

St John the Baptist Church, Shedfield

ANNUAL REPORT

and

FINANCIAL STATEMENTS

of the

PAROCHIAL CHURCH COUNCIL

for the year ended 31 December 2021

Incumbent:

Reverend Jane Isaac

Registered Charity
No. 1156459

St John the Baptist Church, Shedfield
Annual Report of the PCC
Year Ended 31st December 2021

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St John the Baptist Church, Shedfield
Annual Report of the PCC
Year Ended 31st December 2021

INTRODUCTION

The Parochial Church Council of St John the Baptist Church, Shedfield, present its annual report for the year ended 31st December 2021.

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 church was closed for Sunday services until 14th March 2021 when it re-opened and remained open for the rest of the year. The new pattern of services, including a weekly Sunday eucharist, was resumed with alternating Sunday services with our sister church, St Nicholas, Wickham. Services were held in each church on major feasts and festivals. We have continued to provide online services (Morning Prayer) and Prayer During the Day throughout the year.

All are welcome to attend all our services. There were 88 on the Electoral Roll in March 2021 (92 March 2020). The average weekly attendance when the church was open for services was 53. Remembrance Sunday service saw 207 worshipping with us and we returned to our traditional festival of lessons and carols at Christmas.

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. The ministry team have also officiated at the Parish Council cemetery and interment of ashes services in the church's memorial garden. Members of the ministry team have also led funerals at local crematoria.

September saw the retirement of Revd Juliet Montague who had been with us since 2013. We had a farewell service in September with the acting Archdeacon, Revd Canon Will Hughes and 137 from across the Deanery coming to say farewell.

Deanery Synod

One of the two Deanery Synod 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

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virtually using Zoom. Revd Canon David Isaac continues as Area Dean and Norman Chapman as the Lay Chair of Synod. Throughout 2021 Synod has been working on the diocesan vision for Live | Pray | Serve. A lot of work has been done behind the scenes with the Deanery Standing Committee and Mission and Pastoral Committee looking at the options for the future of this Deanery and how the parishes will work together. This work has slowed down as we await the arrival of our new Bishop. Members of the congregation are strongly encouraged to visit the diocesan website for further information.

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-Shipleigh and Mr Stephen Campion (our PtO Authorised Lay 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, Fairlands Nursery and Shedfield 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 and delivered all year. We have a weekly email bulletin which goes out to 94 addresses.

We have re-branded the summer fête, the Shedfield Shindig, moving it from June to September. This was extremely successful and it is planned to have it at the same time of year in 2022.

Ecumenical Relationships

We have well established links with the local Methodist churches and welcome Revd Phil Griffin as their new minister.

The Church Fabric

The church building is a continued cause for concern. The church tower roof has been repaired in early 2021 and some of the clerestory windows need repair. The quinquennial review was carried out in May and identified a series of minor repairs individually but taken as a whole will require significant funds. Work started on the findings from the quinquennial review with all the external work being completed. Expenditure on the church building was £20,652 (2020: £2,181). This expenditure was mainly for the church tower roof and the external quinquennial repairs to the downpipes, pointing and other work identified in the quinquennial review. We are grateful for the help of the Boucher Trust in funding the repairs to the Study Centre. There is outstanding work to be done internally to some of the metalwork around some of the windows. 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 increased in 2021 with the lifting of lockdowns and easing of restrictions. Mrs Lynn Hayward resigned as the Study Centre lead in September. She is thanked for all that she has done over the years to put the Study Centre firmly on the map. The Study Centre Management Committee led by Mr Brian Southon looks after the day to day management and bookings. The PCC is most grateful to Brian and the committee for all the work they have done to keep the Centre going.

Financial Review

Total receipts on all funds were £101,159 (2020: £95,859): up on last year by £5,300, which is mostly due to an increase in income from activities of £34,538 (2020: £28,448) and grant income of £9,500 from the National Churches Trust and Hampshire and Island Historic Churches Trust for the repair to the church tower roof (2020: £1,334). The planned giving has reduced by £8,816 to £55,026 (2020: £63,842). 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 Shedfield Shindig raised £1,913 (2020: £90). Our parish share was £43,320 (2020: £50,016). That is our largest annual commitment to the diocese which has reduced due to a reduction in the average weekly attendance (AWA). The parish share costs the church £833 per week. We have met the cost of the parish share in full. It will increase in 2022. Along with the expenses, costs for building repairs and churchyard

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maintenance described above and other running costs, the end of year account is running a surplus of £1,472 (2020: £18,816). This surplus is entirely due to an increase in the investments with CCLA of £5,213 with an increased valuation to £59,928 (2020: £54,715).

