

Annual Report 2021



Incumbent:

Parochial Church Council of Higham with

The Reverend Canon James F Southward
Retired 31st October 2021
Currently in Interregnum

Principal Address:

The Vicarage
Hermitage Road
Higham
Rochester
Kent
ME3 7NE

Registered Charity No.: 1169926

Independent Examiner:

Mr G Cousins
Merston
4 Chalk Road
Higham
Nr Rochester
Kent, ME3 7JX

Banks:

Barclays Bank PLC
Dartford Group
Gravesend

National Savings Bank
Glasgow
Scotland

Santander PLC
Merseyside

CAF Bank Ltd
West Malling
Kent

Parochial Church Council of Higham with

Report on the proceedings of the Council

Aim and Purpose

St. John's Parochial Church Council (PCC) has the responsibility of co-operating with the Incumbent, the Reverend Canon James F. Southward, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Since Fr James' retirement, the Churchwardens have been responsible for general every day running of the Church and the Honorary Assistant Priests, Fr Peter Bolton and Fr Andrew Davis, have offered to support spiritual matters.

Objectives and Activities

The PCC is committed to enabling as many people as possible to use and worship at our church and to become part of our parish community at St. John's. The PCC collaborates with the Incumbent and Churchwardens in decisions made about acts of worship particularly with a view to involving the groups and organisations that operate within the parish. Our pattern of worship is hinged on the daily celebration of Mass and Morning and Evening prayer. Our worship puts faith into practice through prayer, scripture and Sacrament.

Public Benefit

When planning our activities for the year, the Incumbent, Churchwardens and PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel
- Provision of pastoral care for both those who live within the parish and non-resident worshippers
- Leading our Church into Growth – Missionary and outreach work

To facilitate this work, it is important that we maintain the fabric of the Church of St. John and its churchyard and the churchyard of St. Mary's, Higham.

Administrative Information

St. John's Church is situated in Higham, Kent. It was in the Deanery of Strood, but on 8th December 2021 it transferred to the Deanery of Gravesham, part of the Church of England Diocese of Rochester. St John's Church is under the Episcopal care of the Bishop of Richborough.

The boundaries of the ecclesiastical parish of Higham with Merston have also changed, so that they are the same as those of the civil parish of Higham.

These changes were formally agreed in writing by the Bishop of Tonbridge.

The PCC is a body corporate (PCC Powers and Measure 1956, Church Representation Rules 2020) and a charity registered with the Charity Commission. The PCC takes regard of the Charity Governance Code and is working towards compliance with the Code where it is relevant to the PCC's activities.

PCC members who have served during 2021 are:

Ex Officio:

Incumbent	The Revd. Canon James Southward	Chair - Retired 31 st October 2021
Churchwardens	Mrs Helen Walker	Vice-Chair - Chair since 31 st
October 2021	Mrs Teresa Joblin	

Representatives on the Deanery Synod:

Mr Christopher Hanson
Mr Stephen Phillips

Parochial Church Council of Higham with

Elected Members

Mr Edward Hance
Mrs Valerie Laurens
Mrs Carole Rough
Mrs Sarah Wright
Mrs Anne Tammias-Williams
Mrs Catherine Ody

Asst. Hon. Treasurer & Data Compliance Officer
DBS First Recruiter
Hon. Secretary & Electoral Roll Officer
Hon. Treasurer
Parish Safeguarding Officer. Stepped down from PSO and PCC April 2021.
DBS Second Recruiter.

Mrs Nancy Hughes
Mrs Julie Aldous

Recruitment and appointment of New Trustees

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Induction and training of New Trustees

All new members of the PCC are mentored by serving members and are advised of their duties and responsibilities.

Committees

To manage its time in an effective way, the PCC operates several committees, which meet as appropriate throughout the year. The Incumbent is an ex officio member of all committees including one or both of the Churchwardens. Committees have the power to co-opt non-PCC members for a specified period of time as appropriate.

Standing Committee: is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council. The Churchwardens are ex officio members and usually the Secretary, Treasurer (and/or the Assistant Treasurer) and one other PCC member. This should equate to about one third of the PCC.

Finance Committee: oversees the general financial dimension of the work of St. John's by monitoring income and expenditure and preparing budgets for future expenditure. It is responsible for the co-ordination of the annual review of Planned Giving, which takes place during February and discusses matters relating to charitable and missionary giving. They also normally provide a recommended plan for the PCC's charitable giving each year. The committee usually comprises the Treasurer and Assistant Treasurer, Stewardship Recorder and both Churchwardens.

Social Committee: is responsible for the organisation of various fund-raising events throughout the year, refreshments after special services and any other social aspects of life at St. John's to bring together our Church and our community.

Policies Committee: was established to ensure that matters which require a standard response to any possible enquiries are agreed by the Vicar and the PCC, e.g., baptism, burial, St. Mary's Church and Churchyard, marriage, blessings, St. George's School, content in principle/management of St John's website, etc.

Social Media & Communications Committee: was established to co-ordinate and oversee all aspects of media used by St. John's as tools in furthering the Church's work in the Community.

Volunteers

Members of the PCC act in a voluntary capacity and very much rely on the assistance of people outside of the Council. It has not been possible to quantify the value of volunteers.

Church Attendance

Parochial Church Council of Higham with

At the Annual Parochial Church Meeting held on the 25th April 2021 it was reported that the number of names on the Electoral Roll stood at 78.

