

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY SPIRIT, SOUTHSEA, DIOCESE OF PORTSMOUTH

England & Wales · Charity number 1185260

## Details

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**Other names** HOLY SPIRIT PCC, SOUTHSEA

**Status** Registered

**Legal form** Other

**Registered** 2019-09-11

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Holy Spirit Church  
Heyward Road  
Southsea  
PO4 0DY

**Phone** 02392296364

**Email** [HSPCCsec@outlook.com](mailto:HSPCCsec@outlook.com)

**Website** <https://www.holyspiritsouthsea.org.uk/>

## Activities

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**Objects:** PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH.

**Activities:** The organisation provides church facilities/ rooms for hire, place of worship, generally advancing religion, pastoral care and outreach for the parish. The church is also available to the public for private prayer and reflection. Facilities are open every day for more information on opening times please refer to our website <https://www.holyspiritsouthsea.org.uk>

## Classification

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- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** Religious Activities
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- Portsmouth City

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2024-12-31 | £91,137  | £85,487     | -      | -         |
| 2023-12-31 | £143,677 | £70,026     | -      | -         |
| 2022-12-31 | £125,793 | £74,426     | -      | -         |
| 2021-12-31 | £93,705  | £118,215    | -      | -         |
| 2020-12-31 | £126,399 | £56,515     | -      | -         |

## Trustees

| Name                      | Role  | Appointed  |
|---------------------------|-------|------------|
| <b>Rev Russell Lawson</b> | Chair | 2018-08-13 |
| Angela Etherington        |       | 2021-04-01 |
| Douglas Fenton            |       | 2019-04-07 |
| Eve Benford               |       | 2020-09-04 |
| Hazel Fuller              |       | 2020-09-04 |
| Judith Condley            |       | 2023-04-23 |
| Margaret Bridgman         |       | 2018-04-06 |
| PHILIP DREW BA, ARCO      |       | 2018-04-06 |
| Ruth Pearson              |       | 2018-04-06 |
| Sean Kanavan              |       | 2018-04-06 |
| Susan Kanavan             |       | 2019-04-07 |
| Victoria Nicholls         |       | 2023-04-23 |



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# Accounts

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CHURCH OF THE HOLY SPIRIT SOUTHSEA  
PAPERS FOR THE ANNUAL PAROCHIAL MEETING  
SUNDAY 18<sup>th</sup> MAY 2025.  
FOLLOWING THE 10 A.M. MASS



Please read the reports carefully before the meeting. The reports will be taken as read at the meeting when there will be an opportunity to simply ask any questions of the author.

**ANNUAL PAROCHIAL MEETING SUNDAY 18<sup>th</sup> May 2025.**

**Agenda for vestry meeting**

1. PRAYER
2. APOLOGIES
3. MINUTES OF 2024 APM VESTRY MEETING
4. ELECTION OF CHURCH WARDENS

**Agenda for full APM meeting**

1. MINUTES OF 2024 APCM
2. MATTERS ARISING
3. ELECTION OF PCC MEMBERS
4. ELECTION OF DEANERY SYNOD REPRESENTATIVES (elected April 2023)
5. FINANCIAL REPORT (Printed accounts attached)
6. THE PLANNED GIVING SCHEME (printed report attached)
7. APPOINTMENT OF EXTERNAL FINANCIAL AUDITOR
8. PRESENTATION OF PRINTED REPORTS
  - Buildings, fabric and maintenance report
  - Holy Spirit Church – Worship/witness/work & fellowship
  - PCC report
  - Electoral Roll
  - List of offertory and sidespersons
  - Deanery Synod report
  - Choir and Organ report
  - Anna Chaplaincy report
  - Messy Church report
  - Safeguarding report
  - Church Centre report
  - Parish Website report
  - 300 Club report
  - Church Flower report
  - Charities report
  - Food Bank report
9. FATHER RUSSELL LAWSON
10. ONE MINUTE FROM THE FLOOR

## CHURCH OF THE HOLY SPIRIT SOUTHSEA

### ANNUAL PAROCIAL MEETING SUNDAY 14<sup>th</sup> April 2024

#### Minutes of the vestry Meeting held on 23<sup>rd</sup> April 2024

1. The meeting opened at 11.05 am. There were 33 people in attendance.
2. **Apologies:** - Philip Drew, Eileen Martin, Judith and Christopher Condley, Michael and Dacia Rendle, Beverley Smith, Bob Godsell, Mark and Debbie Hewitt.
3. **Minutes of 2023 Vestry Meeting held on 23<sup>rd</sup> April 2023**  
These were agreed and signed as a correct record.  
Proposed: Joe Lovick                      Seconded: Vicky Nicholls                      All in Favour
4. **Election of Church Wardens**  
Two nominations had been received.  
**Mrs Ruth Pearson:** Proposed: Judith Condley      Seconded: Jacquie Holloway  
**Mr Douglas Fenton:** Proposed: Michael Bridgman      Seconded: Pat Barker  
Everyone being in favour Ruth and Doug were duly elected to the office of church wardens for the year 2024/2025.  
Ruth and Doug were thanked for their very hard work during the last year and for agreeing to stand for election again.

The Vestry Meeting closed at 11.10am

#### Minutes of the APM following the Vestry Meeting

1. **The minutes of the APCM held on Sunday 23<sup>rd</sup> April 2023.**  
These were agreed as a correct record.  
Proposed: Sean Kanavan      Seconded: Anne Chitty      All in Favour.  
The minutes were signed as a correct record.
2. **Matters arising from the minutes.**  
There were no matters arising.
3. **Election of PCC member**  
All Nominations had been duly completed and signed by proposers, seconders and the following nominees.  
The Nominees - **Lynne Piotrowicz** - Proposed: Sean Kanavan      Seconded: Ruth Pearson  
**Eve Benford** - Proposed: Angela Etherington      Seconded: Vicky Nicholls  
**Hazel Fuller** - Proposed: Susan Kanavan      Seconded: Ruth Pearson

These nominees were therefore put to the meeting for election onto the PCC for the forthcoming three years. All present were in favour and therefore these people were duly elected to stand as PCC members for the 2024 to 2027 term of office.

#### **4. Election of Deanery Synod Representatives**

Two nominations had been duly completed and signed by proposers and seconders. These nominations were for **Ruth Pearson** and **Maggi Bridgman** to continue in this role. All present were in favour and Ruth and Maggie duly elected serve as our elected Deanery Synod representatives 2023 to 2026.

#### **5. Election of Electoral Roll Officer**

**Sue Chatband** formally agreed to continue in the post of Electoral Roll Officer. and was therefore re-elected to this post and thanked for her work in this role.

#### **6. Sidespersons.**

The list as it appears in the report booklet was referred to the meeting.

Sidespersons list as at Sunday 14<sup>th</sup> April 2024: -

**Joseph Lovick, Jean Gudgeon, Hazel Fuller, Maureen Silk, Ann Chitty, Anne Ginn, Tina Kanavan, Sue Chatband, Jeannette Griffiths, Phillip Kanavan, Christopher Condley, Patricia Barker, Avril Waters.**

Also available for the offertory: - **Diane Simms, Rachel Fassoms, Janet Thompson and Mark Hewitt and Debbie Hewitt.**

These names were therefore put forward to the meeting on block.

Proposed: Sue Kanavan      Seconded: Jean Hasker

All being in favour they were duly elected for the forthcoming year.

#### **7. Financial Report.**

**Sean Kanavan** spoke to the meeting and his treasurer's report for the year ending December 31<sup>st</sup>, 2023, was submitted as it appears in this APCM booklet. This final report has, as required, been examined and signed as correct by Mrs Helena Coles our independent examiner.

The report was then agreed and accepted by the meeting.

Proposed: Vicky Nicholls      Seconded: Jacquie Holloway

All being in favour it will now be, as legally required, submitted to the Diocesan Treasurer and to The Charities commission and a letter of thanks will be sent to Mrs Helena Cole.

Sean was thanked for his work as our treasurer and for his full report to this meeting.

### **8. Planned giving Report and Gift Aid**

These reports had been prepared for the APCM report booklet by **Mrs Sue Chatband**. A full copy of this report will be included in the booklet sent to the Diocese and to the Charity Commission.

The report was accepted and there with no questions. Sue was thanked for her work as our planned giving and gift aid officer.

### **9. Appointment of Independent Examiner**

The meeting agreed that **Mrs Helena Cole** be appointed for the forth coming year.

Proposed: Sean Kanavan      **Seconded:** Joe Lovick      All in Favour.

A letter of thanks will now be sent to Helena thanking her for her work and for her being prepared to take on this role for a further year.

### **10. Presentation of Written Reports**

- Buildings, Fabric and Maintenance
- Worship, witness, work and fellowship.
- PCC
- Electoral Roll (**this now stands after the 2024 revision at 112**)
- Anna Chaplaincy
- Messy Church
- Deanery Synod
- Deanery Synod
- Parish Website
- Safeguarding
- Choir and Organ
- Charities
- Church Centre
- Food Bank
- 300 Club
- Flowers

All these reports were included in the previously circulated APCM booklets for 2024 and further copies were available at the meeting.

An invitation was given for questions and/or comments from the floor. There being no questions or comments the author of each report and those involved with the particular activity reported on were given a vote of thanks for their hard work in their varied and individual area of expertise.

#### **11. Father Russell's Report**

A copy of Father Russell's report is attached to these minutes.

#### **12. One Minute from the Floor**

Sue Kanavan, on behalf of all present and the whole congregation, thanked Father Russell for his continued work and dedicated service to us all in the Parish of the Holy Spirit Southsea. These thanks were greeted with affirming applause from all those present.

There being no further business the meeting closed at 11.25am.

## Chairman's Report

I am tempted to call this report my Silver Jubilee Report given that this year is my 25<sup>th</sup> anniversary as a priest. Well, it will be after the 4<sup>th</sup> of July. While I am not planning to mark this in any significant way I do hope that you will join me on Sunday 7 July at 10.00am to celebrate that milestone. I might even get to choose the hymns! I'll provide the champagne.

As I reflect on the last 25 years, as I have lately and will later this year, it is true to say that both the culture we inhabit and the church we are part of has changed considerably in that time. The culture, now more pleasure-seeking, much more distrustful of institutions and, sadly, other people, suspicious if not ignorant of the Christian heritage of this country, and resistant to any sort of commitment that doesn't benefit 'number one.' The Church has consequently shrunk, outside London certainly, is not called upon anymore for rites of passage as once it was, and fewer people are able to be found to take on vital roles and responsibilities. Now, we can either lament this state of affairs, be despondent about it and think to ourselves, along with many other people in our culture and in the Church, 'why bother making a commitment, getting involved, being prepared to make a sacrifice of our time and energy, and contributing?' or we can be the people of Faith and of Hope this Easter Season and our Christian Faith more generally calls us to be.

It is gratifying therefore, as today I reflect on the Life of this parish in the past year, that, despite everything, so many people have taken Church Life seriously, made sacrifices for it, put it first, contributed often very generously, participated, volunteered and tried, hard 'though it is, to be welcoming and gently evangelistic in their thinking, attitudes and actions. The Church may not be as well attended as it has been at some times in its history. In the present climate given the culture we live in, and especially so since COVID, this is hardly surprising. This parish does not, however, lack life and vitality and nor even, in some corners, vigour. Which, I think, is a cause for celebration, for confidence and for hope. Just in case you thought the rest of this report was going to be similarly gloomy!

My thanks today then are due to all those who have helped over the last year to contribute to that quietly hopeful and positive state of affairs. First to the



clergy who have assisted at services and officiated at them if I have been elsewhere. Fr. Ian, Fr. David, Fr. Joshua, while we had him, and Fr. Trevor. Fr. Trevor is now looking after the Sunday Mass at the convent now there is no chaplain. The churchwardens, now duly re-elected to serve another term, have worked tirelessly to ensure the fabric and fittings of the church have been preserved as well as its day to day management conducted with conscientious devotion. The heating problem is progressing, thanks to Doug, but it was always going to be slow process. The PCC has considered, responded and acted to further the mission and ministry of the Church with dedication and seriousness. Sean has kept the finances on a stable footing and with cheerfulness. Ruth has done wonders with the hall as you can see from the accounts. £30K in one year is not to be disregarded. Janet, our Anna Chaplain at the Home of Comfort continues to contribute in a hugely positive way to the spiritual well-being of the residents of our parish care home. The Messy Church Team have successfully more than doubled (officially) the number of people belonging to this Church's worshipping community. Philip and the choir have continued to provide fitting and inspiring music thus adorning any number of services, providing 'added value' to everyone's experience of 'Church.' The severs and sacristans have enabled this parish's precious and now rare pattern of almost daily services to be celebrated not just regularly but with dignity and grace. The flower arrangers, brass cleaners, tea and coffee makers, gardeners and food bank co-ordinators have all done their bit too. Each making their contribution thus building up the whole Church. More people I think, and not members of the choir because they have another job to do, should be volunteering to read in church, lead prayers and help with the parish breakfast.

In today's Gospel, the risen Christ encourages the apostles to witness to others of what the resurrection has wrought in them. Restored faith, abundant hope, and abiding joy. The challenge to any parish church, no matter how well run and ordered, no matter what we might be in it or do for it and for each other within these walls, is just a part, however vital, of what it is to be such a witness. The challenge, as it always has been, to be the same sort of witness to others outside it.

Fr. Russell Lawson SSC – Vicar

14 April 2024

Easter 3

**Parish of the Holy Spirit, Southsea**  
**Registered Charity No. 1185260**  
**Financial Statements for the year ended 31 December 2024**

**2024**

**2023**

£

£

£

£

**General (Unrestricted) Fund Receipts and Payments Account**

Receipts

*Voluntary Receipts*

*Regular Giving*

|                              |                 |           |                 |           |
|------------------------------|-----------------|-----------|-----------------|-----------|
| Standing Orders              | 28,065.00       |           | 30,040.00       |           |
| Envelopes                    | 2,265.10        |           | 1,771.11        |           |
| Collections and other giving | 2,053.37        |           | 2,383.22        |           |
| Income tax recovered         | <u>7,915.39</u> | 40,298.86 | <u>7,000.60</u> | 41,194.93 |

*Other voluntary receipts*

|                             |              |          |              |          |
|-----------------------------|--------------|----------|--------------|----------|
| Donations                   | 2,869.48     |          | 2,667.35     |          |
| Charity of the Month (Held) | <u>50.90</u> | 2,920.38 | <u>00.00</u> | 2,667.35 |

*Receipts from activities for generating funds*

|             |                 |           |                 |           |
|-------------|-----------------|-----------|-----------------|-----------|
| Rents       | 10,339.00       |           | 5,400.00        |           |
| Fundraising | <u>7,779.68</u> | 18,118.68 | <u>5,403.60</u> | 10,803.60 |

*Receipts from church activities*

|      |        |        |               |        |
|------|--------|--------|---------------|--------|
| Fees | 675.80 | 675.80 | <u>297.41</u> | 297.41 |
|------|--------|--------|---------------|--------|

**Total Receipts**

**62,013.72**

**54,963.29**

Payments

*Church activities*

|                                |           |  |           |  |
|--------------------------------|-----------|--|-----------|--|
| Parish share (quota)           | 36,378.00 |  | 34,646.04 |  |
| Insurance                      | 4,010.41  |  | 4,577.37  |  |
| Utilities                      | 8,187.24  |  | 15,142.11 |  |
| Buildings maintenance          | 619.19    |  | 6,266.87  |  |
| Printing and stationery        | 1,702.23  |  | 1,573.05  |  |
| Sacristy                       | 2,403.55  |  | 1,793.00  |  |
| Church societies/subscriptions | 293.00    |  | 293.00    |  |
| Church running expenses        | 6,327.78  |  | 3,366.54  |  |
| Social activities              | 466.56    |  | 1,471.06  |  |
| Advertising                    | 644.75    |  | 624.83    |  |
| Donations                      | 50.00     |  | 00.00     |  |
| Fees for Services              | 00.00     |  | 170.00    |  |
| Bank Charges                   | 102.45    |  | 102.57    |  |

**Total Payments**

**61,185.16**

**70,026.44**

Excess of receipts over payments

828.56

(15,063.15)

Bank current and deposit accounts at 1 January

6,544.49

21,607.64

Bank current and deposit accounts at 31 December

7,373.05

6,544.49

**Organ (Restricted) Receipts and Payments Account**

|                                     | 2024<br>£              | 2023<br>£              |
|-------------------------------------|------------------------|------------------------|
| <i>Receipts</i>                     |                        |                        |
| Interest                            | 2,360.05               | 2,157.58               |
| Donations                           | 00.00                  | 00.00                  |
| Income tax recovered                | 00.00                  | 00.00                  |
| <b>Total Receipts</b>               | <b><u>2,360.05</u></b> | <b><u>2,157.58</u></b> |
| <i>Payments</i>                     |                        |                        |
| Remunerations                       | 3,120.00               | 3,120.00               |
| Repairs and tuning                  | 00.00                  | 00.00                  |
| Running Expenses                    | 270.00                 | 127.00                 |
| Bank Charges                        | 60.00                  | 60.00                  |
| <b>Total Payments</b>               | <b><u>3,450.00</u></b> | <b><u>3,307.00</u></b> |
| Excess of payments over receipts    | (1,089.95)             | (1,149.42)             |
| Bank current account at 1 January   | 8,321.88               | 9,471.30               |
| Bank current account at 31 December | 7,231.93               | 8,321.88               |

**Appeal (Unrestricted) Receipts and Payments Account**

|                                     | 2024<br>£               | 2023<br>£               |
|-------------------------------------|-------------------------|-------------------------|
| <i>Receipts</i>                     |                         |                         |
| Legacies                            | 00.00                   | 00.00                   |
| Donations                           | 00.00                   | 60.00                   |
| Income Tax Recovered                | 00.00                   | 00.00                   |
| Fundraising (See General Ac)        | 4,011.14                | 656.78                  |
| Hall Rent                           | 22,722.75               | 30,320.04               |
| Heating Fund                        | 30.00                   | 2,387.22                |
| Bank Refund                         | 00.00                   | 00.00                   |
| <b>Total Receipts</b>               | <b><u>26,763.89</u></b> | <b><u>33,424.04</u></b> |
| <i>Payments</i>                     |                         |                         |
| Maintenance                         | 15,762.92               | 32,919.66               |
| Bank Fees                           | 88.97                   | 78.00                   |
| Fundraising Tfr to Gen Ac           | 5,000.00                |                         |
| <b>Total Payments</b>               | <b><u>20,851.89</u></b> | <b><u>32,997.66</u></b> |
| Excess of payments over receipts    | 5,912.00                | 426.38                  |
| Bank current account at 1 January   | 122,601.40              | 122,175.05              |
| Bank current account at 31 December | <u>128,513.40</u>       | <u>122,601.40</u>       |

## Statement of Assets and Liabilities

|                                                                                                                              | 2024<br>£  | 2023<br>£  |
|------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| <i>Cash funds</i>                                                                                                            |            |            |
| Bank Current Account                                                                                                         | 7,373.05   | 6,544.49   |
| Organ Account                                                                                                                | 7,231.93   | 8,321.88   |
| Appeal Account                                                                                                               | 128,513.40 | 122,601.40 |
|                                                                                                                              | <hr/>      | <hr/>      |
|                                                                                                                              | 143,118.38 | 137,467.77 |
| £ 7,373.05 unrestricted Current Account,<br>£ 7,231.93 restricted Organ Account,<br>£128,513.40 unrestricted Appeal Account. |            |            |
| <i>Investment funds</i>                                                                                                      |            |            |
| CBF fixed interest                                                                                                           | 44,085.84  | 42,793.89  |
| CBF investment units                                                                                                         | 46,222.28  | 45,187.99  |
| CBF deposit fund                                                                                                             | 1,086.07   | 1,031.33   |
|                                                                                                                              | <hr/>      | <hr/>      |
|                                                                                                                              | 91,394.19  | 89,013.21  |

### Special Notes

None

### NOTES

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the R & P basis.
2. Through Charities of the Month and sponsored events the sum of £1,806.15 was raised for other charities. A further £50.90 is held in Other Voluntary Receipts income for disbursement to the Additional Curates Society in 2025.
3. Although none were paid this year, the expenses paid to Clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.