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 expenses 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 received training on the responsibilities of being a trustee.

The PCC met 9 times during the year with an average level of attendance of 89%. The PCC met in person for four meetings and then virtually using Zoom for five meetings. The Standing Committee, composed of the Vicar, Churchwardens, Secretary, Treasurer and Fabric Officer, met 7 times (three in person and four times virtually using Zoom). It has the authority from the PCC to spend up to £1,000 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 2021 until the date this report was approved are:

Reverend Jane Isaac	Incumbent
Reverend Ruth Howlett-Shiple	Curate (in attendance)
Adrian Jordan	Churchwarden, Diocesan Synod, Treasurer
Carol Hotchkiss	Churchwarden
Trina Hillier	Deanery Synod
Jenny Barker	Buildings and Fabrics Officer
Danny Dubois	
Chris Glover	
Julia Jordan	Safeguarding Officer
Brian Southon	Study Centre and Magazine Chair
Ann Stone	
Ian Treveil	H&S Officer
Rosemary Yeoman	Secretary

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Looking Forward

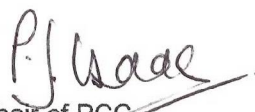
As the country learns to live with the coronavirus pandemic, church activity and the Study Centre business have increased in 2021 and barring another catastrophic event current activity should continue. The increase in energy prices and the war in Ukraine are having global effects and we are not immune to these events. The church gas and electricity contracts were contracted before the recent increase in utility prices and will run until 2024 and 2025 respectively so there should be some stability with our expenses.

The Standing Committee and PCC continue to hold their meetings and so the routine business of the church will continue. Following the major expenditure of 2021 with the church tower, no major projects on this scale are planned for 2022. There is outstanding work to be completed from the quinquennial report but this should be met from existing funds and our efforts at fundraising with the Shedfield Shindig in September 2022.

The loss of the parish administrator 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.

On behalf of the Shedfield P.C.C.

25th April 2022


Chair of PCC

St John the Baptist Church, Shedfield
Statement of Financial Activities of the PCC
Year ended 31st December 2021

STATEMENT OF FINANCIAL ACTIVITIES

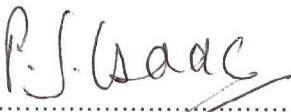
	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total funds	2020
		£	£	£	£	£
Giving and donations	3	55,026	---	---	55,026	63,842
Income from activities	4	34,538	---	---	34,538	28,448
Grants received	5	---	9,500	---	9,500	1,334
Investment income		2,095	---	---	2,095	2,235
Total Income		91,659	9,500	---	101,159	95,859
Cost of generating funds	6	1,002	---	---	1,002	841
Charitable activities	7	94,303	9,500	---	103,803	84,124
Total Costs		95,305	9,500	---	104,805	84,965
(Deficit)/Surplus		(3,646)	---	---	(3,646)	10,894
Change in market value	8	5,213	---	(95)	5,118	7,922
Total Surplus		1,567	0	(95)	1,472	18,816
Fund balance brought forward		92,878	1,496	1,431	95,805	76,989
Fund balance carried forward		94,445	1,496	1,336	97,277	95,805
<i>Represented by</i>						
Unrestricted						
General Fund		80,985	---	---	80,985	75,796
Designated						
Old Tower		5,000	---	---	5,000	5,000
Parish Magazine		8,460	---	---	8,460	12,082
Restricted						
Junior Church		---	1,326	---	1,326	1,326
Un-named (Graves)		---	170	---	170	170
Endowment						
Stanley Grave Trust		---	---	1,336	1,336	1,431
		94,445	1,496	1,336	97,277	95,805

St John the Baptist Church, Shedfield
Balance Sheet
Year ended 31st December 2021