Due to the ongoing Coronavirus situation and the rising level of cases in Kent, St John's Church had to close again on the 6th January 2021. Funeral services and the small area of the Church cordoned off for private prayer continued to be offered. Daily Mass continued online, from St John's Church and sometimes from clergy homes via Zoom. The Zoom Masses have continued throughout the year and the aim is for these to be an ongoing offer while there is a need. The Vicar sent out weekly updates and copies of the bulletin by email until restrictions were relaxed and the Church website and social media sites were used to share key information, including making hyperlinks available so bible readings could be accessed. As the Coronavirus situation began to improve again and following Government and Diocesan advice, St John's was able to re-open on 14th March 2021. Initially the numbers of people who could attend services was restricted to 30 to ensure social distancing was maintained. Over the course of the year these numbers were gradually increased as advised by Government and Diocesan recommendations. Currently St John's is now fully open with no restrictions on numbers attending services. The Covid 19 special risk assessment continues to be adhered to. There is an ongoing mixed pattern of attendance, some parishioners attending Mass in Church, some continuing to access Mass via Zoom, some combining both. Sunday and weekday attendance of adults, together with the number of communicants, has fallen over the year due to deaths, infirmity and the Coronavirus situation.

Achievements and Performance

A total of 8 PCC meetings took place between January and December 2021. Initially on a bi-monthly basis, moving to monthly following Fr James' retirement. An average of 10 members attended meetings. There have been 2 Extraordinary meetings, 2 face - to - face Standing Committee meetings, (with some Standing Committee meetings/ decisions taking place via email or text during the year), plus a Section 11 meeting.

Episcopal Care: In 2015 the diocesan bishop made arrangements for St John's and other 'resolution parishes' to be moved from the pastoral care of the Bishop of Fulham to that of the Bishop of Richborough. Following on from the Church of England's decision to ordain women as bishops, the PCC gave considerable time to considering the way forward for St John's under the new arrangements. Formal application was made to the Bishop of Rochester in 2015 to ask for arrangements for episcopal care to be made in accordance with the House of Bishops Declaration on the ministry of Bishops and Priests. We have still not received a written reply to date. However, the appointment of Bishop Norman as an Assistant Bishop of the Diocese implies that this meets our situation in part.

When it was known that Fr James was due to retire in October 2021, it was suggested that a review of St John's Resolutions should be an agenda item at the next full PCC meeting (27th July). Following discussions, it was proposed that following this review of resolutions A, B and 'C' (Request for episcopal care in accordance with the House of Bishops Declaration on the ministry of Bishops and Priests) that the PCC continue to stand by their original resolutions and that this must not affect our Christian duty of care and respect to all the Church community. All PCC members present voted in favour of this with 2 abstentions.

Worship and Prayer: The daily celebration of Mass continues to form our main act of worship at St. John's. We have planned to offer a range of services that our community might find beneficial and spiritually fulfilling, such as 'Holy Hours' before the Blessed Sacrament on a Saturday of each month, and at varying times each week during Lent and Advent and a healing ministry during Mass on some Saturdays through the year. Unfortunately, the Covid 19 situation has made it impossible to offer these services during most of 2021. The opportunity to request weekly intercession and thanksgiving prayers has continued to be made available. The chance to light individual, votive candles in memory of deceased loved ones on All Souls Day continues to be popular. The Church, being open for prayer, is used by others as well as members. Lighting prayer candles is a frequent occurrence most days.

As well as our regular services, we enable the wider community to celebrate and thank God at the milestones of life's journey. Here again, the Covid 19 pandemic has severely limited our

Parochial Church Council of Higham with

opportunity to offer these life celebrations. We have celebrated 3 Baptisms and 2 Marriages in our Church and have led 15 funerals for the Community, 10 of these at the crematorium, and 5 in Church. 11 burials of ashes have taken place.

Music: We do not have a contracted Organist at St John's. We are fortunate to have Mr. John Mountford, Head of Music at Kings School, alongside other organists, to support us, when available, by playing the organ at services and working with the Singing Group. Playing the organ and singing in church was able to start again, following previous Covid restrictions, early in September.

Mission and Evangelism: has continued to be at the forefront of the PCC's discussions. The Monthly Prayer Cycle continues to be used, ensuring that every road within the village is prayed for along with various village organisations and businesses. Bishop Norman's cycle of prayer for the 'Richborough family of Parishes' is also used daily. The monthly Coffee and Conversation sessions which provide a meeting place on a Saturday morning for anyone in the village wishing to get out of the house, meet/make friends and have a good chat, started being held again from 31st July. Lent Lunches did not take place this year due to Covid.

There continued to be members among the congregation who serve the village community among Friends of S. Mary's, School Governors, Higham History Group, and Hiara.

Church members and the wider parish are invited to donate to a food collection at St John's, at least once a month, which is then taken to a Foodbank in Gravesend. The generosity of donors has been amazing, particularly during the Covid pandemic.

In these ways, the people of God and the church of Christ are working for the benefit of the entire community.

Our Study Group, **M4**, which should meet on most first **M**ondays of the month, for **M**ass, **M**unch and **M**use has been affected by the Covid situation but a programme studying St Marks Gospel for Lent did take place via Zoom and was organised and led by Fr Peter in February 2021.

Christmas Masses did take place in church (following the Covid 19 special risk assessment guidelines) and via Zoom i.e. Midnight Mass and Christmas Day. A Service of Lessons and Carols also went ahead on the Sunday before Christmas.

