

St John the Baptist Church, Shedfield

ANNUAL REPORT

and

FINANCIAL STATEMENTS

of the

PAROCHIAL CHURCH COUNCIL

for the year ended 31 December 2024

Incumbent:

Vacancy

**Registered Charity
No. 1156459**

St John the Baptist Church, Shedfield
Annual Report of the PCC
Year Ended 31st December 2024

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St John the Baptist Church, Shedfield
Annual Report of the PCC
Year Ended 31st December 2024

INTRODUCTION

The Parochial Church Council of St John the Baptist Church, Shedfield, present its annual report for the year ended 31st December 2024.

Aims and Purposes

St John the Baptist Church's Parochial Church Council (PCC) has the responsibility of collaborating with the Associate Priest and Area Dean, 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. 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

Revd Jill Phipps was ordained as a priest at the end of June, enabling her to officiate additionally at holy communion.

2024 has continued to see Sunday worship alternating with our sister church in the benefice on alternate Sundays. It is very encouraging to see members of each congregation going to the services in the other church. From September until the end of the year all services were conducted in St John the Baptist Church due to major restoration work at St Nicholas Church, Wickham.

School links continued to be fostered and to flourish, with the Mothers' Union key to this growing relationship. Pupils have visited the church on a number of occasions, for workshops and worship.

Baptisms, weddings and funerals have continued. These occasional offices are significant public events which, as well as serving the personal needs of those involved, create a major connection with the wider community.

To enable everyone to share confidently in receiving the sacrament, the practice of Communion by intinction, introduced during the pandemic, was continued and has been reviewed regularly by the ministry team and the PCC.

Our regular pattern of services has continued under the leadership of Revd Canon David Isaac, Revd Jill Phipps and LLM Stephen Campion. This year has seen the inclusion of the Lay Leadership team leading services following their licensing in St Nicholas Church Wickham.

All are welcome to attend all our services. There were 76 on the Electoral Roll in March 2024 (78 March 2023). The average weekly attendance for services was 61 with the October count in the parish being 36. Remembrance Sunday service saw 162 worshipping with us and over the Christmas period we had 1027 people attending both school and church services.

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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. During this year we have celebrated 5 baptisms, 5 weddings and 14 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.

Safeguarding

Safeguarding is firmly embedded in the culture of this church. It is everybody's responsibility, not just the Churchwardens and PCC. The Parish Safeguarding Officer (Julia Jordan) ensures that all those who need DBS checks have those completed. Anybody who is required to have a DBS check is required to do some Safeguarding training dependent on their role that is usually online but can be done in person if sufficient numbers warrant a visit from one of the diocesan safeguarding training team. In the wake of the Makin report and other incidents involving the Church of England, the diocese has a policy of all required training being completed six months following their appointment or DBS checks.

Deanery Synod

The Bishops Waltham deanery has been led by the area dean Rev Canon David Isaac and Lay Chair Paul Quinn (Hambledon). As part of the Deanery Plan, an application for central church funding was granted for the development of the diocesan vision, Renew, Revive, Revitalise. As a result, it was possible to begin the process of appointing additional priests to serve in the deanery.

Lay leadership training, which was successfully started in our benefice by Rev Canon David Isaac, is being developed in the wider in the diocese. Although there are two synod places allotted to St John the Baptist Church, currently only one is filled.

Pastoral Care

Some members of our parish are unable to attend church due to sickness or age. Reverend Canon David Isaac, Reverend Jill Phipps and Mr Stephen Campion (our PtO Authorised Lay Reader) have visited all church members who have requested it.

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 91 addresses.

The monthly Parish Lunch and Tuesdays@10 continue to be popular. Two new initiatives have taken off: Lego Lunch Club and Mindful Stitchers. Lego Lunch Club meets in the school holidays and half-terms and has proved very popular. Mindful Stitchers meets monthly in the Study Centre for conversation and crafting. Very many thanks to the volunteers who lead these activities and those who assist.

The re-branded Shedfield Shindig continues to be popular in the parish with the move from June to September. It is planned to have it on 6th September 2025.

Ecumenical Relationships

We have well established links with the local Methodist church.

The Church Fabric

Expenditure on the church building was £3,000 (2023: £1,727). This expenditure was mainly for repairs to the boiler, stained glass and some electrical work. All of the items in the last quinquennial report have been completed. The bells require restoration and re-hanging. The estimated cost is in the region of £70,000. 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.

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The Churchyard

The churchyard team have gone from strength to strength and it is apparent to anybody the amount of work and effort that has been invested in looking after the churchyard sympathetically. All the 499 graves have been re-mapped. The expenditure on the churchyard is £2,627 (2023: £3,816). The majority of the expenditure was for the new church noticeboard (£2,238).