BALANCE SHEET

	Notes		2021	2020
			£	£
Current Assets	9	Investments (CCLA)	59,928	54,715
		Barclays Communities Account	14,518	14,275
		Lloyds Current Account (Magazine)	17,249	13,948
		CCLA Deposit Account	9,000	9,000
		Gift Aid	1,146	1,314
	10	Stanley Grave Trust (Endowment)	1,336	1,431
		Account Receivable	3,014	2,808
Total Current Assets			106,191	97,491
Liabilities		Agency Collections	149	(157)
		Magazine Pre-paid Advertising	8,765	1,843
Total Liabilities			8,914	1,686
Net Asset Surplus			97,277	95,805
Represented by Funds:				
Unrestricted			80,985	75,796
Designated			13,460	17,082
Restricted			1,496	1,496
Endowment			1,336	1,431
Total			97,277	95,805

The Financial Statements and accompanying notes on pages 9 to 11 were approved by the Parochial Church Council on 25th April 2022 and signed on its behalf by:


.....Chair
Reverend Jane Isaac


.....Treasurer
Mr Adrian Jordan

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).

St John the Baptist Church, Shedfield
Notes to the Financial Statements
Year ended 31st December 2021

3. **Principal sources of voluntary income**

	<u>2021</u>	<u>2020</u>
	£	£
Collections/envelopes	13,170	9,965
Standing Orders	30,084	36,604
One-off donations	708	4,514
SumUp	1,272	941
Gift Aid	9,709	11,568
Legacies	---	100
SC coffee/Church box	83	150
Total	55,026	63,842

4. **Income from activities**

	<u>2021</u>	<u>2020</u>
	£	£
Wedding / Funeral Fees	4,854	3,221
Fees for others	8,135	4,558
Parish Magazine	5,657	10,381
Summer Fete	1,913	90
Advent Market	---	---
Fairtrade	118	169
Lunch Club	730	973
Historic Churches Bike Ride	---	145
Study Centre Hire	7,030	5,660
Study Centre Catering	250	600
Other income	2,112	538
Flowers	156	100
Listed Places of Worship VAT refund	3,186	397
Ministry team expenses	397	1,616
Total	34,538	28,448

5. **Grants Received**

	<u>2021</u>	<u>2020</u>
	£	£
National Churches Trust	5,000	---
Hampshire and Island Historic Churches Trust	4,500	---
Hampshire County Council	---	1,334
Total	9,500	1,334

Grants received are in respect of church tower repairs and are regarded as restricted funds.

6. **Cost of Generating Funds**

	<u>2021</u>	<u>2020</u>
	£	£
Lent Lecture Expenses	237	---
Study Centre Catering	159	207
Fairtrade	---	36
Lunch Club	606	598
Total	1,002	841

St John the Baptist Church, Shedfield
Notes to the Financial Statements
Year ended 31st December 2021

7. **Charitable Activities**

	<u>2021</u>	<u>2020</u>
	£	£
Parish Share	43,320	50,016
Honoraria and bookkeeping	3,150	5,010
Ministry Team Expenses	1,281	2,391
Fees Paid	6,156	3,660
Church Insurance	2,399	2,335
Church repairs – major	17,904	---
Church Repairs	2,748	2,182
Bells and belfry	290	---
Churchyard Upkeep	200	2,735
Church Utilities	2,176	2,186
Parish Magazine	9,279	4,233
Study Centre Repairs	6,600	---
Study Centre Maintenance	1,684	2,129
Study Centre Utilities	695	783
Study Centre Insurance	600	584
Study Centre Cleaning	1,116	794
Office costs	1,804	1,883
Flowers	74	142
Old Tower Costs	88	89
Other	2,239	2,972
Total	103,803	84,124

8. **Change in Market Value**

	<u>2021</u>	<u>2020</u>
	£	£
Investment Reserve	5,213	7,855
The Stanley Grave Trust	(95)	67
Change in market value	5,118	7,922

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	2021 Value	2020 Value
		£	£	£
Property	18,618.1	25,000	27,104	24,094
Global Equity	7,108.77	12,500	21,761	18,744
Fixed Interest	7,002.39	12,500	11,063	11,877
Total			59,928	54,715

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

Fund	Fixed Interest Units	2021 Value	2020 Value
		£	£
Stanley Grave Trust	844	1,336	1,431
Total		1,336	1,431

St John the Baptist Church, Shedfield
Independent Examiner's Report
Year ended 31st December 2021

INDEPENDENT EXAMINER'S REPORT

I report on the accounts for the year ended 31st December 2021 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.

It is my responsibility to

- 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)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

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.

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.



25 Apr 2022

Andrew Golding FCA
3 Barley Fields
High Street
Shirrell Heath