Children and Youth work: All activities for the children and young people throughout the year are approved by the PCC and subject to the usual permission being granted. All volunteers working with children require the approval of the PCC and are DBS checked, where necessary. We follow Diocese & Parish guidelines for safeguarding and social media. The safeguarding contacts for children are publicised throughout St John's and on our website. Due to Covid restrictions, Junior Church had ceased to take place in the Church building from March 2020 until September 2021. During the hiatus, regular contact was kept with Junior Church families through digital lessons, email, social media, and articles and Junior Pages in The Bridge. Regular communication to Junior Church families continues.

Sadly, the ongoing Covid situation still means many families have not returned to in-person Junior Church (although a very large group met on 19th September to bid farewell to Fr James) and we have had to be flexible in planning and carrying out activities, with the cancellation in particular of Christmas and Epiphany celebrations, including Crib Service on Christmas Eve. A small group of youth and parents met to make Christingles for collection by parishioners from the porch on Christmas Eve. We continue to do what we can to minister to our families and young people during these difficult times.

The Teens N Twenties group has ceased.

Voice Rejoice, a singing group for children, is no longer running.

Social Media and Communications Committee: In a year where meeting in person continued to be difficult because of the pandemic, social media was an important means of reaching parishioners. St John's media includes The Bridge, the website (both edited by Mrs Liz Croker), Facebook and Twitter (both administrated by Mrs Nancy Hughes).

The Bridge - Subscriptions were down for the year from about 320 to 280. The number of articles has increased which is invaluable. The PCC had agreed to defer the collection for all

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subscribers until September 2021 since the magazine had only been provided digitally prior to that.

Mrs Heather Harvey has joined the team to coordinate distributors.

The website – Weekly bulletins are provided online for those who are unable to attend mass. It provides a place for reminders of special masses, foodbank collection dates, and a source for daily readings and prayers. A new website has been built in response to BT removing the editing software without notice. Whilst not all pages are complete, Mrs Croker has done a great job at short notice. The site is greatly improved for viewing on mobile devices.

Facebook & Twitter – Our social networking sites enable us to engage with the congregation, the community and the wider church with news/announcements, fundraising/charity campaigns, seasonal celebrations, weekly bulletin/readings, inspirational content and worship. Our social networking saw a 12% increase over the year. In 2021 Mrs Lizzie Hanson agreed to be second administrator to assist as necessary.

Special thanks to Fr Peter Bolton for all he has contributed to social media since his arrival at St John's.

Social Committee: On 27th June Fr. Andrew's 50th anniversary of ordination as a priest was celebrated and on 19th September, a celebration of Harvest took place which was jointly celebrated as Fr James' retirement party. Due to the ongoing Covid 19 situation most events generally organised by this committee could not take place.

The Policies Committee: This committee met on two separate occasions to discuss the Charity Governance Code. Following looking through the code, it was felt by the committee that St John's is generally complying with the code. Some work is needed, but it will be a work in progress.

The Vestry Hall: Is generally available to be used by the wider community for family celebratory events, for outreach groups, and others such as the Friends of St. Mary's for special meetings. Some local groups normally use the facilities most weeks, as well as the hall being used for study groups and church social events which the wider community is encouraged and invited to attend. Unfortunately, the hall was out of use from January until the beginning of June, due to Covid 19. Coffee and Conversation started running again at the end of July. Users of the hall continue to follow the Vestry Hall Guidance document and the Covid 19 special risk assessment continues to be monitored and updated accordingly. New chairs, carpeting (hall and lobby) and lino (kitchen) were purchased and installed this year.

No.17 Hermitage Road: Fr Peter Bolton, Honorary Assistant Priest to St John's, continued with the tenancy this year, taken up in November 2018. Fr Peter has been a very welcome and highly involved addition to the St John's family, and he will be much missed following his departure from the Parish.

The following work was carried out during the year at the property - garden maintenance, outside security lights and a new dishwasher were installed. The porch that was built 32 years ago needed repair; the guttering and downpipes were replaced and the circular window, fascia & soffit boards were fixed following rainwater leaking into them.

St. Mary's Church and Churchyard: Usually four services are held each year. This year, again due to the Covid 19 situation, only 2 services took place. The continued programme of vegetation clearance, to keep the Churchyard accessible to the Higham community and other visitors, has continued, funded by Rolfe's Charity.

General Church Repairs: General maintenance and repairs have taken place at St John's Church over the year. Work has also taken place to:

Remove the public rubbish bin from the Churchyard.

Remove one of the electric meters (St John's was historically fitted with and charged for 2 electric meters, one of which it has been agreed by the current energy supplier is not needed). Following discussions at PCC meetings it was agreed to leave for now the further damage caused to the corner of the churchyard wall, to the west of the main gate and review again following the next Quinquennial report.

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Bell Tower: Our group of bell ringers continues to improve and practise, but their activities have also been limited by the Covid situation. The ringers returned to ringing when all felt it safe to do so within government guidelines. The group have been ringing in face masks and also been using a Co2 (Carbon Dioxide) monitor to determine the levels in the ringing chamber with 6 ringers present and ringing. Readings were high, so the window, door and the hatch to the clock and bells were opened to improve circulation and ventilation. This did bring the readings down with the added use of a fan but not really low enough to be safe. The band discussed the readings and the increased spread of the new Omicron virus, and it was felt that, until the Coronavirus numbers were dramatically reduced, ringing as a band in our tower would not take place. However, a couple from the same household would continue to chime for Sunday Mass and special services. All surfaces are cleaned with anti-bacterial cloths and hand sanitiser is also used before and after ringing. We have also had one new recruit this year, but he has been unable to practice on an ongoing basis due to the Covid restrictions.