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## Treasures Report to APCM 2025

Our financial position has marginally improved over the past year with points of note as follows:

### Main Account

**Opening Balance (1 Jan 24) = £ 6,544.49**

**Closing Balance (31<sup>st</sup> Dec 24) = £ 7,373.05**

Across the year we have seen £10,339 of rent in from the tenants in 219 Fawcett Road. This however is some way short of what we are owed, and this is off-set by the costs to repair and maintain the property. Given the ever-increasing challenges posed in acting as landlords, the PCC are exploring options for potentially selling this asset.

Messy Church has been a very successful outreach opportunity and an appeal for direct monetary support for the venture saw 9 donors raise a fantastic £870 which helped significantly in meeting the costs we have regularly been meeting. Similarly, parishioners supported all the significant cost of purchasing our new Lectionary.

Our monthly giving continues to provide our income base and totals about £2,700 per month and the Sum-Up terminal, while not extensively used continues to provide the opportunity to collect money we would otherwise miss. This year we have collected £814.

Our Charity of the Month supports have seen £948.95 donated.

Our biggest outgoing is of course our Parish Share commitment and we have again met the commitment asked of us with £36,378 paid in 2024.

Otherwise, utilities are of course our biggest outgoing and have run to a net £8,187 for the year after an overpaid balance of £1,436.03 paid to Caste Water was returned.

## Appeal Account

**Opening Balance (1<sup>st</sup> Jan 24) = £122,601.40**

**Closing Balance (31<sup>st</sup> Dec 24) = £128,513.40**

Our usual cannon of hall hires continues to provide a strongest income source with £22,562 delivered in 2024. The drop, year on year, is due to some significant users moving on, but 2025 has already seen gaps filled with new hirers so we look forward with optimism.

Outgoings this year started with the works on "219". Along with smaller on-going repairs across this property and our wider fabric, including servicing for air con, dish washer, security lights, spot lights replacements and such, the total outgoings from this account has been £15,762.92.

Fund raising brought in around £4,000 in 2024 and I had to transfer £5,000 from the Appeal account to the Main account to provide some breathing space.

All that noted, in cash terms we have improved our position across these two accounts by **£6,740.56** for which we give thanks.

The note of caution I need to mark is that our Organ Account, which for so long had provided for itself, has for the 5<sup>th</sup> year running seen the balance reduce; this year by just over £1,000. We are supporting this decline via other accounts and can continue to do so as necessary in future.

Beyond our day-to-day bank accounts our ringfenced investments have grown this past year by a total of £2,380.98.

So, in summary, our aggregated current account balances (Main, Appeal/Hall and Organ) plus our investment accounts saw a net increase of **£8,031.59**. We give thanks to all who contributed and for the God given grace that sustains us.

SK  
For 2024

## **PLANNED GIVING REPORT FOR YEAR ENDING DECEMBER 31<sup>ST</sup> 2024**

Firstly, thank you to everyone, clergy, congregation and visitors to Holy Spirit Southsea who have contributed to the work and upkeep of our church.

The number of parishioners willing to give by standing order is back to 39, this means that even if you cannot physically attend you are still able to give to the church on a regular basis. It also remains the easiest, safest and most economical way of planned giving.

Gift Aid via HMRC has been claimed on all eligible donations at no further cost to the church or the giver.

The tables below I hope, are self-explanatory, but should you have any questions then please contact me.

If anyone would like to set up a standing order, please contact Sean Kanavan (Treasurer) or a Church Warden and they will be able to give you the information.

### **TOTAL NUMBER IN THE PLANNED GIVING SCHEME.**

|                           | 2022 | 2023 | 2024 |
|---------------------------|------|------|------|
| Number of Envelopes*      | 3    | 4    | 4    |
| Number of Standing orders | 39   | 40   | 39   |
| Total Number in Scheme    | 42   | 44   | 43   |

\*Gift Aid envelopes only

### **TOTAL £ RECEIVED THROUGH STANDING ORDERS AND ENVELOPES.**

| Year                           | 2022    | 2023    | 2024       |
|--------------------------------|---------|---------|------------|
| Total received envelopes*      | £1,866  | £1,647  | £2,265.10  |
| Total received standing orders | £28,805 | £30,340 | £28,065.00 |
| Total                          | £30,671 | £31,987 | £30,330.10 |

\*Includes Gift Aid, non-gift aid and white envelopes



**TOTAL INCOME VIA PLANNED GIVING 2022-2024**

| Source                               | 2022              | 2023              | 2024               |
|--------------------------------------|-------------------|-------------------|--------------------|
| Planned Giving /<br>White Envelopes  | £1,866            | £1,647            | £2,265.10          |
| Standing Orders                      | £28,805           | £30,340           | £28,065.00         |
| One Off<br>Donations (Sum<br>up etc) | £2,218.10         | £1,522            | £2,869.48          |
| HMRC                                 | £7,331.56         | £7,050.93         | £7,915.39          |
| <b>TOTAL</b>                         | <b>£40,220.66</b> | <b>£40,559.93</b> | <b>£41, 114.97</b> |

Sean Kanavan

## **Buildings Report for 2024 prepared for APCM May 18<sup>th</sup> 2025**

The following is a summary of the works and maintenance that has taken place over 2024, to both the church, church centre and 219 Fawcett Road.

### **219 Fawcett Road**

Despite the amount of work that was completed on the property, and with tenants found by Lawson Rose for an initial 6 month contract since January 2024 no further rent was paid and there were difficulties with unauthorised individuals residing at the property. Notice was duly given for the tenant to leave. A referral was made by one of these individuals to Portsmouth City Council which resulted in certain works having to be completed, including the installation of a new gas boiler.

Fortunately, we did not need to go through the process of evicting them as the keys were surrendered to Lawson Rose. A final decision on what happens with the property is still to be made, so this is an ongoing matter.

Contact with the Council is still ongoing as we were given a date by which the works were to be completed, however, this is on hold until our final decision is made. As the property is now vacant we must cover the Council Tax bill. 'Project 219' is now being headed up by Eve Benford who is reporting to the PCC and Church Wardens.

### **Main Church Building**

The main issue in 2024 with the church building is the lack of heating. Various quotes have been requested throughout the year for replacement of the church heating.

Figures received :

|                           |                  |
|---------------------------|------------------|
| Removal of existing plant | £ 9,128.00 + VAT |
| Installation of new plant | £38,990.00 +VAT  |
| Thermal insulation        | £ 3,920.00 + VAT |
| TOTAL                     | £52,038.00 + VAT |

(These amounts are included in this report to give church members an idea of the scale of the expenditure)

The PCC gave its full assent to the Standing Committee being given the mandate to consider and approve any final quotations received, thus allowing work to proceed. Unfortunately, this quotation did not lead to any contract being drawn up to enable works to be commenced. A further contractor, highly recommended and who had provided heating for another church in Portsea, was contacted, given the details of our requirements and the plans of the building. A meeting was requested with the contractor, but they declined the potential contract.

A further mechanical and engineering contractor was approached. Meanwhile a decision was made to arrange for some temporary form of heating pending any contracts being agreed.

At the end of December 2024 the temporary heating was in place, however, some services were held in the Church Centre on very cold days.

## **Other matters**

Throughout 2024 several other works/improvements have been completed:

- All works regarding the fire risk assessment that was completed in 2023 have been implemented and the system inspected and certified. There were 3 false alarms that necessitated a change to one of the sensors in the Community Room stairway
- Fire extinguishers had their annual check
- The annual PAT testing was completed on all electrical items in the church and church centre.
- The CCTV system was serviced and amended to hold more days of footage, and is fully operational
- The dish washer in the kitchen and the water heater have been serviced.
- External lights have been replaced as and when required.
- The toilet seat in the ladies toilet has been replaced
- The heating system in the Church Centre has been regularly serviced
- A quote was requested for the plastering in the Beloe room - this was put on hold to ascertain the source of the dampness of the walls
- Meetings have been held with scaffolders and builders about ways to close off the vents where the old heating system came through
- Sensor lights in the rear of the Centre have been replaced
- Spotlights in the main body of the church have been replaced
- The gas boiler in the choir vestry has been checked following a manufacturers alert notice
- Scaffolding was required along the north facing wall to repair the down pipes, which have been checked and repainted
- The roof over the Reading Room has been inspected, along with the lead water seals, and the downspouts and drainage systems were cleared and checked.

Church Wardens

Doug Fenton and Ruth Pearson

4<sup>th</sup> April 2025

## **Church Wardens Parish Report January 2024 to December 2024**

### **(Work, Witness and Fellowship)**

Another year has come and gone, and we are now looking back at 2024 at what went on at Holy Spirit. This is our opportunity to thank all those who have contributed to what has gone on at Holy Spirit.

First and foremost we offer our thanks to Fr Russell, for all that he does for us at Holy Spirit, his leadership and encouragement to worship. Also to Fr Ian, when he is not needed in Malta, for all that he contributes to our spiritual life here. Without their commitment and support it would be hard to keep up the liturgical traditions that we cherish and follow here.

There are so many people here who contribute so much to our church life – without their contribution our services would not be as rich as they are. We say thank you to Sue Chatband for her help with the food bank and Gift Aid, to Jean Gudgeon for her work sorting out the monthly charities, for organising the flowers and sidepersons rotas, and for all those who do such artistic flower displays for us. To Tina for preparing the rotas for those who read and do intercessions and to all those who cover these essential roles in our services. To Liz, for all the work involved with preparing the weekly sheets. Many of these additional tasks can so easily be taken for granted as they take place behind the scenes, unseen by many, but with the benefits felt by all of us, giving us a richer church life, spiritually, visually and financially.

Thank you to Janet, our Ana Chaplain, who visits residents at the Home of Comfort, supporting the residents in their faith, and who arranged visits to services here for some of the residents.

A special vote of thanks is due to Sue Kanavan, for all the work that she does to keep church life recorded and minuted. A font of knowledge that I know many of us have been glad of when queries arise. Her organisational skills make all of our church roles so much easier.

To carry on with the thanks - a special mention must be made for the Sacristy team: For Anthony and Jean, for all the care they lavish on the vestments, altar linen and silver ware that are used in our services. Visitors to Holy Spirit comment on the quality of these vital elements in our services. To Lynn, who comes in to help clean the brass work. Also, thanks to Angie, who is responsible for arranging servers for our services. There is so much commitment shown by all these people – we thank you.

We cannot overlook the music that we have in our services. A very large thank you to Philip, who organises the music and instructs and encourages the choir. There are so many churches that do not have a choir, do not have the benefit of his passion for music, his ability to teach the intricacies of some of the settings we use.

*When we look back at 2024 we can see how many social events we enjoy. Tabletop sales in February, May and November raised welcome funds and opened the church out to people in the community as well as involving the church community. We had our regular events, the Beetle drive, the Quiz and fish and chip supper, (thank you Sue and Philip for organising these) the Strawberry Tea, (which supported the Diocese of Ho) our pilgrimage to Walsingham (thank you Joe, for driving us there and back). In August we went to Chichester Cathedral for our parish picnic. In September some of our congregation took part in Ride and Stride (Thanks to Mike for organising this)*

*Throughout the year we supported other schemes - the Easter Egg collection, the Christmas Voucher scheme, our local food bank. Our monthly charity coffee mornings continued (thank you Sue, for organising the raffle). Our monthly book sales carried on through 2024 – really more of a coffee and cake club, thanks to the cakes baked by Janet, Jeannette and Ann – it's a friendly space to sit and chat , and we are getting regular attendees now.*

*The '300' club is still going strong thanks to Judith and Christopher, which helped fund items that cannot be taken form the church general funds but which are for the benefit of all of us.*

*Messy Church is well established now, with regular attendees, usually up to 40 to 45 children attending. There is a small team of volunteers, so thank you to all of you. It has certainly raised awareness of Holy Spirit amongst local people, and has strengthened the link we have with Brambles school.*

*Still no heat during the colder months of 2024, but this is an ongoing project, 219 Fawcett Road should soon be going on the market, which should help raise funds for the heating in due course. Your church wardens are working hard to get these things sorted and thank you all for your contributions to church life and community, and for your support and feedback.*

*Challenges in 2025 will no doubt continue, but as we said last year, we can face and meet them by working together, so we can continue our wonderful worship traditions in this beautiful building and in the heart of this community.*

Ruth Pearson  
Doug Fenton  
Church Wardens  
March 2025

**PAROCHIAL CHURCH COUNCIL Jan. 1<sup>st</sup> to Dec. 31<sup>st</sup> 2024**

**REPORT FOR THE ANNUAL PAROCHIAL MEETING 2025.**

During the year January 1<sup>st</sup> 2024 to December 31<sup>st</sup> 2024 the PCC met on five occasions plus the Annual Parochial meeting.

At each meeting, apart from the short extraordinary meetings, these agenda items are always included:-

- Prayers at the beginning and end of each PCC meeting.
- The minutes and matters arising from the previous meeting.
- The Churchwardens' building report and any faculty applications and/or updates **(report contained in this booklet)**
- The treasurer's finance report. **(report contained in this booklet)**
- Correspondence received.
- Update on Church Centre. **(report contained in this booklet)**
- Safeguarding update (report contained in this booklet)
- Report following Deanery Synod meetings **(report contained in this booklet)**
- A report from Fr Russell.
- Any ongoing matters or other items put forward on the agenda as necessary.
- Any Other previously notified matters.

In addition to the information contained in other specific reports the PCC dealt with the following matters at their PCC meetings:-

**January 2024**

The PCC formally approved the list of church fees as required from the diocese and copies displayed on the church notice board and in the sacristy.

The PCC ratified the accounts for the year ending December 31<sup>st</sup> 2023 and formally accepted them as being ready to send to the external examiner for inclusion in the 2024 APCM booklet and formal ratification at the APCM meeting and final submission to the Diocese.

Arrangements were outlined and put in place for the APCM on Sunday 14<sup>th</sup> April 2024

It was reported to the meeting that the 'Messy Church' was proving to be a real success, and that Father Russell is now engaged in investigating the possibility of inviting families to a service to run in parallel to our current services, maybe up to four times a year and held not necessarily on a Sunday. He also is now beginning to make Messy Church more Christian based and this appears to be working well. Father Russell commended the Messy Church team on its success thus far and it was agreed that a gentle and soft approach was still the way forward at this present time.

## **APRIL 2024**

The APCM was held on Sunday 14<sup>th</sup> April (**minutes included in this report booklet**)

## **MAY 2024**

Lynne Piotrowicz was warmly welcomed as a new PCC member and Hazel Fuller and Eve Benford were welcomed as re-elected members.

The following annual appointments were proposed and agreed.

Churchwardens: - Doug Fenton and Ruth Pearson.

Deanery Synod Representatives: - (elected for 3 years in 2023) Ruth Pearson and Maggi Bridgman

Treasurer: - Mr Sean Kanavan.

Secretary: - Mrs Sue Kanavan.

Standing committee: - Vicar Father Russell Lawson, Churchwardens Doug Fenton and Ruth Pearson, Treasurer Sean Kanavan and Secretary Sue Kanavan. The standing committee would have the power to co-opt other PCC members as relevant to matter to be considered.

Election of other officers took place and the following people were formally accepted having been duly elected: -

Vice Chair.- Ruth Pearson

Electoral Role Officer : - elected at APCM Sue Chatband

Safeguarding Officers previously elected: - Angela Etherington and Ruth Dash.

The updated Safeguarding Policy Document was formally proposed and accepted by the PCC.

There were no other items raised in any other notified business.

## **September 2024.**

At this meeting all the usual reports were received and in the reports from Sean, Ruth and Doug it was made very clear that yet again a great deal of expensive but necessary maintenance work had been carried out over the summer months but that there was still much to do.

At this meeting we completed together the Parish Share review questionnaire from the Diocese. Each question was discussed and each response agreed. Father Russell then agreed to collate our corporate responses and send a completed copy to the Diocese.

