after that date until the end of the magazine advertising cycle.

Any loans made to the PCC where the loans are repayable at any future date (none at present).

Principal sources of voluntary income

3.

2020	2019
£	£
63,842	62,926
SC coffee/Church box	120
Legacies	100
Gift Aid	11,268
SumUp	941
One off donations	4,214
Standing Orders	36,604
Collections/envelopes	9,962
	12,637

Income from activities

4.

2020	2019
£	£
41,478	28,448
Other	2,621
Alyth Choir	---
Harvest Supper	---
Study Centre Catering	600
Study Centre Hire	2,660
Historic Churches Bike Ride	142
Lunch Club	973
Fairtrade	169
Advent Market	---
Summer Fete	90
Parish Magazine	10,381
Fees for others	4,258
Wedding \ Funeral Fees	3,221
	4,108

Grants Received

5.

A grant was received of £1,334 from Hampshire County Council to offset the loss of income from the Study Centre.

Cost of Generating Funds

6.

2020	2019
£	£
841	4,116
Lunch Club	298
Fairtrade	36
Harvest Supper	---
Donations	---
Study Centre Catering	207
Tuesdays at 10	---
Advent Market	---
Summer Fete costs	---
	18
	246

St John the Baptist Church, Shedfield
Notes to the Financial Statements
Year ended 31st December 2020

7. Charitable Activities

	<u>2020</u>	<u>2019</u>
	£	£
Parish Share	50,016	54,571
Honoraria and bookkeeping	5,010	6,930
Ministry Team Expenses	2,391	2,255
Fees Paid	3,660	4,408
Insurance	2,335	2,261
Church Repairs	2,182	9,135
Churchyard Upkeep	2,735	---
Church Utilities	2,186	1,751
Parish Magazine	4,233	10,178
Study Centre Maintenance	2,129	1,438
Study Centre Utilities	783	1,395
Study Centre Cleaning	706	1,859
Study Centre Repair	---	1,175
Other	5,758	8,433
Total	84,124	105,789

8. Change in Market Value

	<u>2020</u>	<u>2019</u>
	£	£
Investment Reserve	54,715	46,860
The Stanley Grave Trust	67	---
Change in market value	7,922	(3,163)

9. Investments with CCLA

The following investments are held with CCLA .

All the units held are designated "CBF-CoE" and are Income Units

Fund	Holding Units	Cost	2020 Value	2019 Value
		£	£	£
Property	18,618.1	25,000	24,094	21,991
Global Equity	7,108.77	12,500	18,744	15,136
Fixed Interest	7,002.39	12,500	11,877	9,733
Total			54,715	46,860

10. The Stanley Grave Trust is an endowment fund consisting of 844 Fixed Interest Units.

Fund	Fixed Interest Units	2020 Value	2019 Value
		£	£
Stanley Grave Trust	844	1,431	1,364
Total		1,431	1,364

INDEPENDENT EXAMINER'S REPORT

7. Charitable Activities

I report on the accounts for the year ended 31st December 2020 which are set out on pages 7 - 11.

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(d) of the 2011 Act; and
- State whether particular matters have come to my attention.

8. Change in Market Value

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

All the units held are designated "CBF-CoE" and are Income Units

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. Which give me reasonable cause to believe that any material respect the requirements

- To keep accounting records in accordance with s.130 of the 2011 Act; or
- To prepare accounts which accord with these accounting records have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Fund	Fixed Interest Units	2020 Value	2019 Value
Stanley Grave Trust	844	1,431	1,364
Total		1,431	1,364

Andrew Golding FCA
3 Barley Fields
High Street
Shirell Heath