Financial Review: Finance remains a major item on the PCC's agenda. It continues to be difficult to raise sufficient funds to ensure the smooth running of St John's Church. The Covid 19 situation has also now impacted on the financial situation with income generally down. It is the policy of the PCC to maintain unrestricted funds, which are the free reserves of the PCC, at a level which equates to approximately two months' unrestricted expenditure. This provides sufficient funds to cover administration, maintenance and support costs and to respond to emergency situations. Reserves were maintained at this level during 2021. The PCC held discussions regarding the possibility of buying and using a card reader/contactless donations device. Mr Hanson, PCC member, completed some research regarding this, informing the PCC of the potential benefits. At the PCC meeting in November, it was proposed and agreed by all to trial a device for a year.

Away-Giving: It is the policy of the PCC to work towards being able to give away to charitable causes a sum equal to 5% of our disposable income, less expenses beyond our control, e.g., Parish Offer rates and taxes, and restricted funds. Due to the reduction of income caused by the Covid 19 situation it was not felt possible to achieve this level of giving for 2021. It was agreed at the PCC meeting in December 2021 to donate £1000. £100 to the Bishop of Richborough's Discretionary fund, £300 each to – The Barnabas Fund, The College of St Barnabas and SAAFA.

Christian Aid week raised £1,189.91, including money donated via 'Lent 'fines' and personal giving. The Harvest Bucket appeal and raffle raised £550 which was sent to support Afghan refugees via Welcome Churches. The Poppy Appeal raised £117.23. A collection following the Service of Lessons and Carols raised £112.70 which was sent to Christian Aid for their Afghanistan Appeal.

Planned Giving: Mrs Cheryl Robins continued with her role as Stewardship Secretary. The Finance committee produced their annual planned giving appeal, taking into account GDPR, by distributing packs to all members of the Congregation, mostly this year by email, with some paper copies prepared to hand out in church. They also normally provide a recommended plan for the PCC's charitable giving each year. However, due to a drop in PCC funds owing to the Covid 19 pandemic, it was not possible for this committee to consider a plan of charitable giving for 2021.

Risk Management

It is the PCC's intention to identify the major risks which impact on the work of the Church in the Parish.

We already have in place, a policy on the Recruitment of Ex-offenders, a set of financial procedures, a grievance procedure for employees, a Health & Safety Policy and a policy on Domestic Violence. The PCC has also adopted the diocesan Dignity at Work policy. Health and safety risks are monitored on an on-going basis and are dealt with as they are identified, and a risk analysis is updated annually.

The Council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have due regard to the House of Bishops' guidance on

Parochial Church Council of Higham with

safeguarding children and vulnerable adults. The PCC has appointed Officers to deal with the requirements of the Disclosure and Barring Service and Child and Vulnerable Adult Protection.

St John's has been observant of the evolving Covid 19 situation and continues to follow guidance from the Government and Diocese to ensure correct procedures are followed and adhered to. Covid 19 situation, plans and decisions, is a standing item on the PCC agenda to be discussed at each meeting. The Standing Committee also met in person and liaised via email/ text on several occasions to discuss issues connected to this that arose between PCC meetings. A Covid 19 special risk assessment has been compiled and agreed and has been regularly checked and updated as needed since. This risk assessment is displayed on the Church and Vestry Hall notice boards.

Safeguarding

Mrs. C. Ody stood down from her role as Parish Safeguarding Officer in April 2021. Mrs. T Jerome took on the role from April 2021. Before every PCC meeting, Mrs Jerome is invited to contribute any needed information or updates via the PCC Secretary, so if anything is raised it can be fed back during PCC meetings. Mrs Jerome receives updates regarding Safeguarding via the Diocesan Safeguarding Newsletter.

Mrs. C Rough continues in her role as the Lead Recruiter and Mrs. N Hughes continues in her role as Second Lead Recruiter. The PCC receives regular updates from Mrs C Rough regarding DBS. Safeguarding is a standing item on each PCC agenda. All members have undergone DBS checks and newly elected members will be DBS checked.

The Standing Committee met in May 2021 to discuss and complete an updated version of the 'Delegation of Reporting of Serious Incidences to the Charity Commission' form. This was discussed at the July PCC meeting, and it was agreed to accept the updated version of the form.

A Safeguarding Audit was completed in April 2019.

The PCC accepts and implements the House of Bishops' 'Promoting a Safer Church Policy Statement' and adopts the same as its own policy.

A Parish Safeguarding Handbook is kept in the Safeguarding folder in the church for easy access to all.

All re-elected Members and Officers of the PCC have completed the required level of online Safeguarding training. Newly elected members will be supported to access this training if needed asap.

Health and safety: We have a CCTV system to help minimise the risk of leaving the Church building unlocked during the day. An asbestos check and a fire risk analysis on the church buildings have been completed and recorded. Fire evacuation procedure is outlined on occasion to the Congregation and large groups, and there are signs and notices on display. Full details of this procedure are also given to organisations using the church building for events. All Sidesmen are aware of the procedure. Maintenance of fire extinguishers and PAT testing of electrical items is carried out on an annual basis. A full electrical inspection and a lightning conductor inspection take place every five years.