The Study Centre

The Study Centre income and activities have increased in 2024. This year has seen income from the Study Centre of £13,666 (2023: £12,290). 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 £100,624 (2023: £109,700): down on last year by £9,076, which is mostly due to the reduction in voluntary giving and no legacies being received. The planned giving has decreased by £2,159 to £39,621 (2023: £41,780). 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. Brian retired from this role at the end of December after faithfully completing the HMRC returns for the last 45 years! The Shedfield Shindig raised £2,473 (2023: £2,510). Our parish share was £47,759 (2023: £45,485). That is our largest annual commitment to the diocese which has remained the same. The parish share costs the church £918 per week. We have met the cost of the parish share in full. Along with the expenses, costs for building repairs and churchyard maintenance described above and other running costs, the end of year surplus is £8,105 (2023: £6,241).

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 Licensed Lay Minister 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 thirteen times during the year 2024 with an average attendance of 81%. Two of these meetings were held jointly with Wickham PCC to discuss the Parish Profile. The Standing Committee, composed of the Associate Priest, Churchwardens, Secretary, Treasurer and Fabric Officer, met six times and has the authority from the PCC to spend up to £1,000 without referring to PCC. Any spending decision must be reported to the PCC at the next meeting.

Administrative information

PCC members who have served at any time from 1st January 2024 until the date this report was approved are:

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Reverend Canon David Isaac
Reverend Jill Phipps
Adrian Jordan
Carol Hotchkiss
Trina Hillier
Maurice Tester
Jenny Barker
Chris Glover
Andrew Golding
Gill Hamill
Julia Jordan
Brian Southon
Ann Stone
Ian Treveil
Tanya Tye-Reeve
Rosemary Yeoman

Associate Priest
Assistant Curate
Churchwarden, Diocesan Synod, Bishop's Council
Churchwarden
Deanery and Diocesan Synod
Deanery Synod (resigned November 2024)
Buildings and Fabric Officer

Treasurer
Elected April 2024
Safeguarding Officer and Verger
Study Centre Chair

H&S Officer
Foundation Governor, St John the Baptist P. School
Secretary

Looking Forward

The Study Centre business has stayed fairly static in 2024 and current activity should continue. The increase in energy prices and general global instability are having effects nationally and internationally and we are not immune to these events. The church gas and electricity contracts had to be renewed towards the end of 2024 so there will be an increase in the cost of utilities in 2025.

The Standing Committee and PCC shall continue to hold their meetings and so the routine business of the church will continue. There is no outstanding work to be completed from the quinquennial report. Existing funds should cover most eventualities and our efforts at fundraising continue with the Shedfield Shindig in September 2025.

The PCC concentrated on mission opportunities in 2024. The Lego Lunch Club that launched in February 2024 has proved successful as has Mindful Stitchers that meets monthly. The PCC is always looking for other opportunities to build connections between the church and the community.

The major expenditure looking forward will be the bells. They require a complete overhaul and re-hanging. An estimate has been received for this work that is in the region of £70,000. This work will hopefully be completed before the end of March 2026 as the Listed Places of Worship scheme VAT exemption is likely to cease. If the bells are not overhauled by then, there will be an additional cost of 20% on the estimate. This will require a special fund-raising team and effort to engage with the local community.

The lack of a 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.

22nd April 2025

Vice-Chair of PCC



St John the Baptist Church, Shedfield
Statement of Financial Activities of the PCC
Year ended 31st December 2024

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2023 £
Giving and donations	3	50,682	---	---	50,682	60,938
Income from activities	4	45,536	116	---	45,652	44,714
Investment income		4,290	---	---	4,290	4,048
Total Income		100,508	116	---	100,624	109,700
Cost of generating funds	5	3,522	---	---	3,522	3,435
Charitable activities	6	95,375	319	---	95,694	97,974
Total Costs		98,897	319	---	99,216	101,409
(Deficit)/Surplus		1,611	(203)	---	1,408	8,291
Change in market value	7	6,660	---	37	6,697	(2,050)
Net movement in funds		8,271	(203)	37	8,105	6,241
Fund balance brought forward		124,238	1,496	1,222	126,956	120,715
Fund balance carried forward		132,509	1,293	1,259	135,061	126,956
<i>Represented by</i>						
Unrestricted						
General Fund		115,865	---	---	115,865	106,677
Designated						
Old Tower		5,000	---	---	5,000	5,000
Parish Magazine		11,644	---	---	11,644	12,561
Restricted						
Junior Church		---	1,123	---	1,123	1,326
Un-named (Graves)		---	170	---	170	170
Endowment						
Stanley Grave Trust		---	1,259	1,259	1,259	1,222
		132,509	1,293	1,259	135,061	126,956