## SEPTEMBER CONT.

Father Russell reported that the translation of the lectionary would be changing from Advent Sunday 2024. This would mean the need to purchase a new Gospel Book and four new Lectionaries for use on Sundays and Weekdays. He reported he would write an article for the bulletin inviting anyone, who wished to do so, to purchase a copy in memory of a loved one.

There was no other business

## November 2024

The November meeting was deferred as there was no further or outstanding business to discuss at this time.

**Susan Kanavan – Parochial Church Council Secretary**

### Electoral Roll Report 2024/2025

The total number on the Electoral Roll as on 14<sup>th</sup> April 2024 was 112.

In compliance with the requirement to completely renew the electoral roll every five years :

Number of people added to the roll = 5

Number of people taken off the roll \* 39

Therefore: - **THE NUMBER ON THE ELECTORAL ROLL AS AT THIS ANNUAL PAROCHIAL CHURCH MEETING 18<sup>TH</sup> MAY 2025 STANDS AT 78**

**Sue Kanavan (PCC Secretary and temporary Electoral Roll Officer)**



## **SIDESPERSIONS AND OFFERTORY PROCESSION**

### **Sidespersons and Offertory**

Pat Barker

Joe Lovick

Anne Chitty

Mo Silk

Christopher Condley

Avril Waters

Hazel Fuller

Ann Ginn

### **Offertory only**

Jeannette Griffiths

Rachel Fassoms

Jean Gudgeon

Debbie Hewitt

Tina Kanavan

Mark Hewitt

Phillip Kanavan

Jan Thompson

## **DEANERY SYNOD REPORT FOR YEAR Jan. 1<sup>st</sup> to Dec. 31<sup>st</sup> 2024**

St Mark's on 21<sup>st</sup> February 2024

Adam Tams, vicar of St Jude's, gave us a brief insight into the intern scheme in Portsmouth Diocese. There are 6 interns at present and they spend 20 to 30 hours in churches each week.

Father Russell and Ruth were unable to attend this meeting.

St Jude's on 12<sup>th</sup> June 2024

All Three delegates attended this meeting. Shamila Dhana gave us an inspiring and challenging report on her faith and her work with refugees. She is co-founder of the City of Sanctuary and has received the Queen's platinum award for her response to refugees.

St Luke's On 8<sup>th</sup> October 2024

The Church of England had promised to invest £1,000,000 per year to employ people and revamp the buildings needed to help our parishes and church schools.

Father Russell and Ruth were unable to attend this meeting.

Maggi Bridgeman (Deanery Synod Representative)

## **CHOIR AND MUSIC REPORT for Annual Parochial Meeting 2025.**

### **Covering January 1<sup>st</sup> to December 31<sup>st</sup> 2024.**

Through 2024, the choir has, as usual, sung at Sunday Masses and continues to rehearse on Wednesday evenings. As well as the Sunday masses, the choir also sang for weekday Masses on Candlemas, Ash Wednesday, through the Triduum, Christmas Midnight, St Stephen and St John. The choir sang for Solemn Evensong and Benediction on 7th January (Epiphany), 4<sup>th</sup> February, 31<sup>st</sup> March (Easter Day), 5<sup>th</sup> May, The Eve of Pentecost (Saturday 18<sup>th</sup> May), 7<sup>th</sup> July, 8<sup>th</sup> September, 6<sup>th</sup> October and 3<sup>rd</sup> November, the Advent Procession (1<sup>st</sup> December) and the Christmas Carol Service (22<sup>nd</sup> December).

The choir's numbers have remained constant through the year except that Bob Godsell sadly died in August. This has left Doug valiantly supporting the tenor part on his own. Bev similarly held the alto line on her own. As far as the latter is concerned, as will more correctly be reported next year, Bob's grand-daughter Shannon joined us in January 2025 and is singing alto with Bev. We still could do with more tenors though!

For Choral evensongs and other special services, we are frequently joined by members of other choirs, Boxgrove Priory, The Cathedral Consort, St Botolph's Worthing and particularly St Mark's North End. I am glad to keep up that last connection as that is where I was a chorister in my youth, where I was confirmed and where I first learnt to play the organ.

Wyndcliffe Voices presented as a meditation, excerpts from Handel's Messiah, parts 2 and 3 on Palm Sunday evening and, augmented by some friends from further away, sang a Solemn Evensong in celebration of the 100<sup>th</sup> anniversary year of the death of the composer Sir Charles Stanford on 28<sup>th</sup> September.

The organ, which is approaching 90 years old, continues to have recurring faults and has several missing notes. Some of the more minor problems can be dealt with by our tuner Mark Gatrell but many are beyond the scope of a regular maintenance visit; so a full and extensive refurbishment of the organ is now a pressing need. The instrument was originally built in 1937/38 for a Methodist church in South Norwood in South London. It was relocated to Holy Spirit in 1975. It has therefore served for **50 years** in our church, longer than the 38 years in its original building. The organ is not only a most valuable resource for the accompaniment of services but is also used in concerts and those groups hiring the church for concerts deserve an instrument in full working order as much as the liturgy deserves such.

I wish to thank Fr. Russell for his support, and to thank Anthony Groves for his deputising at the organ on occasions when I was away and for other assistance. I also wish to thank Philip Bailey, who comes over from Worthing to play the organ for Solemn Evensongs, and David Oldfield who has also deputised as organist or conductor on occasions.



Organist and Choirmaster.

19<sup>th</sup> March 2025.

### Anna Chaplaincy Report for 2025 APCM

I have now been at the Home of Comfort since November 2022 and as an Anna Chaplain since March 2023.

My role continues to be that of listening, giving hugs and holding hands as this is what is most needed at this time.

In this way, during our quality time together, I get to know the residents very well, their worries, fears, and families.

Most have lost any faith in God our Father that they had in the past but gently, gradually that faith can be brought back into their lives and when the time is right, starting with The Lord's Prayer and adding a prayer for their needs, family etc. I can slowly help them to regain their faith. I pray too with a Muslim using the Lord's prayer for which I am always thanked with a squeeze of my hand. Another gentleman when I thought it right to offer Our Lord's Prayer and we prayed it together cried and thanked me.

One of the most surprising things I learnt at QA was that even through Dementia Our Lord's Prayer is remembered. I have an amazing little book called The Magnificat which has the readings for the day and with my self-made prayer book – both also containing prayers, meditations and stories of saints etc. – I can always find something which will be right for the resident I am visiting and their needs at that time.

There are plenty of courses to attend, mainly run by the BRF either on zoom or in person, the later being run by Caraway Southampton in May 2025 and also earlier this year in St Thomas Cathedral.

Unfortunately, there hasn't been anyone well enough to bring to church as late and we have had a lot of very poorly residents.

Thank you for all the magazines, please keep them coming, with the fantastic selection you contribute there is always the right magazine for the right person.

Janet Day – Anna Chaplain to The Home of Comfort

'Messy Church' is our children and families outreach initiative created a number of years ago to help us as a church to better engage with the many young families in the parish. It has been a remarkably successful initiative, attracting up to 70 participants at every session, most of whom are children, meeting after school on the third Thursday of the month. Usually. Sessions comprise a simple talk, three different craft activities, and a simple meal. The theme is always unashamedly Christian. Occasionally decidedly catholic! While new people come, and some move on, to new schools or new towns, interest has remained steady and Messy Church can now be said to have a core of regular and enthusiastic participants.

In 2024, Messy Church met in March, April, May, June, September, October, and December. The themes included Lent, Easter, Pentecost, Harvest, Saints, and Christmas among others.

I am most grateful to those who regularly help with Messy Church, among them, Bev Smith and Judith Condley who regularly put together packs of craft activities for every session as well as to those who help on the floor, among them, Ruth Pearson, Sue Chatband, Liz Fenton, and Angie Etherington. Anne Chitty and, recently, Ivy Casey do Messy Church sterling service regularly looking after the catering. Bev's engagement with the new Anglo-Catholic Children, Youth and Family Workers Network, which offers support and encouragement as well as promotes best practice in this field, is also very much appreciated.

Messy Church is always free, and it is important that it remains so, but it is not cheap. I am therefore most grateful to those who in 2024 agreed to sponsor places for participants at Messy Church thus enabling it to carry on as well as continue to flourish without undue cost to the parish. I expect a similar appeal will be laid before you in 2025!

Fr. Russell Lawson

## **SAFEGUARDING REPORT FOR YEAR JAN. TO DEC. 2024**

It has been a productive year for the safeguarding team, behind the scenes working to ensure everybody's safety and wellbeing. Angela and Ruth have participated in various training and in keeping up to date with legislation, knowledge and skills. This training has included 'Stalking awareness' and 'Responding to Domestic Abuse.'

Everyday tasks, like updating DBS checks and dealing with enquiries at parish level are dealt with by Angela with support from the church wardens and the vicar.

We have also received good support and guidance from our colleagues, the Diocesan safeguarding advisors.

With the publication of the Makin report into Safeguarding in the Church of England several issues were highlighted. These included the need for a national audit of church safeguarding which we at Holy Spirit are participating in.

In November Angela and Ruth attended the Parish Safeguarding Officers conference. At this Angela was presented with her 'Ten year, long service award.'

Safeguarding remains an agenda item discussed at every PCC meeting. The parish safeguarding dashboard has been updated.

However much our appointed officers work for us, Safeguarding remains very much, all our business and responsibility.

Thank you for your continued support.

**Angela Etherington** (Parish Safeguarding officer)

## REPORT ON THE CHURCH CENTRE FOR APCM 18<sup>th</sup> May 2025

2024 has been a fairly busy year in the Church centre, with groups using the halls and Community room every day of the week. We did lose one of our long-term hirers, but still have Ballet, Scouts, Squirrels, Beavers and Cubs, two groups of NA, one AA group, Martial Arts, Wiggly Woos and Adventure Babes, the two toddler groups. We also gained two new centre users. Mustard Seed Chapel have rented the Centre since October on Sunday afternoons and the Community room on Fridays and Sundays for their worship groups. Although we lost most of the space in the office as it needed to be turned into a storage room as they came with a large collection of drums, screens and keyboards, this contract has provided a regular monthly income for us. The other regular group that started in November 2024 was the Portsmouth Women Alliance who use the centre on the first Saturday of the month.

Due to these two new bookings future availability for children's parties has been reduced, but the new income far outweighed what we gained from the occasional bookings which included the following:

10 children's parties (a reduction on 2023)

2 concerts – Renaissance Choir and Milton Glee Choir which were well attended

May elections

2 sessions for Portsmouth University students doing filming for their course, using the Reading room.

Portsmouth South Conservatives AGM

The Community room was not as fully used in 2024 as it could be. Some evenings were booked, but it was free during the week all day. The Reading Room was also available but was only used on a very occasional basis.

We also had organists using the church for regular practice, fitting in around services and groups, (there is still no charge for this.)

The rates for the halls and rooms was not changed, and during 2024 we retained different rates for charities, community groups and private events such as parties. Photographs of the rooms are on the website and enquiries came through from this, but many of the bookings in 2024 were repeat bookings or through word of mouth.

With the increase in centre usage, cleaning became more of a challenge, but we were lucky to have two cleaners, Vicki and Martha, who were happy to work flexible hours around the groups that we had in. The book in the Lewis Hall for noting down any issues was useful and was checked regularly for any issues.

Looking ahead, 2025 seems to be a busy year for bookings as well.

Ruth Pearson – March 2025

## **PARISH WEBSITE REPORT FOR YEAR ENDING DECEMBER 31<sup>ST</sup> 2024**

In 2024 Church Edit, who provide our website, decided to remove the Statistics facility. This means that I can no longer provide viewing figures as in previous years. However, I can confirm that between 2010 and 2023 ( our last full year of stats) our web pages were viewed a staggering 4,778,481 times ... !!

Also in 2024, a 'Contact Us' form was added to the website for any outside enquiries:

<https://www.holyspiritsouthsea.org.uk/contact-us.php>

The website continues to feature details of News, Services, Feasts, Music, Prayers, and our Church life, week on week, throughout the year.

If you would like to add any item to the website, please contact me:

[holyspiritwebmaster@hotmail.com](mailto:holyspiritwebmaster@hotmail.com)

Mike Bridgman

Webmaster

## **300 CLUB REPORT FOR PAROCHIAL CHURCH MEETING 2025**

As we enter the 10<sup>th</sup> year of the club, share ownership stands at 283 , this despite membership dropping to 77 individuals and our funds stand at £8019.44. Therefore, the allocation of prizes will remain as for last year i.e. for January, February, April, May, July, August, October & November, prizes of £30, £20, £10 & £5 have been allocated. For March, June, September & December, the prizes allocated are greater: £150, £100, £50, £30 & £15.

There is always an opportunity to join during the year, or to increase your number of shares; the price would be calculated according to the number of months left in the year.

Thank you for your continued support.

Judith and Christopher Condley

## **CHURCH FLOWER REPORT**

A big thank you to the team of flower arrangers, Anthony, Dacia, Eileen, Jeannette, Jean and Hazel, who not only give their time to make the lovely arrangements but also provide the flowers for ten months of the year.

On the festivals of Christmas and Easter the arrangements cost about £200 so we do ask for donations towards them. Thank you to all those who give so generously to that and to those who give during the year. Because of your gifts we were able to buy a new Advent candle stand which was greatly admired.

Donations to the flower fund can be placed in the wall safe by the card stand in the Meet and Greet area or given to me.

Jean Gudgeon (Church Flower co-ordinator)

## **CHARITY GIVING REPORT**

During the course of 2024 we were able to support our twelve selected charities by some individual donations and mainly by our monthly charity coffee mornings and raffles which are held on the last Friday of each month following the 10 am Mass. These are usually quite well attended, and we generally raise approximately £60 to £70 at each one. Please come along if you are able to do so.

The Charities that have been selected for 2025 are as follows:-

|           |                                                     |
|-----------|-----------------------------------------------------|
| January   | Sight Savers                                        |
| February  | The Samaritans                                      |
| March     | The Bishop's Lent Appeal                            |
| April     | Tariro                                              |
| May       | Water Aid                                           |
| June      | The Rowans                                          |
| July      | Diocese of Ho                                       |
| August    | Motor Neuron Disease                                |
| September | Hampshire and Isle of Wight Historic Churches Trust |
| October   | Macmillan Cancer Trust                              |
| November  | Comfort and Joy                                     |
| December  | City of Sanctuary (Portsmouth)                      |

Jean Gudgeon (Charity co-ordinator)



**Report to APCM on Holy Spirit Donations to the Portsmouth Food Bank (in association with the Trussell Trust) 2024**

Portsmouth foodbank is part of The Trussell Trust's network of 428 foodbanks, working to tackle food poverty and hunger in local communities, as well as across the UK. The Foodbank Network was founded in 2004 after four years of developing the original foodbank based in Salisbury. Since then, The Trussell Trust has helped communities work together to launch foodbanks nationwide in a wide range of towns and cities.

In 2023/24, food banks in the Trussell Trust's network provided 3,121,404 three-day emergency food supplies and support to UK people in crisis. Of these, 1,144,096 were distributed for children.

The Portsmouth Foodbank was set up by local churches, community groups and individuals working together towards stopping hunger in the local area. Run by King's Church Portsmouth there are also bases at Harbour Church Gunwharf (Portsea) and Paulsgrove Baptist Church to make it more accessible for people all over the city.

Portsmouth Foodbank operates to give local people access to emergency food when they need it most. Working in partnership with churches across the city the food bank provides sessions 5 days a week, with over 100 connected referral agencies, such as Citizens Advice, children's centres and health visitors.

The referral agency will take some basic details from the person. This will help them to identify the cause of the crisis and to offer practical guidance to be able to solve immediate and longer-term problems. It also means the food bank can prepare suitable emergency food for the right number of people. Once issued with a voucher, a person can exchange this for a minimum of three days of emergency food.

A typical food parcel contains a minimum of three days of nutritionally balanced, non-perishable, tinned and dried foods that have been donated by the local community. The parcel includes breakfast cereal, soup, pasta, rice, pasta sauce, baked beans, tinned meat, tinned vegetables, instant mash, UHT milk, tea, coffee, sugar, tinned dessert and biscuits with some fresh produce if possible.

The food bank provides specific parcels for a range of needs including people with diabetes, gluten intolerance, vegetarians and halal. They will also endeavour to adapt parcels to accommodate any food allergies.

I have delivered to the Portsmouth Foodbank 26 times during 2024. Holy Spirit donates on average eight carrier bags of food and other essentials such as nappies and toiletries per fortnight. During Harvest Festival this year Holy Spirit donated all the food collected to the Portsmouth Foodbank.

Donations are usually picked up every other Wednesday morning before the 9.30am Mass. A message is posted on the Holy Spirit Facebook page, and a notice is put by the donation boxes in church to let everyone know items the food bank is particularly in need of. If you have any questions regarding the Portsmouth Foodbank, please contact me. Thank you very much for your donations during 2024

Sue Chatband.