Policies: The PCC has agreed and recorded local policies regarding burials, baptisms and marriages, the use of St Mary's Church and Churchyard and St John's Churchyard, which are additional to the Diocesan Regulations. Local policies have also been agreed regarding the signature by the Incumbent of application forms for entrance and free travel to St George's school, and the use of social media. Also, policies regarding the personal safety of lone workers and legacies to St John's are in place.

General Data Protection Regulation (GDPR): The PCC takes into account GDPR that became law in May 2018. The Parish's Data Controller is the Incumbent in conjunction with the PCC. Mrs V Laurens was appointed as Data Compliance Officer. Policies, consent forms and privacy notices were produced in compliance with the regulations.

In May 2021 an updated consent form was developed for church attendees to sign, so they could formally consent, in line with GDPR regulations, to their data to be used by the Incumbent/ PCC for future communications.

Parochial Church Council of Higham with

In 2020, Fr James was appointed as Priest in Charge at All Saints Church, Perry Street, Gravesend, in addition to his role as Vicar of Higham with Merston. Fr James is continuing as Priest-in-Charge at All Saints, Perry Street for another 6 months following his retirement from St John's.

Interregnum

The Reverend Canon James F Southward retired on the 31st October 2021 following 26 years of service to the Parish of St John's, Higham with Merston.

Andrew Wooding Jones, the Archdeacon of Rochester, met with PCC members on 20th July to explain the processes that would take place during the Interregnum period, including the Section 11 meeting, compiling the Parish Profile and electing Parish Representatives. He shared information about St John's Church's patron, St John's College Cambridge and reported that this patronage would probably be suspended to simplify the process of appointing a priest for both St John's and All Saints, Perry St. and the patrons asked to step back. This was confirmed when the Diocesan Mission and Pastoral Committee informed the PCC Secretary via email that it had recently been recommended that the bishop consider suspending the patronage, by St John's College, Cambridge, of the parish of Higham with Merston upon the retirement of Fr James. The email also stated that during the period of suspension a priest-in-charge would be nominated for the vacancy at St Johns (a priest-in-charge to both St John's, Higham, and All Saints, Perry Street). The Diocese asked for PCC views regarding this proposal. Mrs Walker, Churchwarden contacted Bishop Norman to ask for his advice as to whether the PCC should challenge the suspension of patronage, given that, when the PCC had originally agreed to share their priest with All Saints, Perry Street, there had been no mention that this would involve a change to a priest-in-charge, rather than a vicar, on Father James' retirement. Bishop Norman suggested that we agree to the suspension, as it could be revised in future and would probably be imposed anyway. The Standing Committee agreed a response, which was sent to the Diocese, stating the PCC's agreement to the suspension in this instance, but asking for assurance that the situation could be reviewed in the future. A response was then received from the Diocesan Mission and Pastoral Committee reporting - 'The Bishop has decided to suspend the Patron's Right of Presentation to the benefice for a period of up to five years from 1 November 2021.'

A small group from the PCC met and worked together to complete the Parish Profile. The Section 11 meeting took place on the 7th November. 2 Parish Representatives were elected, Mrs Helen Walker, Churchwarden and Mr Chris Hanson, PCC and Deanery Synod rep. and the final version of the Parish Profile agreed. Mrs Wright, PCC Secretary is liaising with Revd Jane Winter regarding PCC members attending 'Addressing/ Unconscious Bias' training. We currently await next steps from the Diocese.

Sarah Wright

Hon. Secretary

Helen Walker

Chair and Churchwarden

Teresa Joblin

Churchwarden

PCC ACCOUNTS

Year Ending 31 December 2021

Higham with Merston PCC

Receipts & Payments Accounts

PAROCHIAL CHURCH COUNCIL OF HIGHAM WITH MERSTON

RECEIPTS & PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	TOTAL				TOTAL			
		Unrestricted Funds	Designated Funds	Restricted Funds	FUNDS 2021	Unrestricted Funds	Designated Funds	Restricted Funds	FUNDS 2020
		£	£	£	£	£	£	£	£
Receipts									
<i>Voluntary income</i>	2a	60,990	580	6,401	67,971	58,480		17,461	75,941
<i>Activities for generating funds</i>	2b	5,411		327	5,738	5,569		186	5,755
<i>Investment income</i>	2c	91	5		96	96	35		130
<i>Church activities</i>	2d	4,894		2,955	7,849	2,726		3,492	6,218
<i>Other incoming resources</i>	2e	4,338			4,338	2,690			2,690
		75,724	585	9,683	85,992	69,560	35	21,139	90,735
Payments									
<i>Costs of generating voluntary income</i>	3a	65			65	64			64
<i>Fund-raising trading costs</i>	3b	1,065			1,065	379			379
<i>Church activities</i>	3c	80,288		7,973	88,261	83,030	14,676	20,368	118,073
Total resources expended		81,418		7,973	89,391	83,472	14,676	20,368	118,516
Excess of Receipts over Payments		(5,694)	585	1,710	(3,399)	(13,912)	(14,641)	772	(27,782)
Transfers between funds - transfers in		3,374	1,829		5,203	8,200	12,900	12,000	33,100
Transfers between funds - transfers out		(3,374)	(1,829)		(5,203)	(8,200)	(12,900)	(12,000)	(33,100)
		(5,694)	585	1,710	(3,399)	(13,912)	(14,641)	772	(27,782)
Bank current and deposit accounts 1 January 2021/20		64,004	7,946	324	72,273	77,916	22,587	(448)	100,055
Bank current and deposit accounts at 31 December 2021/20	4	58,310	8,531	2,034	68,874	64,004	7,946	324	72,273