St John the Baptist Church, Shedfield
Balance Sheet
Year ended 31st December 2024

BALANCE SHEET

	Notes	2024	2023
		£	£
Current Assets	8		
	Investments (CCLA)	103,222	96,563
	Barclays Communities Account	6,234	16,758
	Barclays Deposit Account	10,134	—
	Lloyds Current Account (Magazine)	11,616	12,055
	Gift Aid/VAT	1,065	816
	9 Stanley Grave Trust (Endowment)	1,259	1,222
	Account Receivable	4,576	2,991
	Prepayments	1,260	—
Total Current Assets		139,366	130,405
Liabilities			
	Accruals	300	150
	Agency collections	228	—
	Magazine Pre-paid Advertising	3,777	3,299
Total Liabilities		4,305	3,449
Net Asset Surplus		135,061	126,956
Represented by Funds:			
Unrestricted		115,865	106,677
Designated		16,644	17,561
Restricted		1,293	1,496
Endowment		1,259	1,222
Total		135,061	126,956

The Financial Statements and accompanying notes on pages 9 to 12 were approved by the Parochial Church Council on 22nd April 2025 and signed on its behalf by:


..... Vice-Chair PCC
Adrian Jordan


..... Treasurer
Mr Andrew Golding

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 31st December not paid to beneficiaries by that date ("Agency Collections").

Parish Magazine advertising charges received before 31st 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).

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Notes to the Financial Statements
Year ended 31st December 2024

3. **Principal sources of voluntary income – Giving and donations**

	<u>2024</u>	<u>2023</u>
	£	£
Collections/envelopes	4,685	5,335
Standing orders	10,502	13,162
Parish Giving Scheme	24,434	23,283
One-off donations (baptisms, weddings etc.)	200	3,275
Gift Aid	9,039	10,294
Legacies	---	4,008
Other	1,822	1,581
Total	50,682	60,938

4. **Income from activities**

	<u>2024</u>	<u>2023</u>
	£	£
Wedding/funeral fees	4,150	5,102
Fees for others	8,130	8,098
Parish Magazine	10,295	10,688
Shedfield Shindig	2,473	2,510
Lunch Club	2,466	2,247
Tuesdays@10	---	15
Study Centre hire	10,695	10,428
Study Centre catering	2,971	1,862
Other income	3,558	3,051
Listed Places of Worship VAT refund	914	713
Total	45,652	44,714

5. **Cost of Generating Funds**

	<u>2024</u>	<u>2023</u>
	£	£
Study Centre catering	1,056	1,218
Tuesdays@10	---	104
Lunch Club	2,147	2,113
Lego Lunch Club	319	---
Total	3,522	3,435

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Notes to the Financial Statements
Year ended 31st December 2024

6. **Charitable Activities**

	<u>2024</u>	<u>2023</u>
	£	£
Parish Share	47,759	45,485
Honoraria and bookkeeping	3,800	3,800
Ministry Team Expenses	110	242
Fees Paid	6,979	7,632
Church Insurance	2,884	2,834
Church Repairs	3,000	1,727
Bells and belfry	---	675
Churchyard Upkeep	2,627	3,816
Church Utilities	1,925	1,907
Parish Magazine	11,212	10,689
Study Centre Repairs	---	1,068
Study Centre Maintenance	1,064	2,695
Study Centre Utilities	1,985	1,988
Study Centre Insurance	721	708
Study Centre Cleaning	5,012	4,560
Office costs	2,067	1,807
Flowers	330	292
Old Tower Costs	192	192
Other	4,027	5,856
Total	95,694	97,974

7. **Change in Market Value**

	<u>2024</u>	<u>2023</u>
	£	£
Investment Reserve	6,660	(2,115)
The Stanley Grave Trust	37	65
Change in market value	6,697	(2,050)

8. **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	2024 Value	2023 Value
		£	£	£
CoE Property	44,181.44	65,000	54,427	54,445
CoE Global Equity	11,927.96	26,000	38,353	32,287
Fixed Interest	7,002.39	12,500	10,442	9,831
Total		104,000	103,222	96,563

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

Fund	Fixed Interest Units	2024 Value £	2023 Value £
Stanley Grave Trust	844	1,259	1,222

INDEPENDENT EXAMINER'S REPORT

I report on the accounts for the year ended 31st December 2024 which are set out on pages 7 - 12.

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.



Fiona Lister ACA
1 Forge Cottages
Durley Street
Durley
Southampton
SO32 2AB