**Parish of the Holy Spirit, Southsea**  
**Registered Charity No. 1185260**  
**Financial Statements for the year ended 31 December 2024**

|                                                                  | 2024             |                  | 2023             |                  |
|------------------------------------------------------------------|------------------|------------------|------------------|------------------|
|                                                                  | £                | £                | £                | £                |
| <b>General (Unrestricted) Fund Receipts and Payments Account</b> |                  |                  |                  |                  |
| Receipts                                                         |                  |                  |                  |                  |
| <i>Voluntary Receipts</i>                                        |                  |                  |                  |                  |
| <i>Regular Giving</i>                                            |                  |                  |                  |                  |
| Standing Orders                                                  | 28,065.00        |                  | 30,040.00        |                  |
| Envelopes                                                        | 2,265.10         |                  | 1,771.11         |                  |
| Collections and other giving                                     | 2,053.37         |                  | 2,383.22         |                  |
| Income tax recovered                                             | <u>7,915.39</u>  | 40,298.86        | <u>7,000.60</u>  | 41,194.93        |
| <i>Other voluntary receipts</i>                                  |                  |                  |                  |                  |
| Donations                                                        | <u>2,869.48</u>  | 2,869.48         | <u>2,667.35</u>  | 2,667.35         |
| <i>Receipts from activities for generating funds</i>             |                  |                  |                  |                  |
| Rents                                                            | 10,339.00        |                  | 5,400.00         |                  |
| Fundraising                                                      | <u>7,779.68</u>  | 18,118.68        | <u>5,403.60</u>  | 10,803.60        |
| <i>Receipts from church activities</i>                           |                  |                  |                  |                  |
| Fees                                                             | 675.80           | 675.80           | <u>297.41</u>    | 297.41           |
| <br>Total Receipts                                               |                  | <u>61,962.82</u> |                  | <u>54,963.29</u> |
| Payments                                                         |                  |                  |                  |                  |
| <i>Church activities</i>                                         |                  |                  |                  |                  |
| Parish share (quota)                                             | 36,378.00        |                  | 34,646.04        |                  |
| Insurance                                                        | 4,010.41         |                  | 4,577.37         |                  |
| Utilities                                                        | 8,187.24         |                  | 15,142.11        |                  |
| Buildings maintenance                                            | 619.19           |                  | 6,266.87         |                  |
| Printing and stationery                                          | 1,702.23         |                  | 1,573.05         |                  |
| Sacristy                                                         | 2,403.55         |                  | 1,793.00         |                  |
| Church societies/subscriptions                                   | 293.00           |                  | 293.00           |                  |
| Church running expenses                                          | 6,327.78         |                  | 3,366.54         |                  |
| Social activities                                                | 466.56           |                  | 1,471.06         |                  |
| Advertising                                                      | 644.75           |                  | 624.83           |                  |
| Donations                                                        | 50.00            |                  | 00.00            |                  |
| Fees for Services                                                | 00.00            |                  | 170.00           |                  |
| Bank Charges                                                     | 102.45           |                  | 102.57           |                  |
| <br>Total Payments                                               | <u>61,185.16</u> |                  | <u>70,026.44</u> |                  |
| <br>Excess of receipts over payments                             |                  | 827.66           |                  | (15,063.15)      |
| <br>Bank current and deposit accounts at 1 January               |                  | 6,544.49         |                  | 21,607.64        |
| Bank current and deposit accounts at 31 December                 |                  | <u>7,373.05</u>  |                  | <u>6,544.49</u>  |

**Organ (Restricted) Receipts and Payments Account**

|                                     | <b>2024</b>     | <b>2023</b>     |
|-------------------------------------|-----------------|-----------------|
|                                     | <b>£</b>        | <b>£</b>        |
| <i>Receipts</i>                     |                 |                 |
| Interest                            | 2,360.05        | 2,157.58        |
| Donations                           | 00.00           | 00.00           |
| Income tax recovered                | 00.00           | 00.00           |
|                                     | <hr/>           | <hr/>           |
| <b>Total Receipts</b>               | <b>2,360.05</b> | <b>2,157.58</b> |
|                                     | <hr/>           | <hr/>           |
| <i>Payments</i>                     |                 |                 |
| Remunerations                       | 3,120.00        | 3,120.00        |
| Repairs and tuning                  | 00.00           | 00.00           |
| Running Expenses                    | 270.00          | 127.00          |
| Bank Charges                        | 60.00           | 60.00           |
|                                     | <hr/>           | <hr/>           |
| <b>Total Payments</b>               | <b>3,450.00</b> | <b>3,307.00</b> |
|                                     | <hr/>           | <hr/>           |
| Excess of payments over receipts    | (1,089.95)      | (1,149.42)      |
| Bank current account at 1 January   | 8,321.88        | 9,471.30        |
| Bank current account at 31 December | 7,231.93        | 8,321.88        |

**Appeal (Unrestricted) Receipts and Payments Account**

|                                     | <b>2024</b>      | <b>2023</b>      |
|-------------------------------------|------------------|------------------|
|                                     | <b>£</b>         | <b>£</b>         |
| <i>Receipts</i>                     |                  |                  |
| Legacies                            | 00.00            | 00.00            |
| Donations                           | 00.00            | 60.00            |
| Income Tax Recovered                | 00.00            | 00.00            |
| Fundraising                         | 4,011.14         | 656.78           |
| Hall Rent                           | 22,722.80        | 30,320.04        |
| Heating Fund                        | 30.00            | 2,387.22         |
| Bank Refund                         | 00.00            | 00.00            |
|                                     | <hr/>            | <hr/>            |
| <b>Total Receipts</b>               | <b>26,763.94</b> | <b>33,424.04</b> |
|                                     | <hr/>            | <hr/>            |
| <i>Payments</i>                     |                  |                  |
| Maintenance                         | 2,771.74         | 32,919.66        |
| Bank Fees                           | 65.31            | 78.00            |
|                                     | <hr/>            | <hr/>            |
| <b>Total Payments</b>               | <b>2,837.05</b>  | <b>32,997.66</b> |
|                                     | <hr/>            | <hr/>            |
| Excess of payments over receipts    | 54,766.73        | 426.38           |
| Bank current account at 1 January   | 67,408.29        | 122,175.05       |
| Bank current account at 31 December | 122,175.02       | 122,601.40       |

## Statement of Assets and Liabilities

|                                          | 2024<br>£         | 2023<br>£         |
|------------------------------------------|-------------------|-------------------|
| <i>Cash funds</i>                        |                   |                   |
| Bank Current Account                     | 7,373.05          | 6,544.49          |
| Organ Account                            | 7,231.93          | 8,321.88          |
| Appeal Account                           | 128,513.40        | 122,601.40        |
|                                          | <hr/>             | <hr/>             |
|                                          | <u>143,118.38</u> | <u>137,467.77</u> |
| <br>                                     |                   |                   |
| £ 7,373.05 unrestricted Current Account, |                   |                   |
| £ 7,231.93 restricted Organ Account,     |                   |                   |
| £128,513.40 unrestricted Appeal Account. |                   |                   |
| <i>Investment funds</i>                  |                   |                   |
| CBF fixed interest                       | 44,085.84         | 42,793.89         |
| CBF investment units                     | 46,222.28         | 45,187.99         |
| CBF deposit fund                         | 1,086.07          | 1,031.33          |
|                                          | <hr/>             | <hr/>             |
|                                          | <u>91,394.19</u>  | <u>89,013.21</u>  |

## Special Notes

None

## NOTES

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the R & P basis.
2. Through Charities of the Month and sponsored events the sum of £1,806.15 was raised for other charities.
3. Although none were paid this year, the expenses paid to Clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.

*Enitha Kaur*

*1. June 2025*

## **Independent Examiners Report to the PCC, Holy Spirit, Southsea**

This report on the account of the PCC for the year ended 31<sup>st</sup> December 2024, which are set out on pages 1 to 3, is in respect of an examination carried out under Regulation 3 (3) of the Church Accounting Regulation 1997 and Section 43 of the Charities Act 1993.

### **Respective Responsibilities of Trustees and Examiner**

As the members of the PCC, you are responsible for the preparation of the account, you consider that the audit requirement of Regulation 3 (30) of the Church Account Regulations 1997 and Section 43 (2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25 of the Church Account Regulations 1997 and Regulations 1995.

### **Basis of Independent Examiners Report**

My examination was carried out in accordance with the general directions given by the Charity Commission under Section 43 (7)(b) of the Act and to be found in the guidance from CBF. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiners Statement**

In connection with my examination no matter has come to my attention:

which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the 1993 Charities Act, to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or to which in my opinion attention should be drawn in order to enable proper understanding of the accounts to be reached.

(Signed)



Helena Cole

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# Accounts

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CHURCH OF THE HOLY SPIRIT SOUTHSEA  
PAPERS FOR THE ANNUAL PAROCHIAL MEETING  
SUNDAY 14<sup>th</sup> APRIL 2024.  
FOLLOWING THE 10 A.M. MASS



Please read the reports carefully before the meeting. The reports will be taken as read at the meeting when there will be an opportunity to simply ask any questions of the author.





## ANNUAL PAROCHIAL MEETING SUNDAY 14<sup>th</sup> April 2024.

### Agenda for vestry meeting

1. PRAYER
2. APOLOGIES
3. MINUTES OF 2023 APM VESTRY MEETING
4. ELECTION OF CHURCH WARDENS

### Agenda for full APM meeting

1. MINUTES OF 2023 APCM
2. MATTERS ARISING
3. ELECTION OF PCC MEMBERS
4. ELECTION OF DEANERY SYNOD REPRESENTATIVES (elected April 2023)
5. ELECTION OF SIDESPERSONS (printed list attached)
6. FINANCIAL REPORT (Printed accounts attached)
7. THE PLANNED GIVING SCHEME (printed report attached)
8. APPOINTMENT OF EXTERNAL FINANCIAL AUDITOR
9. PRESENTATION OF PRINTED REPORTS
  - Buildings, fabric and maintenance report
  - Holy Spirit Church – Worship/witness/work & fellowship
  - PCC report
  - Electoral Roll
  - Anna Chaplaincy report
  - Messy Church report
  - Deanery Synod report
  - Parish Web site report
  - Safeguarding report
  - Choir and organ report
  - Charities Report
  - Church Centre report
  - Food bank report
  - 300 club report
  - Flower report
9. FATHER RUSSELL LAWSON
10. ONE MINUTE FROM THE FLOOR



## CHURCH OF THE HOLY SPIRIT SOUTHSEA

### ANNUAL PAROCIAL MEETING SUNDAY 23<sup>rd</sup> April 2023

#### Minutes of the vestry Meeting held on 23<sup>rd</sup> April 2023

1. The meeting opened at 11.15 am. There were 39 people in attendance.
2. **Apologies:-** Philip Drew, Joe Lovick, Christopher & Judith Condley, Janet and David Day.

#### 3. **Minutes of 2021 Vestry Meeting held on 24<sup>th</sup> April 2022**

These were agreed and signed as a correct record.

Proposed: Sean Kanavan      Seconded: Mick Rendle      All In Favour

#### 4. **Election of Church Wardens**

Two nominations had been received.

**Mrs Ruth Pearson:** Proposed : Eve Benford      Seconded : Jean Hasker

**Mr Douglas Fenton:** Proposed : Sean Kanavan      Seconded : Susan Kanavan

Everyone being in favour Ruth and Doug were duly elected to the office of church wardens for the year 2023/2024.

Ruth and Doug were thanked for their very hard work during the last year and for agreeing to stand for election again.

**The Vestry Meeting closed at 11.20 am.**

#### Minutes of the APM following the Vestry Meeting

#### 1. **The minutes of the APCM held on Sunday 24<sup>th</sup> April 2022.**

These were agreed as a correct record.

Proposed : Mo Silk      Seconded : Jean Hasker      All in Favour.

The minutes were signed as a correct record.

#### 2. **Matters arising from the minutes.**

There were no matters arising.

#### 3. **Election of PCC members**

Three Nominations for election to the PCC, all duly completed and signed by proposers, seconders and the nominees had been received. The nominees were Judith Condley, Robert Godsell, Victoria Nicholls.

These nominees were therefore put to the meeting for election onto the PCC for the forthcoming three years. All present were in favour and therefore these people were duly elected to stand as PCC members for the 2023 to 2026 term of office.

**4. Election of Deanery Synod Representatives**

Two nominations had been duly completed and signed by proposers and seconders. These nominations were for Ruth Pearson and Maggi Bridgman to continue in this role. All present were in favour and Ruth and Maggi duly elected serve as our elected Deanery Synod representatives 2023 to 2026.

**5. Election of Electoral Roll Officer**

Susan Chatband had agreed to be nominated for the post of Electoral Roll Officer.

Proposed: Susan Kanavan    Seconded: Victoria Nicholls    All in Favour

Sue was elected to this post and Mo Silk thanked for her past work in this role.

**6. Sidespersons.**

The list as it appears in the report booklet was referred to the meeting.

Sidespersons list as at Sunday 23rd April 2023 :-

Joseph Lovick, Jean Gudgeon, Hazel Fuller, Maureen Silk, Ann Chitty, Anne Ginn, Tina Kanavan, Susan Chatband, Jeannette Griffiths, Phillip Kanavan, Christopher Condley, Patricia Barker, Avril Waters.

Also available for the offertory :- Diane Simms, Rachel Fassoms, Janet Thompson and Mark Hewitt and Debbie Hewitt.

These names were therefore put forward to the meeting on block.

Proposed : Jacquie Holloway    Seconded : Bob Godsell

All being in favour they were duly elected for the coming year.

**7. Financial Report.**

The treasurer's report for the year ending December 31<sup>st</sup> 2022 was submitted as it appears in the APCM booklet. This report has now been examined and signed as correct by Mrs Helena Coles our independent examiner.

The report was then agreed by the meeting

Proposed: Robert Godsell    Seconded: Mick Rendle

All being in favour it will now be, as legally required, submitted to the Diocesan Treasurer and to The Charities commission and a letter of thanks will be sent to Mrs Helena Cole.

Sean was thanked for his work as our treasurer and for his full report to this meeting.

**8. Planned giving Report and Gift Aid**

These reports had been prepared for the APCM report booklet by Mrs Sue Chatband. A revised and full copy of her report will be included in the booklets sent to the Diocese and to the Charity Commission.

The report was accepted and there with no questions. Sue was thanked for her work as our planned giving and gift aid officer.

**9. Appointment of Independent Examiner**

The meeting agreed that Mrs Helena Cole be appointed for the forth coming year.

Proposed: Sean Kanavan    Seconded : Ruth Pearson    All in Favour.

A letter of thanks will now be sent to Helena thanking her for her work and for being prepared to take on this role for a further year.

#### **10. Presentation of Written Reports**

- Buildings, Fabric and Maintenance
- Worship, witness, work and fellowship.
- PCC
- Electoral Roll (this now stands after the 2023 revision at 111)\*
- Parish Website
- Deanery Synod
- Charities
- Flower
- Food bank
- Church Centre Bookings
- Choir and Organ
- 300 Club report
- Safeguarding

All these reports were included in the previously circulated APCM booklets for 2023 and further copies were available at the meeting.

An invitation was given for questions and/or comments from the floor. There being no questions or comments the authors of each report was given a vote of thanks for their hard work in their individual area of expertise.

#### **11. Father Russell's Report**

A copy of Father Russell's report is attached to these minutes.

#### **12. One Minute from the Floor**

The meeting was reminded of the forth coming tea party followed by Solemn Evensong on Sunday 7<sup>th</sup> May to celebrate the Coronation of King Charles 111

Doug proposed a vote of thanks to Father Russell, for his continuing and unstinting work for and with us at Holy Spirit Southsea. Thank You Father for all that you do and all that you mean to us here.

There being no further business the meeting closed at 11.45 am.



Although this is now my 25<sup>th</sup> year in Holy Orders, it is only my 5<sup>th</sup> in this parish and as such this my fifth annual report as Chairman of the Parochial Church Council and Vicar of the parish. And, as usual, it is but a brief review of the year 2022 with a few other matters that I deem worth noting thrown in. I will inevitably say much the same as I say every year. People need to hear that I am grateful for their contribution. But I am also pleased to be able to highlight some new and different things too.

First of all, I am pleased that after the disruption of the years immediately previous to 2022, Church Life rather settled down in 2022. The usual round of services was able to be kept, festivals celebrated and social events enjoyed. I/We have also been able to focus on one or two things that have been much needed in this parish but which we were unable to embark upon until things settled down. Initiatives also enabled by a few new willing and gifted volunteers.

Last year I mentioned that the new Bishop of Portsmouth had a number of priorities for the Diocese and its parishes. I got them a bit wrong, mainly because he hadn't quite worked them out this time last year and what I took them to be weren't what they turned out to be. Anyway, in the end, it happened that our priorities coincided. Other than a renewed focus on parishes, those priorities being that parishes explore how they might better reach and engage young families and children as well as how they might better affirm, include and engage with older people. Not least those in their local nursing homes as well as with those in the community. Working to these priorities in 2022, I think therefore that we can be quite proud with regard to what we have achieved. Our monthly Messy Church initiative which launched properly in September last year now attracts more than 60 people. 40 children and 20 or so accompanying adults. An initiative that not only does what it set out to do but which has also incidentally doubled the size of the congregation here. Without you even noticing. And no, it doesn't affect the annual payment for the parish to the diocese. Needless to say, I am most grateful to those, and I regret it is too small a group of people, who enable it to happen and have contributed to its success. Patterns of church-going and church-association have changed and are changing. We have sought to adapt to this. The challenge for this year and next will be how to engage this parallel 'congregation' and incorporate it more fully into the life of the church. I think we all have a part to play in this.

Engaging better and seeking to be of service to the needs of older people is Bishop Jonathan's other priority for parishes in Portsmouth. The means to do this: an Anna Chaplain for every parish! In seeking to engage with this priority, in November 2022 the PCC agreed to appoint an Anna Chaplain to serve at the Home of Comfort. Our parish nursing home. Janet is doing sterling work on our behalf. At a resident's and relative's meeting recently which I attended as Chair of trustees I was delighted to hear how grateful they all are for her weekly pastoral visits and for the way in which she is gently but confidently supporting residents, addressing their spiritual and sometimes practical

needs and in so doing enriching their quality of life. She even arranged a visit for some of the residents to church on Easter Sunday this year. Hidden work 'though this is, it is incalculably valuable and for it we have much to be thankful for and to thank Janet for. Not that she would want me to say so.

Many churches after the various lockdowns and other disruptions of recent years abandoned both weekday and Sunday early morning and evening worship. A situation that has contributed, and this has been proved, to church decline in these places. HSS is now probably the only church in the diocese other than the cathedral offering daily services and weekly Sunday evening ones. Even 'though they are not as well supported as they were or should be. It will be a profound disappointment to me if some of these have to be discontinued for lack of support and not least those on Mondays, Saturdays and on Sunday evenings. They provide a variety of worshipping experience. A more intimate setting, an opportunity for more focussed engagement and require very little in the way of involvement or commitment. For many, me included, they can and do provide some godly structure to the day. They are a gift this church, despite everything, has managed to maintain. I can do no more than commend them to you.