PAROCHIAL CHURCH COUNCIL OF HIGHAM WITH MERSTON

STATEMENT OF ASSETS AND LIABILITIES

	Notes	General Fund	Designated Fund	Restricted Funds	Endowment Fund	2021 Total	General Fund	Designated Fund	Restricted Funds	2020 Total
		£	£	£	£	£	£	£	£	£
Cash and bank deposits		8568		754	2703	12,025	13,422	3,258	670	17,350
Current accounts		12208	34984	3715	5943	53,135	12,121	40,794		52,915
Deposit accounts						3,715		2,010		2,010
Church repair fund	4	20,776	39,453	8,646		68,875	25,543	46,062	670	72,275
<hr/>										
Other monetary assets		-	-	-	-	-	-	-	-	-
<hr/>										
Investment assets		-	-	-	-	-	-	-	-	-
<hr/>										
Assets retained for Church Use			350,000			350,000		300,000		300,000
No 17 Hermitage Road										
<hr/>										
Liabilities		-	350,000	-	-	350,000	-	300,000	-	300,000
<hr/>										
Charity Payments		-	-	-	-	-	-	-	-	-
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Description of any Assets
Semi detached 3 bedroomed house for use of retired clergy, estimated market value

Approved by the Parochial Church Council and signed on its behalf

A. Thomas - Wilkins
Treasurer

Churchwarden

The accompanying notes form a part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF HIGHAM WITH MERSTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis. Receipts and payments include income as received and expenditure when irrevocably paid.

The accounts include monetary transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups which owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes. These include designated funds which can be redesignated.

Restricted funds represent (a) donations or grants received for a specific object or invited by the PCC for a specific object, and (b) income from trusts and endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal; Land and buildings held on behalf of the PCC.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities: Bank and deposit accounts; Amounts owing from HMRC where a formal claim has been made; Investment assets.

Liabilities are recognised and a monetary value given in the Statement of Assets and Liabilities where the supply had been received by 31 December.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

2

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £
a Voluntary income								
Planned giving by standing order	37231			37,231	33,786			33,786
Planned giving envelopes	9030			9,030	9,006			9,006
Income tax recoverable	11209			11,209	13,127			13,127
Collections	1498			1,498	1,519			1,519
Charity Collections	937			937			520	520
Donations and appeals	1085	580	4446	6,111	1,042		16806	17,848
Legacies/Grants			1955	1,955			135	135
	60,990	580	6,401	67,971	58,480		17,461	75,941
b Activities for generating funds								
General fundraising	2094			2,094	1,403			1,403
Parish Magazine/VotiveCandles/Flowers	3317		327	3,644	4,166		186	4,352
	5,411		327	5,738	5,569		186	5,755
c Investment income								
Dividends and interest	91	5		96	96	35		130
	91	5		96	96	35		130
d Income from Church Activities								
Church Hall rental	574			574	739			739
Fees from weddings, funerals, etc	4089			4,089	1,820			1,820
DBF element of fees			2955	2,955			3,492	3,492
Refreshments	231			231	167			167
Social Committee								
	4,894		2,955	7,849	2,726		3,492	6,218
e Other incoming resources								
Sundry	1458			1,458	50			50
Other income	2880			2,880	2,640			2,640
	4,338			4,338	2,690			2,690
Total receipts	75,724	585	9,683	85,992	69,560	35	21,139	90,735

PAROCHIAL CHURCH COUNCIL OF HIGHAM WITH MERSTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

3 Payments

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £
a <i>Costs of generating voluntary income</i>								
Stewardship costs	65			65	64			64
	65			65	64			64
b <i>Fund raising costs</i>	1,065			1,065	379			379
	1,065			1,065	379			379
c <i>Church Activities</i>								
Missionary and charitable giving (Note 6):								
Ministry Costs	1,250		941	2,191	1,050		690	1,740
Diocesan Offer	52,966			52,966	52,966			52,966
Expenses	1,834			1,834	2,514			2,514
Vicarage costs	3,903			3,903	4,049			4,049
Other Benefice account costs	1,986		3,724	5,710			2,555	2,555
Other Ministry costs								
Church running expenses								
Utilities	4,575			4,575	4,937			4,937
Refreshments	87			87	86			86
Insurance	3,524			3,524	3,586			3,586
Church maintenance	1,253		180	1,433	9,578		261	9,839
Major Structural work					14,144		15,000	29,144
Upkeep of services	489		1,613	2,102	1,067		1,324	2,391
Organ Tuning and Playing	1,690			1,690	835			835
No. 17 Hermitage Road								
Maintenance	732			732	576			576
Insurance					211			211
Administration	1,722			1,722	1,189			1,189
Training/Childrens Church	29			29	67			67
Other costs	4,248		1,515	5,763	320	532	537	1,389
	80,288		7,973	88,261	83,030	14,676	20,368	118,073
Total payments	81,418		7,973	89,391	83,472	14,676	20,368	118,516

PAROCHIAL CHURCH COUNCIL OF HIGHAM WITH MERSTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

4 Statement of Fund Movements

	Bal b/fwd 1 Jan 2021	Income	Expenditure	Transfers, Investment gains	Transfers between funds	Bal c/fwd 31 Dec 2021
	£	£	£	£	£	£
Unrestricted Fund						
General fund	64,004	75,724	(81,418)		0	58,310
	64,004	75,724	(81,418)		0	58,310
Designated Fund	7,946	585	0		0	8,531
	7,946	585	0	0	0	8,531
Restricted Fund	324	9,683	(7,973)		0	2,034
	324	9,683	(7,973)		0	2,034
Total bank and current accounts	72,273	85,992	(89,391)	0	0	68,874
Total funds	72,273	85,992	(89,391)		0	68,874

The General Fund is available to the PCC for day to day income and expenses. Its assets are held in a Santander and Barclays Current Account.