Last but not least my thanks are due to those who have supported and contributed to Church Life here in 2022. To my brothers in the Sacred Ministry. Fr. Ian, Fr. David and Fr. Joshua. We hope to welcome another soon. To those who have made and continue to make generous financial contributions to our work and witness as a consequence of which our finances are reasonably healthy. Are they ever what you want them to be? Doug and Ruth have done a sterling job as churchwardens and I am pleased that they will continue to do so for another year. The challenge for them, and all of us this year because this will have to be a team effort, the beginning of the project to replace the church's heating system. A fund will be launched at the May Fair. My thanks are also extended to Sean for the understated and efficient way he manages the church's finances as well to all of those who successfully oversaw the practicalities, legalities and intricacies of church governance through 2022 as trustees and members of the PCC. Some thorny issues have been dealt with, faced head on, and happily resolved. Thank you. Philip and the choir deserve particular thanks for the way in which they have adorned our services with music of the best quality thus, along with our sacristans and servers, giving this church a city-wide reputation for dignified liturgical excellence. A number of visitors in Holy Week this year told me that that's the reason they come. In 2022, Ruth's accommodating yet firm approach to managing the church centre has seen its use and contribution to our finances increase considerably and we should all be most grateful to both Ruth and Dave for ensuring this. As I am. As indeed I am to all those who in different but complimentary ways, from flower arrangers to cake makers, make the witness and flourishing of this church the priority it should be in the living of their Christian lives.

Fr. Russell Lawson SSC  
Vicar – Holy Spirit Southsea



## Sidespersons/Offertory

### Sidespersons (13)

P. Barker  
S. Chatband  
A. Chitty  
C. Condley  
H. Fuller  
A. Ginn  
J. Griffiths  
J. Gudgeon  
T. Kanavan  
P. Kanavan  
J. Lovick  
M. Silk  
A. Waters

### Offertory (17)

P. Barker      M. Silk  
S. Chatband      D. Sims  
C. Condley      J. Thompson  
A. Chitty      A. Waters  
R. Fassoms  
H. Fuller  
A. Ginn  
D. Hewitt  
M. Hewitt  
J. Griffiths  
J. Gudgeon  
T. Kanavan  
J. Lovick



**Parish of the Holy Spirit, Southsea**  
**Registered Charity No. 1185260**  
**Financial Statements for the year ended 31 December 2023**

|                                                                  | 2022             |                  | 2023             |                  |
|------------------------------------------------------------------|------------------|------------------|------------------|------------------|
|                                                                  | £                | £                | £                | £                |
| <b>General (Unrestricted) Fund Receipts and Payments Account</b> |                  |                  |                  |                  |
| Receipts                                                         |                  |                  |                  |                  |
| <i>Voluntary Receipts</i>                                        |                  |                  |                  |                  |
| <i>Regular Giving</i>                                            |                  |                  |                  |                  |
| Standing Orders                                                  | 28,805.00        |                  | 30,040.00        |                  |
| Envelopes                                                        | 2,898.22         |                  | 1,771.11         |                  |
| Collections and other giving                                     | 1,512.08         |                  | 2,383.22         |                  |
| Income tax recovered                                             | <u>7,643.46</u>  | 40,858.76        | <u>7,000.60</u>  | 41,194.93        |
| <i>Other voluntary receipts</i>                                  |                  |                  |                  |                  |
| Donations                                                        | <u>13,258.71</u> | 13,258.71        | <u>2,667.35</u>  | 2,667.35         |
| <i>Receipts from activities for generating funds</i>             |                  |                  |                  |                  |
| Rents                                                            | 10,940.00        |                  | 5,400.00         |                  |
| Fundraising                                                      | <u>178.57</u>    | 11,118.57        | <u>5,403.60</u>  | 10,803.60        |
| <i>Receipts from church activities</i>                           |                  |                  |                  |                  |
| Fees                                                             | 560.00           | 560.00           | <u>297.41</u>    | 297.41           |
| <br>Total Receipts                                               |                  | <u>65,796.04</u> |                  | <u>54,963.29</u> |
| Payments                                                         |                  |                  |                  |                  |
| <i>Church activities</i>                                         |                  |                  |                  |                  |
| Parish share (quota)                                             | 34,646.04        |                  | 34,646.04        |                  |
| Insurance                                                        | 3,454.80         |                  | 4,577.37         |                  |
| Utilities                                                        | 14,023.44        |                  | 15,142.11        |                  |
| Buildings maintenance                                            | 6,728.36         |                  | 6,266.87         |                  |
| Printing and stationery                                          | 1,762.48         |                  | 1,573.05         |                  |
| Sacristy                                                         | 2,633.70         |                  | 1,793.00         |                  |
| Church societies/subscriptions                                   | 293.00           |                  | 293.00           |                  |
| Church running expenses                                          | 3,871.41         |                  | 3,366.54         |                  |
| Social activities                                                | 559.09           |                  | 1,471.06         |                  |
| Advertising                                                      | 85.38            |                  | 624.83           |                  |
| Donations                                                        | 00.00            |                  | 00.00            |                  |
| Fees for Services                                                | 00.00            |                  | 170.00           |                  |
| Bank Charges                                                     | 112.81           |                  | 102.57           |                  |
| <br>Total Payments                                               | <u>68,170.50</u> |                  | <u>70,026.44</u> |                  |
| <br>Excess of receipts over payments                             |                  | (2,374.46)       |                  | (15,063.15)      |
| <br>Bank current and deposit accounts at 1 January               |                  | 23,982.10        |                  | 21,607.64        |
| Bank current and deposit accounts at 31 December                 |                  | <u>21,607.64</u> |                  | <u>6,544.49</u>  |



**Organ (Restricted) Receipts and Payments Account**

|                                     | <b>2022</b>     | <b>2023</b>     |
|-------------------------------------|-----------------|-----------------|
|                                     | £               | £               |
| <i>Receipts</i>                     |                 |                 |
| Interest                            | 2,393.21        | 2,157.58        |
| Donations                           | 00.00           | 00.00           |
| Income tax recovered                | 00.00           | 00.00           |
|                                     | <hr/>           | <hr/>           |
| <b>Total Receipts</b>               | <b>2,393.21</b> | <b>2,157.58</b> |
|                                     | <hr/>           | <hr/>           |
| <i>Payments</i>                     |                 |                 |
| Remunerations                       | 3,180.00        | 3,120.00        |
| Repairs and tuning                  | 00.00           | 00.00           |
| Running Expenses                    | 179.21          | 127.00          |
| Bank Charges                        | 60.00           | 60.00           |
|                                     | <hr/>           | <hr/>           |
| <b>Total Payments</b>               | <b>3,419.21</b> | <b>3,307.00</b> |
|                                     | <hr/>           | <hr/>           |
| Excess of payments over receipts    | (1,026.00)      | (1,149.42)      |
| Bank current account at 1 January   | 10,497.30       | 9,471.30        |
| Bank current account at 31 December | 9,471.30        | 8,321.88        |

**Appeal (Unrestricted) Receipts and Payments Account**

|                                     | <b>2022</b>      | <b>2023</b>      |
|-------------------------------------|------------------|------------------|
|                                     | £                | £                |
| <i>Receipts</i>                     |                  |                  |
| Legacies                            | 25,125.61        | 00.00            |
| Donations                           | 00.00            | 60.00            |
| Income Tax Recovered                | 00.00            | 00.00            |
| Fundraising                         | 4,130.53         | 656.78           |
| Hall Rent                           | 28,347.64        | 30,320.04        |
| Heating Fund                        | 00.00            | 2,387.22         |
| Bank Refund                         | 00.00            | 00.00            |
|                                     | <hr/>            | <hr/>            |
| <b>Total Receipts</b>               | <b>57,603.78</b> | <b>33,424.04</b> |
|                                     | <hr/>            | <hr/>            |
| <i>Payments</i>                     |                  |                  |
| Maintenance                         | 2,771.74         | 32,919.66        |
| Bank Fees                           | 65.31            | 78.00            |
|                                     | <hr/>            | <hr/>            |
| <b>Total Payments</b>               | <b>2,837.05</b>  | <b>32,997.66</b> |
|                                     | <hr/>            | <hr/>            |
| Excess of payments over receipts    | 54,766.73        | 426.38           |
| Bank current account at 1 January   | 67,408.29        | 122,175.05       |
| Bank current account at 31 December | 122,175.02       | 122,601.40       |



## Statement of Assets and Liabilities

|                      | 2022<br>£         | 2023<br>£         |
|----------------------|-------------------|-------------------|
| <i>Cash funds</i>    |                   |                   |
| Bank Current Account | 21,607.64         | 6,544.49          |
| Organ Account        | 9,471.30          | 8,321.88          |
| Appeal Account       | 122,175.02        | 122,601.40        |
|                      | <hr/>             | <hr/>             |
|                      | <u>153,253.96</u> | <u>137,467.77</u> |

£6,544.49 unrestricted Current Account, £8,321.88 restricted Organ Account,  
£122,601.40 unrestricted Appeal Account.

|                         |                  |                  |
|-------------------------|------------------|------------------|
| <i>Investment funds</i> |                  |                  |
| CBF fixed interest      | 40,532.24        | 42,793.89        |
| CBF investment units    | 41,302.14        | 45,187.99        |
| CBF deposit fund        | 999.30           | 1,031.33         |
|                         | <hr/>            | <hr/>            |
|                         | <u>82,833.68</u> | <u>89,013.21</u> |

## Special Notes

None

## NOTES

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the R & P basis.
2. Through Charities of the Month and sponsored events the sum of £1,353.96 was raised for other charities.
3. Although none were paid this year, the expenses paid to Clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.





## **Independent Examiners Report to the PCC, Holy Spirit, Southsea**

This report on the account of the PCC for the year ended 31<sup>st</sup> December 2023, which are set out on pages 1 to 3, is in respect of an examination carried out under Regulation 3 (3) of the Church Accounting Regulation 1997 and Section 43 of the Charities Act 1993.

### **Respective Responsibilities of Trustees and Examiner**

As the members of the PCC, you are responsible for the preparation of the account, you consider that the audit requirement of Regulation 3 (30) of the Church Account Regulations 1997 and Section 43 (2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25 of the Church Account Regulations 1997 and Regulations 1995.

### **Basis of Independent Examiners Report**

My examination was carried out in accordance with the general directions given by the Charity Commission under Section 43 (7)(b) of the Act and to be found in the guidance from CBF. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiners Statement**

In connection with my examination no matter has come to my attention:

which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the 1993 Charities Act, to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or to which in my opinion attention should be drawn in order to enable proper understanding of the accounts to be reached.

(Signed)



Helena Cole



### Treasures Report for APM

The stark message is our main overall balances have reduced by £15,063.15 this year.

The CBF Investments funds have increased slightly after funding our Organ Account which is marginally reduced year on year. A return to a stronger investment market should address this in future.

### Main Account

|                            |   |
|----------------------------|---|
| Opening Balance (1 Jan 23) | = |
| £21,607.64                 |   |
| Closing Balance - Year End | = |
| £ 6,544.4                  |   |

Our regular giving provides an unpinning and is marginally up year on year.

Fundraising shows an increase of over £5k as we transferred £5k in from the Appeal Account.

Donations are down but this is due to grant funding items from the Dioceses for utilities and Government for historic buildings (for the north wall work) not being repeated.

Missing rent from 219 Fawcett Road was and (at the time of writing) continues to be a significant drain. We have been without a tenant since July which has reduced our income by £5.5k and costs to renovate the property have been significant. The good news is we hope to receive a net income of over £15k next year.

Parish share is, as ever, our largest regular outgoing. We have again met 100% of our commitment . After a freeze last year, our 2024 share will be up 5% at £3,3031.50 per month (£36,378 in total).

Utilities have stabilised, noting of course we have forgone heating across the period once more. Insurance saw a 32% increase (albeit includes a double payment in January '23) but it is simply a reflection of the market. While it will increase again in 2024 the increase this year is only c4%.

In other notable changes, our social activity costs being up reflects our Messy Church outreach.

With general costs running high, we stopped charging "business as usual" maintenance to the Main Account, taking this instead from the Appeal Account.

### Appeal Account

Opening Balance (1<sup>st</sup> Jan 23) =  
£122,175.02

Closing Balance – Year End =  
£122,601.40

For the first time in a few years, we have not had any legacy receipts.

Fundraising was actually up by over 25% (£1k) but as mentioned we transferred £5k to the Main Account.

Along with our planned giving in the main account, Hall rents underpin all of our funding and we have seen nearly a 7% increase year on year. Thank you to Ruth for all her efforts in managing both the May and Christmas fairs and this hugely significant business.

We have had £2,387.22 pledged/raised specifically for the Heating Fund but while noted separately, sits within the Appeal Account.

The significant change across this account is the maintenance figure. 2022 saw us cover just business as usual work while in 2023 we played a good deal of catch up of CCTV, security & fire requirements and the like. All drove significant cost.

Beyond this, the refurbishment of 219 Fawcett Road has been a significant drain, bringing it up to legal lettable standard has to date cost us £11,323.54 (with at least a further known £1,619 to pay). We have also had to pay Council tax (£1,298.86). We have had electricity and gas to cover too but these are accounted within the utilities payments that come from the Main Account (£263.60). We are aware this is a necessary investment and hope it will set up an income stream that will be self-funding and remunerative going forward.

SK

Feb 2024

### Holy Spirit Southsea - Planned Giving Report 2023 to APCCM

Thank you to all the clergy, congregation and visitors to Holy Spirit, Southsea who have contributed financially to the work and upkeep of this church.

The number of parishioners wishing to give by standing order is now 40, this means that even if you cannot physically attend you are still able to give to the church on a regular basis.

Gift aid via HMRC has been claimed on all eligible donations.

The tables below I hope are self-explanatory, but should you have any questions please contact me.

**If anyone would like to set up a standing order, please contact either myself or Sean Kananvan and we will be able to give you the information.**

**Sue Chatband – Planned Giving Officer**

#### Total Numbers in the Planned Giving Scheme

|                               | 2021      | 2022      | 2023      |
|-------------------------------|-----------|-----------|-----------|
| Number of envelopes*          | 6         | 3         | 4         |
| Number of standing orders     | 37        | 39        | 40        |
| <b>Total Number in scheme</b> | <b>43</b> | <b>42</b> | <b>44</b> |

**\*GA envelopes only**

#### Total £ received through Standing Orders and envelopes.

| Year                           | 2021              | 2022           | 2023           |
|--------------------------------|-------------------|----------------|----------------|
| Total received envelopes*      | £3,461.99         | £1,866         | £1,647         |
| Total received standing orders | £29,294           | £28,805        | £30,340        |
| <b>Total</b>                   | <b>£32,755.99</b> | <b>£30,671</b> | <b>£31,987</b> |

**\*Includes, GA, Non-GA and White envelopes**

**Total Income via Planned Giving 2021-2023**

| <b>Source</b>            | <b>2021</b>       | <b>2022</b>       | <b>2023</b>       |
|--------------------------|-------------------|-------------------|-------------------|
| Planned Giving Envelopes | £3,461.99         | £1,866            | £1,647            |
| Standing Orders          | £29,294.00        | £28,805           | £30,340           |
| White Envelopes          | £1,273.25         | £1,012            | £371              |
| One off donation         | £1,963.55         | £1,162.88         | £788              |
| Cash donation            | £6.10             | £43.22            | £355              |
| HMRC                     | £7,943.67         | £7,331.56         | £7,050.93         |
| <b>TOTAL</b>             | <b>£43,942.56</b> | <b>£40,220.66</b> | <b>£40,551.61</b> |

## Churchwardens building report January 2023 to December 2023

This year has been a year of major expenditure and works required to address major problems.

### The gas heating system

The process of replacing the gas heating system for the church has, I am afraid, taken some time to address.

The reasons for this are the complexity of making sure that any action we take provides the church with a heating system that will provide a level of heating that provides reasonable levels of comfort as economically as possible. The demolition of the existing structure, which is in a very poor state, also had to be carefully investigated.

A heating engineer was tasked to provide solutions and advise on how to proceed.

A heating survey was conducted to ascertain the climate conditions the church required and various heating solutions evaluated.

The conclusion arrived at was that a gas heating system was the only viable solution. Provisional quotes have been received for this work and the replacement heating system together with the demolition of existing plant are in the region of £52,000 ,plus management fees of approx £5,000. VAT will be charged but should be recoverable.

Firm prices have been promised for this week and the work will then be able to proceed. The proposal is to install free standing gas heaters on the site of the existing heater ducting as at present.

This work should commence early in the new year.

A fire risk assessment was conducted as required by current legislation and the compliant equipment has been installed and commissioned at a cost of £15,809.

Scaffolding has been erected at both the north and west elevations. The guttering and down spouts have been inspected and various cracks have been identified. Work to repair this damage will take place early next year at a cost of £5000.

The condition of our property, 219 Fawcett Road, has been subject to a survey conducted by our letting agent . This was necessary to bring the property to a compliant condition for letting.

Works required include:

Damp treatment

Replacing gas pipes

Decoration

New carpets

Deep clean

New fencing

All this work will be completed by early New Year to enable new residents to occupy early next year.

Other works completed have included:

- New wi fi system

- New water heater in kitchen
- New gas boiler to rear of church
- Maintenance of heating in the church centre
- Rear alley cleared at Haywood Road end and door reinstated for security
- New dehumidifier installed in the Sacristy
- Security lock to front black door refurbished
- The entrance trees have been pollarded
- CCTV now in full working order
- Dishwasher serviced and repaired

There have also been the many day to day maintenance tasks required , for example, light bulbs replaced, toilets repaired etc.

Doug Fenton  
Ruth Pearson  
20th February 2024



## **Church Wardens Parish Report January 2023 to December 2023**

### **(Work, Witness and Fellowship)**

*We're not sure if you feel the same way as us – but 2023 seems to have come and gone very quickly – it seems only a few months ago that we were preparing this report for last year's meeting!*

*We are so lucky to have the benefit of the spiritual leadership from Fr Russell, assisted by Fr Ian, Fr David and Fr Trevor. We were also fortunate to have Fr Joshua with us, until he moved into his new role with the Armed Services – our loss, and their gain. We give our thanks to all of them as they help us to continue the liturgical traditions that we follow here.*

*Some of us have made regular visits to members of our community unable to get here to services, keeping them in touch with what goes on here, and including them in our prayers.*

*As we compiled this report, we once again recognised that what goes on here at Holy Spirit would not happen without the contribution made by many members of our church family. To name a few areas - catering, flowers, greeters, cleaners, choir, food bank, administration of gift aid, preparation of rotas for the offertory and readers, organisation of monthly charities – many of these take place behind the scenes, the work unseen by many, although we all benefit from the results. And without these, our church life would be poorer, spiritually, visually and financially.*

*A special mention must be made for Anthony, our Sacristan, and Jean Gudgeon, assistant Sacristan. It is easy to take for granted all the work they do in preparation of vestments, alter linen and silver ware that are used in our services. Holy Spirit has a high reputation in Portsmouth for the quality of these vital elements in our services, which is all down to their commitment. We thank you.*

*In all our services we have servers, readers, people leading our intercessions – they all contribute to the quality of our worship here, and we thank them for this.*

*Music is a large part of our services. We are so lucky to have Philip here, with his passion for music, his ability to teach, coach and encourage the choir in the intricacies of some of the settings we use. Our choral evensongs attract singers from other churches in the area, and members of Holy Spirit choir are invited to sing at theirs, broadening our church experience.*

*Once again, we thank Sue and Philip for their organisation of the social events that we enjoy so much. They are such a great opportunity to bring into Holy Spirit people who would not otherwise step a church. It also helps us to get to know individuals in our church family in other situations apart from services. This year we had the skittles evenings, the quiz nights, the beetle drive. We enjoyed a Strawberry tea in the Vicarage gardens – a social event that also helped the diocese of Ho. We also enjoyed our Parish Picnic in Southwick in August,*

*where we had the chance to walk round the remains of the Priory, before finishing with Evensong in St James without the Priory Gate.*

*We have contributed to the wider community in our own diocese by supporting schemes such as the Easter Egg collection, the Christmas Voucher scheme and our local food bank. Clothes left from our tabletop sale and fairs go to local charities such as the Lifehouse, and the Salvation army. Other household items go to Kingsway House on Elm Grove, as do any party food leftovers!! Very little gets wasted.*

*We had a wonderful parish pilgrimage to Walsingham – a regular feature in our calendar. Such an opportunity to get to know people here, praying, eating, laughing together. Thanks to Joe, our professional driver, who gave up a week of his annual leave to drive us there, around and about in Walsingham and back home.*

*Following Brian Porter's 'retirement' the '300 club' continues, but now under the care of Judith and Christopher Condley. So fun on draw days continues, while we raise funds for 'desirables' that aren't covered by general church expenses. A benefit to us all.*

*Messy Church is well established now, with regular attendees, raising awareness of Holy Spirit amongst local people, and has strengthened the link we have with Brambles school. The monthly book sales are gaining popularity, with a core group popping in to chat, commiserate and eat delicious home cakes (Janet's coffee and walnut cake is a real winner!!)*

*Footfall increased at all our fairs last year, with more local schoolchildren who attend Messy Church popping in. Not yet increasing numbers at services, but certainly increasing our visibility and accessibility in the community.*

*As more people came into the building, they saw the amazing space of the church centre, and bookings for parties increased, with some repeat bookings. Filming, concerts, organ practice, Scouts, Beavers and Cubs, Squirrels, Ballet. Yoga and Martial Arts all happened here in 2023.*

*2023 has been a challenging year (no heat!) but we managed it together which was rewarding in itself. Your church wardens thank you all for your contributions to church life and community, for your support and feedback. No doubt there will be challenges ahead in 2024, but we can face and meet them by working together, so we can continue our wonderful worship traditions in this beautiful building and in the heart of this community.*

Ruth Pearson

Doug Fenton

Church Wardens

28<sup>th</sup> February 2024

**PAROCHIAL CHURCH COUNCIL Jan. 1<sup>st</sup> to Dec. 31<sup>st</sup> 2023**

**REPORT FOR THE ANNUAL PAROCHIAL MEETING 2024.**

During the year January 1<sup>st</sup> 2023 to December 31<sup>st</sup> 2023 the PCC met on six occasions plus the Annual Parochial meeting.

At each meeting, apart from the short extraordinary meetings, these agenda items were always included:-

- Prayers at the beginning and end of each PCC meeting.
- The minutes and matters arising from the previous meeting.
- The Churchwardens' building report and any faculty applications and/or updates (report contained in this booklet)
- The treasurer's finance report. (report contained in this booklet)
- Correspondence received.
- Update on Church Centre. (report contained in this booklet)
- Safeguarding update (report contained in this booklet)
- Report following Deanery Synod meetings (report contained in this booklet)
- A report from Fr Russell.
- Any ongoing matters or other items put forward on the agenda as necessary.
- Any Other previously notified matters.

In addition to the information contained in other specific reports the PCC dealt with the following matters at their PCC meetings:-

**January 2023**

The PCC formally approved the list of church fees as required from the diocese and copies displayed on the church notice board and in the sacristy.

In his report Sean included a letter received from the interim Diocesan Secretary asking that parishes who pay their parish share in full (Holy Spirit is included in these churches) might consider paying up to 5% more to support parishes who did not pay the shares they had been asked to do. This was fully discussed and was agreed by all the PCC that we should continue to pay in full our required share but at this time to not pay any extra. As suggested by Sean (treasurer) in his report to the PCC it was agreed the we reviewed the decision towards the end of the financial year when we would have a much clearer picture of our financial position.

Father Russell informed the PCC that Father John Mortiboys and Father Philip Jones were now officially attached to Holy Spirit Southsea with PTO (Permission to officiate)

Arrangements were outlined and put in place for the APCM on Sunday 23<sup>rd</sup> April 2023.

## **February 2023.**

On Sunday 5<sup>th</sup> February a short extraordinary meeting of the PCC received and approved the accounts ready for them to go to the external examiner.

## **April 2023**

The APCM was held on Sunday 23<sup>rd</sup> April (minutes included in this report booklet)

## **April 2023**

Immediately following the APCM a short meeting of the newly elected PCC met for a short extraordinary meeting when Sean reported that he had been successful in a bid to the diocese for an electronic card reader for Holy Spirit. This enables card payments/donations to be given easily at the church and he required the PCC to formally approve the acceptance of the card reader. The proposal was made and carried unanimously.

Sean and Sue Chatband agreed to attend to collect the reader and hear a short presentation as to the best way forward in setting up and best practise use of the card reader. It was also agreed that Mike Bridgman as Holy Spirit Web master be invited to attend this presentation as it was to include the best way forward in setting up a 'just giving' page.

## **May 2023**

Vicky Nicholls was warmly welcomed as a new PCC member and Judith Condley and Bob Godsell were welcomed as re elected members.

The following annual appointments were proposed and agreed.

Churchwardens: - Doug Fenton and Ruth Pearson.

Deanery Synod Representatives: - (elected for further 3 years in 2023) Ruth Pearson and Maggi Bridgman

Treasurer: - Mr Sean Kanavan.

Secretary: - Mrs Sue Kanavan.

Standing committee: - Vicar Father Russell Lawson, Churchwardens Doug Fenton and Ruth Pearson, Treasurer Sean Kanavan and Secretary Sue Kanavan. The standing committee would have the power to co-opt other PCC members as relevant to matter to be considered.

Election of other officers took place and the following people were formally accepted having been duly elected: -

Vice Chair: - Ruth Pearson

Electoral Role Officer : - elected at APCM Sue Chatband

Safeguarding Officers previously elected: - Angela Etherington and Ruth Dash.

It was at this meeting that Doug reported that the church gas heater had come to the end of it's life and that we now had to proceed to find a new method of heating the church. It was

decided that this process of replacing the heating system be broken down into three elements. One, to provide some form of temporary heating solution. Two, to investigate the use of the church roof for solar production of electricity and three, to establish long term heating suitable to our church building.

Doug has expanded on progress in his annual report as contained in this booklet.

The updated Safeguarding Policy Document was formally proposed and accepted by the PCC.

There were two items raised in 'any other notified business.

1. The Use of The Cornford Room (meet and greet area) It was agreed that it could be made more user friendly and used more for community use for example:- For parents waiting for children attending church centre activities and for the Saturday morning monthly book sales and coffee mornings. Etc.

2. The arrangements for the unexpected need to assist someone who is taken ill during a service . Discussion ensued as to whether there should be a list of those qualified to help and perhaps details for those folk deemed to be vulnerable.

It was agreed that at the moment things are dealt with well, with those with qualified expertise going to assist and if further help is deemed in anyway to be necessary then without hesitation an emergency call made for further assistance/guidance. It was also agreed that it would be difficult to keep formal and accessable lists because this then raises the questions of liability and privacy data protection issues etc. It was therefore agreed that we continue as at present but that we keeo this in mind and review the situation if and when it became necessary.

### **September 2023.**

At this meeting all the usual reports were received and in the reports from Sean, Ruth and Doug it was made very clear that although a great deal of expensive but necessary maintenance work had been carried out over the summer months there was still much to do all of which would be very expensive especially the work still needed on 219 Fawcett Road to enable us to re- let it for a reasonable rental. Also there was, we were reminded, the on-going damp problems to address and of course the need for a new heating system solution to be found.

On a slightly more positive note we were informed that the church centre bookings were continuing to go some way to compensate for the loss of the rental income from 219 until it can become an asset to us again. Ruth was thanked for her dedication and hard work in ensuring that the church centre remains a source of income and of the wider community benefit.

**November 2023**

At this meeting Philip Drew gave a very detailed and full report on the organ. This report followed the organ advisers conference which had visited earlier in the year and where the overwhelming opinion was given by those experts present was that our current organ was well worth repairing and retaining as it was certainly of significant historical and musical value.

In October a survey of the organ was carried out by Mr Paul R Hale MA (Oxon) FRCO ARCM FGCM FRSA a highly valued professional organ consultant who then produced a full written report on our organ.

This full report was says Paul *"As a favour to a friend of 50 years standing- Philip Drew- I undertook a survey of the organ. This report is the result of that and of a day of deep discussion with Philip. I would be pleased more formally to advise and help with the organ project, were it to come to pass."*

Mr Hale's report then lists 15 recommendations and a suggested plan of action.

His final comment then reads:- *Make no mistake: the Rushworth & Draper organ at Holy Spirit, though unfashionable in design through being a 1930's extension organ with much enclosure, is a very well made and generally excellent instrument, which slightly lost it's way when installed in 1977 and in more recent years has become irritatingly unbalanced and unreliable. In fact, a new appreciation of such instruments is already evident in the organ world (the pendulum of taste continues to swing) so as a restoration and improvement of this organ would find warm support among many organists and organ lovers. There is no doubt whatsoever in my mind and I have advised professionally on hundreds of organs over the past 40+ years – that any thought of replacing it is completely unnecessary and would in any case, almost certainly, be more expensive in the end.*

The PCC thanked Philip for his report and agreed that he should take this organ project forward as recommended.

Father Russell then asked the PCC to consider the following three proposals

1. That the PCC select a design to serve as the parish Christmas cards to be distributed to the local schools and to others and that Father Russell choose suitable wording and order 1200 cards ready for distribution.

Proposal agreed unanimously

2. That the PCC agreed to Father Russell making an application to The Fellowship of Saint John Trust covering the costs of Messy Church for one year.

Proposal agreed unanimously



3. That the PCC agreed that the vicar make application to the Fitz Herbert.Moody Trust to cover all or some of the annual taxi costs of £200 for transport for the visits that enable residents of the Home of Comfort to attend Church services. These visits form part of Janet Day's ministry as the Anna Chaplain to The Home of Comfort.

Proposal agreed unanimously

Susan Kanavan – Parochial Church Council Secretary

### Electoral Roll Report 2023/2024

The total number on the electoral roll as at 9<sup>th</sup> April 2023 was 111.

The Electoral Roll was revised in February/March 2024 and because of this

Number of people added to the roll = 4

Number of people taken off the roll ~~=~~ 3

The number of people on the Electoral Roll for this year as at 31<sup>st</sup> March 2024 = 112

NUMBER ON ELECTORAL ROLL AS AT APCM 14<sup>th</sup> APRIL 2024 = 112 .

Sue Chatband (Electoral Roll Officer)

## Anna Chaplaincy Report

It isn't easy being an Anna Chaplain at the Home of Comfort as each resident has complex issues and needs: which are unburdened for a while after I've arrived and asked their permission to enter their home/room. I certainly wouldn't know what to say or how to help if God wasn't walking beside me. I select readings and prayers the evening before which I hope are right – different for different people – with alternatives if needed. I start each day with my prayers, but on the mornings before going to the Home I ask God to put the words into my mouth as He did with the Apostles to show me the way.

I have been on 2 Anna Chaplain courses at Southampton and joined the Anna Chaplain zoom meetings, but as yet not been to the local meetings.

I have been at the Home of Comfort since November 2022 and as an Anna Chaplain since March 2023.

Most residents are in need of a hug, someone to listen to them, hold their hand and don't want you to go. Some can't talk, but by spending time with them their expressions speak as loud as words. Some like to know what I have been up to and I try to have something interesting in the way of pictures on my phone to discuss. I have also been able to bring several of the residents to services at Holy Spirit over the past year and this is something that is really looked forward to and appreciated.

You become quite close to them – a friend – at the end of their life watching them deteriorate and say good bye.

I never come away without wishing I had more time there and usually in tears for their plight.

Janet Day – Anna Chaplain to The Home of Comfort



## Messy Church Report for year 2023

Messy Church, the parish outreach initiative for families and children, met 9 times in 2023. Thursdays after school. Inclusive in our approach, our regular visitors include some families who do not have English as their 1<sup>st</sup> language and some who currently observe other faiths.

Themes in 2023 included Lent, Easter, the Coronation, Pentecost, the Prodigal Son, Harvest, Saints, Remembrance and Christmas. In the last year, the children (and their adults!) have made some rather splendid golden coaches, squeaky pig glove puppets, kindness jars, celebration cards, windmills and a model of the 3 crosses on Calvary.

At Christmas we all enjoyed Silly Scott's show that some of the children starred in!

The children enjoy something hot to eat at the end of each Messy Church.

Average attendance in 2023 was 43 children and 21 adults.

The cost of Messy Church was in the region of £760. Grant assistance may be forthcoming to offset all or some of these costs in future.

Those who helped with MC in 2023 included Fr. Russell, Sue Chatband, Ann Chitty, Judith Condley, Janet Day, Angela Etherington, Liz Fenton, Eilene Martin, Ruth Pearson, Bev Smith and Graham Smith.

Bev Smith 25/2/24

## Deanery Synod Report January to December 2023

Maggi Bridgman & Ruth Pearson represented Church of the Holy Spirit at the three Deanery Synod meetings in 2023, held on February 20th, June 6<sup>th</sup> and October 19<sup>th</sup>.

At the February meeting held at St Jude's the main points were :

- The Deanery Finance Report highlighted that Parish Share was frozen for 2023, and that Portsmouth Deanery collection rate was 96.8% against Diocesan average of 86.25%
- An encouragement for parishes to enrol in the parish giving scheme
- There is to be a review of how parish share is calculated
- There was an update on the Deanery Plan
- Fr Russell spoke about Messy Church at Holy Spirit and Adam Tams presented a video about Jess Tam's experience of becoming an Anna chaplain.
- The June meeting was held at St Margarets, Southsea, the first meeting of the new 3- year cycle of the Synod.
- Fr Bob outlined the main purpose of the deanery synod – for local clergy and laity to share common concerns and interests and to talk to others about how we make our mission reach out. Also to pass formal motions that are then referred to Diocesan Synod and upwards.
- There were 3 presentations from various churches in the diocese – Brian Moles from St Marys on Music and Spirituality, and the work done through the Music Foundation and how this is being used to grow numbers in their choir.
- Revd Canon Paul Gully (Farlington Parish) spoke about Men's Shed Drayton, an idea that originally came from Australia, and how they set it up in Drayton.
- Revd Jackie Twine from St Simons, spoke about the project there with refugees, through their Friday Friendships group. Once a month the refugees cook a meal they would have in their homeland, and all share in it.
- We then split into our 'clusters' and chatted together about what we would like Synod to look at. Then presented our thoughts to the rest of the group.

**The final meeting in 2023 was held at Church of the resurrection Farlington .**

- New appointments were made for various positions.
- Richard Shurmer, newly ordained Deacon, gave a talk on the Michaelmas Cohort – a group of people who were considering ordination, and who went through a year of discernment and training, and outlined the training they all undertook.
- Neal Smart from St Jude's Southsea gave a presentation on the project there to install solar panels, and the C of E plan to be Net Zero Carbon by 2030. He gave us links to guidance from CofE about installing solar panels and offered assistance in the form of templates of letters to various organisations that have an interest in solar panelling.
- Philip Poulter then gave a talk about the diocesan budget report, putting it into context by providing us with the background to the report. Aspects influencing the budget included backlog of repairs to property, recruitment of clergy, training, net zero carbon targets
- Fr Bob invited parishes to contribute again to the Comfort and Joy project ( voucher scheme)

## WEBSITE REPORT 2023

I am happy to report that at the close of 2023 our website had 385,567 pages viewed, an average of 1056 a day.

In 2023, a 'Donate' page was added to the website:

<https://www.holyspiritsouthsea.org.uk/donate/>

The website continues to feature details of News, Services, Feasts, Music, Prayers, and our Church life, week on week, throughout the year.

If you would like to add any item to the website, please contact me:

[holyspiritwebmaster@btopenmail.com](mailto:holyspiritwebmaster@btopenmail.com)

Mike Bridgman

Webmaster

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## Safeguarding Report

January - December 2023

Safeguarding has remained very much on the agenda at Holy Spirit over the last year.

On an everyday basis routine db's checks were renewed and roles at church requiring a db's check were identified.

The vicar, Angela, Ruth and the PCC were regularly updated on current issues including ongoing and sensitive matters.

The Diocesan Safeguarding team were consulted as needed to keep all who use our church and facilities safe.

Angela and Ruth both completed their Safeguarding Leadership training course and identified ongoing learning in the parish.

Angela attended a domestic Abuse workshop and the annual Diocesan safeguarding conference.

Safeguarding remains a standing item on each PCC meeting agenda.

Updates are regularly given to the PCC by Angela and Ruth in person or via written report.