The Church Repair Fund has been designated by the PCC for the repair of that building. The monies are held in a deposit account with Rochester Diocese Board of Finance.

The Restoration Fund is held for the purpose of any restoration work required to the church building or grounds and is financed by donations, fund raising events and interest on funds already held

The Bell Tower Fund which forms part of the Restoration Fund is held for the purpose of making repairs to the tower, bells and church clock. This fund is financed from donations and charges made at weddings.

PAROCHIAL CHURCH COUNCIL OF HIGHAM WITH MERSTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

5 Staff costs

	2021 £	2020 £
a Wages and salaries	0	0

b Payments to PCC members

No other payments, apart from reimbursement of expenses, were made to PCC members.

6 Missionary and charitable giving

	2021		2020	
	£ Undesignated	£ Special Collections	£ Undesignated	£ Special Collections
Bishop of Richborough Discretionary Fund	100			
Christian Aid		391	800	520
National Churches Trust	50		50	
Save the children				170
Barnabas Fund	300			
Ssafa	300			
Ellenor	200		200	
Welcome Churches		550		
College of St Barnabus	300			
	<u>1,250</u>	<u>941</u>	<u>1,050</u>	<u>690</u>

7 Reserves policy

It is PCC policy to maintain a balance on liquid unrestricted funds which equates to approximately 2 months' unrestricted payments, to cover administration, maintenance and support costs and to respond to emergency situations. Reserves were maintained at this level during the year.

Independent examiner's report on the accounts

Report to the trustees/
members of

Higham with Merston Church PCC

On accounts for the year
ended

31st December 2021

Charity no
(if any)

1169926

Set out on pages

One to Eight

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). You are satisfied that your charity is not required by charity law to be audited and have chosen instead to have an independent examination.

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

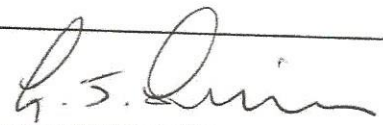
Independent
examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did 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 this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

09/03/2022

Name:

Geoffrey John Cousins

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

N/A

Address:

4 Chalk Road, Higham.

Rochester, ME3 7JX

PCC ACCOUNTS

Year Ending 31 December 2021

Higham with Merston PCC

Receipts & Payments Accounts

PAROCHIAL CHURCH COUNCIL OF HIGHAM WITH MERSTON

RECEIPTS & PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	TOTAL				TOTAL			
		Unrestricted Funds	Designated Funds	Restricted Funds	FUNDS 2021	Unrestricted Funds	Designated Funds	Restricted Funds	FUNDS 2020
		£	£	£	£	£	£	£	£
Receipts									
<i>Voluntary income</i>	2a	60,990	580	6,401	67,971	58,480		17,461	75,941
<i>Activities for generating funds</i>	2b	5,411		327	5,738	5,569		186	5,755
<i>Investment income</i>	2c	91	5		96	96	35		130
<i>Church activities</i>	2d	4,894		2,955	7,849	2,726		3,492	6,218
<i>Other incoming resources</i>	2e	4,338			4,338	2,690			2,690
		75,724	585	9,683	85,992	69,560	35	21,139	90,735
Payments									
<i>Costs of generating voluntary income</i>	3a	65			65	64			64
<i>Fund-raising trading costs</i>	3b	1,065			1,065	379			379
<i>Church activities</i>	3c	80,288		7,973	88,261	83,030	14,676	20,368	118,073
Total resources expended		81,418		7,973	89,391	83,472	14,676	20,368	118,516
Excess of Receipts over Payments		(5,694)	585	1,710	(3,399)	(13,912)	(14,641)	772	(27,782)
Transfers between funds - transfers in		3,374	1,829		5,203	8,200	12,900	12,000	33,100
Transfers between funds - transfers out		(3,374)	(1,829)		(5,203)	(8,200)	(12,900)	(12,000)	(33,100)
		(5,694)	585	1,710	(3,399)	(13,912)	(14,641)	772	(27,782)
Bank current and deposit accounts 1 January 2021/20		64,004	7,946	324	72,273	77,916	22,587	(448)	100,055
Bank current and deposit accounts at 31 December 2021/20	4	58,310	8,531	2,034	68,874	64,004	7,946	324	72,273