As part of good practice in safeguarding all PCC members were asked to complete an online basic awareness and foundation safeguarding module.

Thank you all for your continued support and understanding of our safeguarding responsibilities as a parish.

Angela Etherington

Parish Safeguarding Officer

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## CHOIR AND MUSIC REPORT for Annual Parochial Meeting 2024.

Covering January 1<sup>st</sup> to December 31<sup>st</sup> 2023.

Through 2023, the choir has, as usual, sung at Sunday Masses and continues to rehearse on Wednesday evenings. As well as the Sunday masses, the choir also sang for weekday Masses on Candlemas, Ash Wednesday, through the Triduum, Corpus Christi, All Souls, Christmas Midnight, St Stephen and St John. The choir sang Solemn Evensong and Benediction on 29<sup>th</sup> January (Dedication), 5<sup>th</sup> March, 9<sup>th</sup> April (Easter Day), 7<sup>th</sup> May, The Eve of Pentecost (Saturday 27<sup>th</sup> May), 2<sup>nd</sup> July, 1<sup>st</sup> October and 5<sup>th</sup> November, and the Advent Procession (3<sup>rd</sup> December) and the Christmas Carol Service (17<sup>th</sup> December).

Wyndcliffe Voices presented a Meditation on the Passion on Palm Sunday evening. Cantores Vagantes sang evensong on Easter Saturday (15<sup>th</sup> April) and joined with the church choir for the Mass and for Solemn Evensong and Benediction on Sunday 16<sup>th</sup> April. On 25<sup>th</sup> June, Wyndcliffe Voices augmented by some friends from further away, sang a Solemn Evensong in celebration of the 400<sup>th</sup> anniversary year of the deaths of the composers William Byrd and Thomas Weelkes.

The choir's numbers have remained constant through the year except that Bob Godsell became seriously ill shortly before Christmas. This underlines the fact that it would still be good to have more choir members, especially on the Tenor and Alto parts.

For Choral evensongs and other special services, we are frequently joined by members of other choirs, Boxgrove Priory, The Cathedral Consort, St Botolph's Worthing and particularly St Mark's North End. I am glad to keep up that connection as that is where I was a chorister in my youth, where I was confirmed and where I first learnt to play the organ.

The organ continues to have a number of minor faults, and occasionally more serious problems during the year, all ably repaired by our tuner Mark Gatrell. The Diocesan Organs Advisers' conference was held in Portsmouth this year and they visited Holy Spirit. As a result of that, we now have clearer plans for the refurbishment of our organ which they pointed out was not only a fine instrument but has historical significance.

I wish to thank Fr. Russell for his support, and to thank Anthony Groves for his deputising at the organ on occasions when I was away and for other assistance. I also wish to thank Philip Bailey, who comes over from Worthing to play the organ for Solemn Evensongs.



Organist and Choirmaster.

14<sup>th</sup> February 2024.

## 2023 Charity of the Month Collections

|                            |                                                   |
|----------------------------|---------------------------------------------------|
| Jan – Send a Cow           | £101.90                                           |
| Feb – MNS                  | £96.20                                            |
| Mar – Bishop's Lent Appeal | £123.86                                           |
| Apr – Magic Breakfast      | £82.00                                            |
| May – Christian Aid        | Direct to charity                                 |
| June – Rowans              | £107.50                                           |
| Jul – MSF                  | £22.50                                            |
| Aug – Ho                   | £290.00                                           |
| Sept – Historic churches   | £300.00 Direct to charity (50% granted back £150) |
| Oct – Aurora Foundation    | £159.00                                           |
| Nov – Vouchers             | Direct to Diocese                                 |
| Dec – Debra Foundation     | £76.00                                            |
| Prayer tree – Sight Savers | £42.00                                            |
| <b>TOTAL</b>               | <b>£1,400.96</b>                                  |

(Note – Total of £1,353.96 recorded in the accounts as that was the amount paid through our bank account in the year to 31/12/2023 )

|                          |         |
|--------------------------|---------|
| Christian Aid -          | £130.00 |
| Vouchers -               | £245.00 |
| Children Society boxes - | £309.32 |

**Amount raised for charities     £2,085.28**

In October 2023 we also held a very successful Macmillan Coffee morning when £550 plus gift aid was raised.

## REPORT ON THE CHURCH CENTRE FOR APCM 14<sup>th</sup> April 2024

Throughout 2023 I am pleased to report that the church centre was being used regularly. We had twelve regular users, mainly during termtime, most weekdays mornings as well as Saturday mornings. The Community room was not fully used, although our best 'customer' does use it for ballet on Friday evenings, with NA having meetings there on Sunday and Monday evenings.

We welcomed a second NA group in 2023, but the rest of the hirers have been with us for some time.

Scouts introduced a session for younger children, Squirrels, on Tuesdays. Although rents did not increase in 2023, I did introduce a surcharge of £10.00 if groups leave the heating or lights on after their session.

Wiggly Woos - a childminder group with toddlers, was going to move when the Thursday Mass timing was altered but came back to us.

During 2023 we had a variety of regular groups including Ballet, yoga, Squirrels, Beavers cubs and scouts, Catch 22, toddler groups, Martial Arts, AA & NA.

In addition to these regular groups we had 15 children and family parties throughout the year, two concerts by visiting choirs and four other rentals (elections, political party AGMs, councillor workshops and craft and flower arranging workshops)

We also had organists using the church for practice, fitting in around services and groups, (currently there is no charge for this.)

The main challenge has been keeping the areas clean and hygienic for all users, and I would encourage anyone who finds an issue to note it down in the book on the shelf in the Lewis room. This is checked every time the cleaner is in. There have been a couple of issues, but group leaders have been supportive in addressing this, and this co-operation is vital as we cannot afford to have a caretaker/cleaner checking after each and every group.

In all, there are 5 rooms that are available for hiring – the website has photographs and measurements, but no prices, as this is dependent on the purpose of the rental. We have 3 different price scales, for charity, community or private rental. Discounts are given for church members. In 2023 we did no advertising of the spaces available, relying on word of mouth and repeat bookings. The amount of income from the hiring out of rooms is included in the annual accounts – a vital part of the church income.

Thanks

Ruth Pearson

13<sup>th</sup> February 2024

## Report to APCM on Holy Spirit Donations to the Portsmouth Food Bank 2023

Portsmouth Foodbank works in association with the Trussell Trust which runs the largest network of food banks in the UK, giving emergency food and support to people in crisis.

It was set up in Portsmouth by local churches, community groups and individuals working together towards stopping hunger in the local area. Run by King's Church Portsmouth there are also bases at Harbour Church Gunwharf (Portsea) and Paulsgrove Baptist Church to make it more accessible for people all over the city.

Fourteen million people live below the poverty line in this country. The rise in heating and lighting costs and reductions in benefits means that the donations are even more essential during these difficult times.

Portsmouth Foodbank operates to give local people access to emergency food when they need it most. Working in partnership with churches across the city the food bank provides sessions 5 days a week, with over 100 connected referral agencies, such as Citizens Advice, children's centres and health visitors.

The referral agency will take some basic details from the person. This will help them to identify the cause of the crisis and to offer practical guidance to be able to solve immediate and longer-term problems. It also means the food bank can prepare suitable emergency food for the right number of people. Once issued with a voucher, a person can exchange this for a minimum of three days of emergency food.

A typical food parcel contains a minimum of three days of nutritionally balanced, non-perishable, tinned and dried foods that have been donated by the local community. The parcel includes breakfast cereal, soup, pasta, rice, pasta sauce, baked beans, tinned meat, tinned vegetables, instant mash, UHT milk, tea, coffee, sugar, tinned dessert and biscuits with some fresh produce if possible.

The food bank provides specific parcels for a range of needs including people with diabetes, gluten intolerance, vegetarians and halal. They will also endeavour to adapt parcels to accommodate any food allergies.

Holy Spirit donates on average eight carrier bags of food and other essentials such as nappies and toiletries per fortnight. During Harvest Festival this year Holy Spirit donated all the food collected to the Portsmouth Foodbank.

Donations are usually picked up every other Wednesday morning before the 9.30am Mass. A message is posted on the Holy Spirit Facebook page and a notice is put by the donation boxes in church to let everyone know items the food bank is particularly in need of. If you have any questions regarding the Portsmouth Foodbank, please contact me.

Thank you very much for your donations during 2023, Sue Chatband.



### 300 CLUB REPORT FOR ANNUAL PAROCHIAL CHURCH MEETING 2024

As we enter the 9th year of the 300 Club, we must start by acknowledging the hard work and commitment Brian Porter has dedicated to the setting up and running of this successful fundraiser for the past 14 years. He is now taking a well deserved rest after guiding us through what needs to be done - we hope we will be able to continue with similar success.

Current membership is 283, a rise of 1 since last year; a number of members did not renew, but this was offset by others increasing their shares. There is always an opportunity to do this & if shares are purchased during the year, the price will be calculated according to the number of months left.

Of the subscriptions collected, 50% was allocated to the Church and last year money was used to purchase and install a new water heater in the kitchen and to help set up 'Messy Church'.

Thankyou for your continued support; hopefully next year our membership will once again reach 300!

Judith & Christopher Condley

### Flowers

Thank you to the same team, Anthony, Dacia, Eliene, Jean, Jeannette and Hazel who take it in turns to arrange the flowers in church. They not only give their time but also provide the flowers. At Easter and Christmas there are extra arrangements so we do ask for donations towards the cost of the flowers. Thank you very much to all those who contributed so generously for those festivals and at other times. Up to now we have been able to cover our costs so please help us to make our church look beautiful for Easter!

Jean G.

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## Chairman's Report

I am tempted to call this report my Silver Jubilee Report given that this year is my 25<sup>th</sup> anniversary as a priest. Well, it will be after the 4<sup>th</sup> of July. While I am not planning to mark this in any significant way I do hope that you will join me on Sunday 7 July at 10.00am to celebrate that milestone. I might even get to choose the hymns! I'll provide the champagne.

As I reflect on the last 25 years, as I have lately and will later this year, it is true to say that both the culture we inhabit and the church we are part of has changed considerably in that time. The culture, now more pleasure-seeking, much more distrustful of institutions and, sadly, other people, suspicious if not ignorant of the Christian heritage of this country, and resistant to any sort of commitment that doesn't benefit 'number one.' The Church has consequently shrunk, outside London certainly, is not called upon anymore for rites of passage as once it was, and fewer people are able to be found to take on vital roles and responsibilities. Now, we can either lament this state of affairs, be despondent about it and think to ourselves, along with many other people in our culture and in the Church, 'why bother making a commitment, getting involved, being prepared to make a sacrifice of our time and energy, and contributing?' or we can be the people of Faith and of Hope this Easter Season and our Christian Faith more generally calls us to be.

It is gratifying therefore, as today I reflect on the Life of this parish in the past year, that, despite everything, so many people have taken Church Life seriously, made sacrifices for it, put it first, contributed often very generously, participated, volunteered and tried, hard 'though it is, to be welcoming and gently evangelistic in their thinking, attitudes and actions. The Church may not be as well attended as it has been at some times in its history. In the present climate given the culture we live in, and especially so since COVID, this is hardly surprising. This parish does not, however, lack life and vitality and nor even, in some corners, vigour. Which, I think, is a cause for celebration, for confidence and for hope. Just in case you thought the rest of this report was going to be similarly gloomy!

My thanks today then are due to all those who have helped over the last year to contribute to that quietly hopeful and positive state of affairs. First to the

clergy who have assisted at services and officiated at them if I have been elsewhere. Fr. Ian, Fr. David, Fr. Joshua, while we had him, and Fr. Trevor. Fr. Trevor is now looking after the Sunday Mass at the convent now there is no chaplain. The churchwardens, now duly re-elected to serve another term, have worked tirelessly to ensure the fabric and fittings of the church have been preserved as well as its day to day management conducted with conscientious devotion. The heating problem is progressing, thanks to Doug, but it was always going to be slow process. The PCC has considered, responded and acted to further the mission and ministry of the Church with dedication and seriousness. Sean has kept the finances on a stable footing and with cheerfulness. Ruth has done wonders with the hall as you can see from the accounts. £30K in one year is not to be disregarded. Janet, our Anna Chaplain at the Home of Comfort continues to contribute in a hugely positive way to the spiritual well-being of the residents of our parish care home. The Messy Church Team have successfully more than doubled (officially) the number of people belonging to this Church's worshipping community. Philip and the choir have continued to provide fitting and inspiring music thus adorning any number of services, providing 'added value' to everyone's experience of 'Church.' The severs and sacristans have enabled this parish's precious and now rare pattern of almost daily services to be celebrated not just regularly but with dignity and grace. The flower arrangers, brass cleaners, tea and coffee makers, gardeners and food bank co-ordinators have all done their bit too. Each making their contribution thus building up the whole Church. More people I think, and not members of the choir because they have another job to do, should be volunteering to read in church, lead prayers and help with the parish breakfast.

In today's Gospel, the risen Christ encourages the apostles to witness to others of what the resurrection has wrought in them. Restored faith, abundant hope, and abiding joy. The challenge to any parish church, no matter how well run and ordered, no matter what we might be in it or do for it and for each other within these walls, is just a part, however vital, of what it is to be such a witness. The challenge, as it always has been, to be the same sort of witness to others outside it.

Fr. Russell Lawson SSC – Vicar  
14 April 2024  
Easter 3

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# Accounts

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CHURCH OF THE HOLY SPIRIT SOUTHSEA  
PAPERS FOR THE ANNUAL PAROCHIAL MEETING  
SUNDAY 23<sup>rd</sup> APRIL 2023.  
FOLLOWING THE 10 A.M. MASS



Please read the reports carefully before the meeting. The reports will be taken as read at the meeting when there will be an opportunity to simply ask any questions of the author.

## **ANNUAL PAROCHIAL MEETING SUNDAY 23<sup>rd</sup> April 2023.**

### **Agenda for vestry meeting**

1. PRAYER
2. APOLOGIES
3. MINUTES OF 2022 APM VESTRY MEETING
4. ELECTION OF CHURCH WARDENS

### **Agenda for full APM meeting**

1. MINUTES OF 2022 APCM
2. MATTERS ARISING
3. ELECTION OF PCC MEMBERS
4. ELECTION OF DEANERY SYNOD REPRESENTATIVES (elected Oct.2020)
5. ELECTION OF SIDESPERSONS (printed list attached)
6. FINANCIAL REPORT (Printed accounts attached)
7. THE PLANNED GIVING SCHEME (printed report attached)
8. APPOINTMENT OF EXTERNAL FINANCIAL AUDITOR
9. PRESENTATION OF PRINTED REPORTS
  - Buildings, fabric and maintenance report
  - Holy Spirit Church – Worship/witness/work & fellowship
  - PCC report
  - Electoral Roll
  - Parish Web site report
  - Deanery Synod report
  - Charities report
  - Flower report
  - Food Bank Report
  - Church centre Bookings report
  - Choir and Organ report
  - 300 club report
  - Safeguarding report
9. FATHER RUSSELL LAWSON
10. ONE MINUTE FROM THE FLOOR

## **CHURCH OF THE HOLY SPIRIT SOUTHSEA**

### **ANNUAL PAROCIAL MEETING SUNDAY 24<sup>th</sup> April 2022**

#### **Minutes of the vestry Meeting held on 24<sup>th</sup> April 2022**

1. The meeting opened at 11.15am. There were 32 people in attendance.
2. **Apologies:-** Sean Kanavan, Tina Kanavan, Jean Hasker, Paula Wright, Philip Drew, Eileen Martin, Robert Godsell, Victoria Nichols, Maggi Bridgman.

#### **3. Minutes of 2021 Vestry Meeting held on 11<sup>th</sup> April 2021**

These were agreed and signed as a correct record.

Proposed: Judith Condley      Seconded: Sue Chatband      All In Favour

#### **4. Election of Church Wardens**

Two nominations had been received.

**Mrs Ruth Pearson:** Proposed : Jean Hasker    Seconded : Douglas Fenton

**Mr Douglas Fenton:** Proposed : Philip Drew    Seconded : Robert Godsell

Everyone being in favour Ruth and Doug were duly elected to the office of church wardens for the year 2022/2023.

**The Vestry Meeting closed at 11.20 am.**

#### **Minutes of the APM following the Vestry Meeting**

#### **1. The minutes of the APCM held on Sunday 11<sup>th</sup> April 2021.**

These were agreed as a correct record.

Proposed : Michael Rendle      Seconded : Joe Lovick

All in Favour.

The minutes were signed as a correct record.

#### **2. Matters arising from the minutes.**

There were no matters arising.

#### **3. Election of PCC members**

Five Nominations for election to the PCC, all duly completed and signed by proposers, seconders and the nominees had been received. The nominees were Sean Kanavan, Susan Chatband, Philip Drew, Angela Etherington and Susan Kanavan.

These nominees were therefore put to the meeting for election onto the PCC for the forthcoming three years. All present were in favour and therefore these people were duly elected to stand as PCC members for the 2022 to 2025 term of office.

#### **4. Election of Deanery Synod Representatives**

Ruth Pearson and Maggi Bridgman continue to serve as our elected Deanery Synod representatives until 2023.

**5. Sidespersons.**

The list as it appears in the report booklet was referred to the meeting.

Sidespersons list as at Sunday 24<sup>th</sup> April 2022 :-

**Joseph Lovick, Jean Gudgeon, Hazel Fuller, Maureen Silk, Anne Chitty, Ann Ginn, Tina Kanavan, Susan Chatband, Jeannette Griffiths, Phillip Kanavan, Christopher Condley, Patricia Barker, Avril Waters.**

Also available for the offertory :- **Diane Simms, Rachel Fassoms, June Thompson and Nick Waters.**

These names were therefore put forward to the meeting on block.

Proposed : Jeannette Griffiths      Seconded : Joe Lovick

All being in favour they were duly elected for the coming year.

**6. Financial Report.**

The treasurer's report for the year ending December 31<sup>st</sup> 2021 was submitted as it appears in the APCM booklet. This report has now been examined and signed as correct by Mrs Helena Coles our independent examiner.