PAROCHIAL CHURCH COUNCIL OF HIGHAM WITH MERSTON

STATEMENT OF ASSETS AND LIABILITIES

	Notes	General Fund	Designated Fund	Restricted Funds	Endowment Fund	2021 Total	General Fund	Designated Fund	Restricted Funds	2020 Total
		£	£	£	£	£	£	£	£	£
Cash and bank deposits		8568		754	2703	12,025	13,422	3,258	670	17,350
Current accounts		12208		34984	5943	53,135	12,121	40,794		52,915
Deposit accounts				3715		3,715		2,010		2,010
Church repair fund	4	20,776	39,453	8,646		68,875	25,543	46,062	670	72,275
<hr/>										
Other monetary assets		-	-	-	-	-	-	-	-	-
<hr/>										
Investment assets		-	-	-	-	-	-	-	-	-
<hr/>										
Assets retained for Church Use			350,000			350,000		300,000		300,000
No 17 Hermitage Road										
<hr/>										
Liabilities		-	350,000	-	-	350,000	-	300,000	-	300,000
<hr/>										
Charity Payments		-	-	-	-	-	-	-	-	-
<hr/>										

Description of any Assets
Semi detached 3 bedroomed house for use of retired clergy, estimated market value

Approved by the Parochial Church Council and signed on its behalf

A. Thomas - Wilkins
Treasurer

Churchwarden

The accompanying notes form a part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF HIGHAM WITH MERSTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting Policies

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

2

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £
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Dividends and interest	91	5		96	96	35		130
	91	5		96	96	35		130
d Income from Church Activities								
Church Hall rental	574			574	739			739
Fees from weddings, funerals, etc	4089			4,089	1,820			1,820
DBF element of fees			2955	2,955			3,492	3,492
Refreshments	231			231	167			167
Social Committee								
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	4,338			4,338	2,690			2,690
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PAROCHIAL CHURCH COUNCIL OF HIGHAM WITH MERSTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

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	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £
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Stewardship costs	65			65	64			64
	65			65	64			64
b <i>Fund raising costs</i>	1,065			1,065	379			379
	1,065			1,065	379			379
c <i>Church Activities</i>								
Missionary and charitable giving (Note 6):								
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Diocesan Offer	52,966			52,966	52,966			52,966
Expenses	1,834			1,834	2,514			2,514
Vicarage costs	3,903			3,903	4,049			4,049
Other Benefice account costs	1,986		3,724	5,710			2,555	2,555
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Church running expenses								
Utilities	4,575			4,575	4,937			4,937
Refreshments	87			87	86			86
Insurance	3,524			3,524	3,586			3,586
Church maintenance	1,253		180	1,433	9,578		261	9,839
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Upkeep of services	489		1,613	2,102	1,067		1,324	2,391
Organ Tuning and Playing	1,690			1,690	835			835
No. 17 Hermitage Road								
Maintenance	732			732	576			576
Insurance					211			211
Administration	1,722			1,722	1,189			1,189
Training/Childrens Church	29			29	67			67
Other costs	4,248		1,515	5,763	320	532	537	1,389
	80,288		7,973	88,261	83,030	14,676	20,368	118,073
Total payments	81,418		7,973	89,391	83,472	14,676	20,368	118,516

PAROCHIAL CHURCH COUNCIL OF HIGHAM WITH MERSTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

4 Statement of Fund Movements

	Bal b/fwd 1 Jan 2021	Income	Expenditure	Transfers, Investment gains	Transfers between funds	Bal c/fwd 31 Dec 2021
	£	£	£	£	£	£
Unrestricted Fund						
General fund	64,004	75,724	(81,418)		0	58,310
	64,004	75,724	(81,418)		0	58,310
Designated Fund	7,946	585	0		0	8,531
	7,946	585	0	0	0	8,531
Restricted Fund	324	9,683	(7,973)		0	2,034
	324	9,683	(7,973)		0	2,034
Total bank and current accounts	72,273	85,992	(89,391)	0	0	68,874
Total funds	72,273	85,992	(89,391)		0	68,874

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The Church Repair Fund has been designated by the PCC for the repair of that building. The monies are held in a deposit account with Rochester Diocese Board of Finance.

The Restoration Fund is held for the purpose of any restoration work required to the church building or grounds and is financed by donations, fund raising events and interest on funds already held

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PAROCHIAL CHURCH COUNCIL OF HIGHAM WITH MERSTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

5 Staff costs

	2021 £	2020 £
a Wages and salaries	0	0

b Payments to PCC members

No other payments, apart from reimbursement of expenses, were made to PCC members.

6 Missionary and charitable giving

	2021		2020	
	£ Undesignated	£ Special Collections	£ Undesignated	£ Special Collections
Bishop of Richborough Discretionary Fund	100			
Christian Aid		391	800	520
National Churches Trust	50		50	
Save the children				170
Barnabas Fund	300			
Ssafa	300			
Ellenor	200		200	
Welcome Churches		550		
College of St Barnabus	300			
	<u>1,250</u>	<u>941</u>	<u>1,050</u>	<u>690</u>

7 Reserves policy

It is PCC policy to maintain a balance on liquid unrestricted funds which equates to approximately 2 months' unrestricted payments, to cover administration, maintenance and support costs and to respond to emergency situations. Reserves were maintained at this level during the year.

Independent examiner's report on the accounts

Report to the trustees/
members of

Higham with Merston Church PCC

On accounts for the year
ended

31st December 2021

Charity no
(if any)

1169926

Set out on pages

One to Eight

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). You are satisfied that your charity is not required by charity law to be audited and have chosen instead to have an independent examination.

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

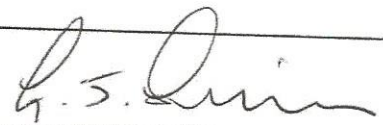
Independent
examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did 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 this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

09/03/2022

Name:

Geoffrey John Cousins

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

N/A

Address:

4 Chalk Road, Higham.

Rochester, ME3 7JX