The report was then agreed by the meeting

Proposed: Mo Silk      Seconded: Jean Gudgeon

All being in favour it will now be, as legally required, submitted to the Diocesan Treasurer and to The Charities commission and a letter of thanks will be sent to Mrs Helena Cole.

Sean was commended for his report and thanked for all his hard work as treasurer.

**7. Planned giving Report and Gift Aid**

These reports had been prepared for the APCM report booklet by Mrs **Sue Chatband** who spoke briefly to the meeting being able to add the final quarter return for 2021 from HMRC which she had very recently received after the report had been prepared. A revised and full copy of her report will be included in the booklets sent to the Diocese and to the Charity Commission.

The report was accepted and there with no questions. Sue was thanked for her work as our planned giving and gift aid officer.

**8. Appointment of Independent Examiner**

The meeting agreed that **Mrs Helena Cole** be appointed for the forth coming year.

Proposed: Jacquie Holloway      Seconded : Mo Silk      All in Favour.

A letter of thanks will now be sent to Helena thanking her for her work and for being prepared to take on this role for a further year.

#### **9. Presentation of Written Reports**

- Buildings, Fabric and Maintenance
- Worship, witness, work and fellowship.
- PCC
- Electoral Roll (this now stands after the 2022 revision at 105)
- Parish Website
- Deanery Synod
- Charities
- Flower
- Food bank
- Church Centre Bookings
- Choir and Organ
- 300 Club report
- Safeguarding

All these reports were included in the previously circulated APCM booklets for 2022 and further copies were available at the meeting.

An invitation was given for questions and/or comments from the floor. There being no questions or comments the authors of each report was given a vote of thanks for their hard work in their individual area of expertise.

#### **10. Father Russell's Report**

A copy of Father Russell's report is attached to these minutes.

#### **11. One Minute from the Floor**

- a) Brian Porter voiced his concern re the sound system which despite a lot of money being spent on it is still somewhat unreliable. Father Russell and Doug Fenton assured us that they were indeed aware of the problem and that it was already considered to be a matter for attention in the very near future.
- b) Doug proposed a vote of our sincere thanks to Father Russell for all does for us throughout the year.

**There being no further business the meeting closed at 11.40 am.**



The Archbishop of Canterbury has come in for some criticism this week for giving a 'State of the Union' address rather than a proper Sermon on Easter Sunday. This report, hopefully will be neither. Rather, a few reflections on the year that has passed and a few pointers for the future.

As I probably said in 2021 when referring to 2020, last year was a year few of us will look back on with any kind of fondness. The pandemic that we thought was on the way out wasn't and 2021 was consequently another difficult and disrupted year. We did our best however, kept the church open, the worshipping life of the parish alive, the church centre open, adapting as best we could to the frequent changes in what we could and what we couldn't do. Thank you to all those who persevered, didn't give up, rose to the challenges we faced, kept the faith, as well as kept the show on the road (if that doesn't sound too 'unchurchy'.) Of course, we also faced the challenges associated with the loss of some of our number in 2021, not least Keith Day and Elaine Bullock. Both have left legacies to the church. Their most precious legacy – the fond memories, conversations, fun and common life we shared with each of them.

While I have recorded my thanks to those who kept faith with the church in 2021 particular thanks are due to our churchwardens Michael and Doug who often in trying circumstances ensured the building was kept in good order, maintained and kept fit for purpose. Philip and the choir faced particular challenges due to the ever-changing restrictions on singing, but accepted them as well as rose to them admirably. Mass was never cancelled or offered in any less worthy a way and my particular thanks are due to Anthony and Jean in the sacristy as well as to the servers and my brother priests for ensuring this was the case. Every day more or less. The church centre under Ruth's conscientious oversight continued to be used and is now patronised by a greater variety of groups and very much more often. From a purely financial perspective alone this was vital which along with your regular and sacrificial Giving has contributed to a pretty healthy balance sheet. Needless to say, when we could social events and trips were organised, put on and enjoyed, concerts given, as well as silver polished, altar linen washed, the church cleaned, flowers arranged, fairs, coffee mornings and raffles held, people welcomed and hymn books given out, the bulletin printed off, lessons read and prayers led, and much else besides.

We meet, of course, today without the often larger than life presence of a person who until recently would never have missed an occasion such as this. Michael served this church faithfully and in various capacities from choir boy to churchwarden for his entire life. A wonderful confection of a churchman who was both as eminently practical as he was faithful and devout. A friend to all, a mentor to some and an example to us all. To be frank I wouldn't be here myself it wasn't for the, for want of a better word, 'machinations' of Michael. Making sure I was suitable, gently encouraging me to come which I probably wouldn't have if he hadn't been so persuasive, and then with the help of a few of his friends in high places, ensuring I was appointed. Vicars come and go but Michael stayed, utterly committed to this place until his dying day. Holy Spirit Southsea wouldn't be what it is without him. We will honour that legacy at his funeral on 10 May.

A few weeks ago, Michael asked my permission for him to step down as churchwarden. Reluctantly. With his enthusiastic agreement, Ruth was mentioned as a very suitable successor and which I am pleased to see has come to pass today. Along with Doug they will mark out their own way, just as Michael, Sue, Jean, Bob and others did in their day, as our churchwardens. All they expect of us - our encouragement, our help and our support and which I trust will be gladly and enthusiastically given.

The diocese is now in a happier place than it was last year. Bishop Jonathan is making his mark and is just the sort of personable, parish-focussed and inspiring bishop Portsmouth needs. His three priorities as much as I can fathom are for every parish to focus on work with children and young people, on finding practical ways to care both for our local and global environment and to be servants not of ourselves but of the poor. I don't usually agree with episcopal/diocesan initiatives. I agree with this one. Who wouldn't? In the coming year, therefore, these priorities will be our priorities too.

Fr. Russell Lawson SSC  
Vicar - Holy Spirit Southsea  
24 April 2022

### **Sidespersons/ Offertory**

|                     |                 |
|---------------------|-----------------|
| Pat Barker          | Rachael Fassoms |
| Sue Chatband        | Debbie Hewitt   |
| Ann Chitty          | Mark Hewitt     |
| Christopher Condley | D. Sims         |
| Hazel Fuller        | Janet Thompson  |
| Anne Ginn           |                 |
| Jeannette Griffiths |                 |
| Jean Gudgeon        |                 |
| Phillip Kanavan     |                 |
| Tina Kanavan        |                 |
| Joe Lovick          |                 |
| Mo Silk             |                 |
| Avril Waters        |                 |

Parish of the Holy Spirit, Southsea  
Registered Charity No. 1185260  
Financial Statements for the year ended 31 December 2022

|                                                                  | 2021             |                  | 2022             |                  |
|------------------------------------------------------------------|------------------|------------------|------------------|------------------|
|                                                                  | £                | £                | £                | £                |
| <b>General (Unrestricted) Fund Receipts and Payments Account</b> |                  |                  |                  |                  |
| Receipts                                                         |                  |                  |                  |                  |
| <i>Voluntary Receipts</i>                                        |                  |                  |                  |                  |
| <i>Regular Giving</i>                                            |                  |                  |                  |                  |
| Standing Orders                                                  | 29,144.00        |                  | 28,805.00        |                  |
| Envelopes                                                        | 4,529.25         |                  | 2,898.22         |                  |
| Collections and other giving                                     | 1,363.03         |                  | 1,512.08         |                  |
| Income tax recovered                                             | <u>8,678.13</u>  | 43,714.41        | <u>7,643.46</u>  | 40,858.76        |
| <i>Other voluntary receipts</i>                                  |                  |                  |                  |                  |
| Donations                                                        | <u>2,098.74</u>  | 2,098.74         | <u>13,258.71</u> | 13,258.71        |
| <i>Receipts from activities for generating funds</i>             |                  |                  |                  |                  |
| Rents                                                            | 10,800.00        |                  | 10,940.00        |                  |
| Fundraising                                                      | <u>2,478.55</u>  | 13,358.55        | <u>178.57</u>    | 11,118.57        |
| <i>Receipts from church activities</i>                           |                  |                  |                  |                  |
| Fees                                                             | 435.00           | 435.00           | <u>560.00</u>    | 560.00           |
| <br>Total Receipts                                               |                  | <u>59,602.70</u> |                  | <u>65,796.04</u> |
| Payments                                                         |                  |                  |                  |                  |
| <i>Church activities</i>                                         |                  |                  |                  |                  |
| Parish share (quota)                                             | 33,750.00        |                  | 34,646.04        |                  |
| Insurance                                                        | 3,622.77         |                  | 3,454.80         |                  |
| Utilities                                                        | 7,603.45         |                  | 14,023.44        |                  |
| Buildings maintenance                                            | 15,233.71        |                  | 6,728.35         |                  |
| Printing and stationery                                          | 1,355.69         |                  | 1,762.48         |                  |
| Sacristy                                                         | 1,290.41         |                  | 2,633.70         |                  |
| Church societies/subscriptions                                   | 144.38           |                  | 293.00           |                  |
| Church running expenses                                          | 2,091.84         |                  | 3,871.41         |                  |
| Social activities                                                | 00.00            |                  | 559.09           |                  |
| Advertising                                                      | 00.00            |                  | 85.38            |                  |
| Donations                                                        | 260.00           |                  | 00.00            |                  |
| Bank Charges                                                     | 10.10            |                  | 112.81           |                  |
| <br>Total Payments                                               | <u>65,363.31</u> |                  | <u>68,170.50</u> |                  |
| Excess of receipts over payments                                 |                  | (5,760.61)       |                  | (2,374.46)       |
| Bank current and deposit accounts at 1 January                   |                  | 29,742.71        |                  | 23,982.10        |
| Bank current and deposit accounts at 31 December                 |                  | <u>23,982.10</u> |                  | <u>21,607.64</u> |

## Organ (Restricted) Receipts and Payments Account

|                                     | 2021<br>£       | 2022<br>£       |
|-------------------------------------|-----------------|-----------------|
| <i>Receipts</i>                     |                 |                 |
| Interest                            | 2,503.59        | 2,393.21        |
| Donations                           | 00.00           | 00.00           |
| Income tax recovered                | 00.00           | 00.00           |
|                                     | <hr/>           | <hr/>           |
| <b>Total Receipts</b>               | <b>2,503.59</b> | <b>2,393.21</b> |
|                                     | <hr/>           | <hr/>           |
| <i>Payments</i>                     |                 |                 |
| Remunerations                       | 3,000.00        | 3,180.00        |
| Repairs and tuning                  | 00.00           | 00.00           |
| Running Expenses                    | 110.00          | 179.21          |
| Bank Charges                        | 5.00            | 60.00           |
|                                     | <hr/>           | <hr/>           |
| <b>Total Payments</b>               | <b>3,115.00</b> | <b>3,419.21</b> |
|                                     | <hr/>           | <hr/>           |
| Excess of payments over receipts    | (611.41)        | (1,026.00)      |
| Bank current account at 1 January   | 11,108.71       | 10,497.30       |
| Bank current account at 31 December | 10,497.30       | 9,471.30        |

## Appeal (Unrestricted) Receipts and Payments Account

|                                     | 2021<br>£        | 2022<br>£        |
|-------------------------------------|------------------|------------------|
| <i>Receipts</i>                     |                  |                  |
| Legacies                            | 7,000.00         | 25,125.61        |
| Donations                           | 723.57           | 00.00            |
| Income Tax Recovered                | 00.00            | 00.00            |
| Fundraising                         | 3,022.87         | 4,130.53         |
| Hall Rent                           | 16,838.76        | 28,347.64        |
| Bank Refund                         | 4,012.68         | 00.00            |
|                                     | <hr/>            | <hr/>            |
| <b>Total Receipts</b>               | <b>31,597.88</b> | <b>57,603.78</b> |
|                                     | <hr/>            | <hr/>            |
| <i>Payments</i>                     |                  |                  |
| Maintenance                         | 49,736.76        | 2,771.74         |
| Bank Fees                           | 00.00            | 65.31            |
|                                     | <hr/>            | <hr/>            |
| <b>Total Payments</b>               | <b>49,736.76</b> | <b>2,837.05</b>  |
|                                     | <hr/>            | <hr/>            |
| Excess of payments over receipts    | (18,138.88)      | 54,766.73        |
| Bank current account at 1 January   | 85,547.17        | 67,408.29        |
| Bank current account at 31 December | 67,408.29        | 122,175.02       |

## Statement of Assets and Liabilities

|                      | 2021<br>£         | 2022<br>£         |
|----------------------|-------------------|-------------------|
| <i>Cash funds</i>    |                   |                   |
| Bank Current Account | 23,982.10         | 21,607.64         |
| Organ Account        | 10,497.30         | 9,471.30          |
| Appeal Account       | 67,408.29         | 122,175.02        |
|                      | <hr/>             | <hr/>             |
|                      | <u>101,887.69</u> | <u>153,253.96</u> |

£21,607.64 unrestricted Current Account,  
£122,175.02 unrestricted Appeal Account,  
£9,471.30 restricted Organ Account.

|                         |                  |                  |
|-------------------------|------------------|------------------|
| <i>Investment funds</i> |                  |                  |
| CBF fixed interest      | 46,814.59        | 40,532.24        |
| CBF investment units    | 46,812.78        | 41,302.14        |
| CBF deposit fund        | 986.32           | 999.30           |
|                         | <hr/>            | <hr/>            |
|                         | <u>94,613.69</u> | <u>82,833.68</u> |

### A Special Note

Post pandemic 2022 showed a return to a more normal financial year with the letting cycle in the Community Rooms off-setting increased running costs.

From August 2022 our gas and electricity providers stopped claiming Direct Debits and despite our Church Warden chasing they have not yet been claimed at year end. The matter is however being addressed. We therefore expect a sizable increase to be reflected in our 2023 financial statement.

The Donations income shown in the General Account includes £1,500 grant from the Diocese to support increased utility costs and £9,215.29 Department for Digital, Culture, Media and Sport grant that supported the investment we made last year in repairing the North Wall.

### NOTES

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the R & P basis.
2. Through Charities of the Month and sponsored events the sum of £1,038.12 was raised for other charities.
3. Although none were paid this year, the expenses paid to Clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.

## TREASURER'S REPORT FOR ANNUAL PAROCHIAL CHURCH MEETING 2023

As you will have noted from this year's financial statement of accounts, our main account again records an excess of outgoings above our regular income and that, without a significant set of utilities bills that we still await.

Our hall income and fund raising – such as the Christmas Market and May Fairs – help us keep up with things and several generous legacies have, in recent years been hugely important. However, these are far from guaranteed income and with large capital expenditure on things such as the heating system on the horizon, it would be great if we could manage our day to day costs using our day to day income. This means relying on our regular givers. We are all very aware of the cost of living challenges and we are not expecting anyone to give beyond their means. Whatever each individual might give us is between God and them. We pray that we all might consider our response to the needs of our Parish Church.

I would like to finish with a note of sincere thanks to all who do support Holy Spirit financially. Your historic and on-going giving enables us to continue our work for the Lord in Southsea.

Sean Kanavan (Treasurer)

## Holy Spirit Southsea - Planned Giving Report 2022 to APCCM

This is the Holy Spirit, Southsea, planned giving report for the year 2022.

Thank you to all the clergy, congregation and visitors to Holy Spirit, Southsea who have contributed financially to the work and upkeep of this church.

As regards the administration of the envelopes, I am unable to order future envelopes through our current supplier as the minimum order is 25 boxes. However, at the present time there are plenty of spare boxes which can be used for future years if necessary.

The number of parishioners wishing to give by standing order is now thirty-nine, this means that even if you cannot physically attend church you are still able to give to the church on a regular basis.

Gift aid via HMRC has been claimed on all those donations eligible.

The tables below I hope are self-explanatory, but should you have any questions please contact me.

**If anyone would like to set up a standing order, please contact either myself or Sean Kananvan and we will be able to give you the information.**

**Sue Chatband – Planned Giving Officer**

### Total Numbers in the Planned Giving Scheme

|                               | 2020      | 2021      | 2022      |
|-------------------------------|-----------|-----------|-----------|
| Number of envelopes           | 7*        | 6*        | 3*        |
| Number of standing orders     | 37*       | 37*       | 39*       |
| <b>Total Number in scheme</b> | <b>44</b> | <b>43</b> | <b>42</b> |

\*End of year total



**Total £ received through Standing Orders and envelopes.**

| Year                           | 2020           | 2021              | 2022           |
|--------------------------------|----------------|-------------------|----------------|
| Total received envelopes       | £6,894         | £3,461.99         | £1,866         |
| Total received standing orders | £25,105.00     | £29,294           | £28,805        |
| <b>Total</b>                   | <b>£31,999</b> | <b>£32,755.99</b> | <b>£30,671</b> |

**Average weekly giving by envelopes.**

| Year                        | 2020    | 2021   | 2022   |
|-----------------------------|---------|--------|--------|
| Number                      | 7*      | 6*     | 3*     |
| Total weekly average        | £132.57 | £66.58 | £35.88 |
| Average per person per week | £18.93  | £11.09 | £11.96 |

\*End of year total

**Average Weekly Giving Standing Orders**

| Year                                     | 2020          | 2021          | 2022          |
|------------------------------------------|---------------|---------------|---------------|
| Number of standing orders                | 37*           | 37*           | 39*           |
| Total weekly average                     | £482.79       | £563.35       | £553.94       |
| <b>Total average per person per week</b> | <b>£13.05</b> | <b>£15.22</b> | <b>£14.20</b> |

\*End of year total

Amount given in 2022 by White envelopes = £1,012

Amount given in 2022 as one-off donations = £1,162.88

Amount given in 2022 as cash donation = £43,22

### HMRC Gift Aid Returns during 2020-2022

| Year         | 2020             | 2021            | 2022            |
|--------------|------------------|-----------------|-----------------|
| Jan - Mar    | £2,266.35        | £1894.75        | £1782.63        |
| Apr - Jun    | £1,888.08        | £1966.59        | £1721.05        |
| Jul - Sept   | £1,860.00        | £1843.75        | £1901.20        |
| Oct - Dec    | £2,973.04        | £2238.58        | £1926.68        |
| <b>Total</b> | <b>£8,987.47</b> | <b>£7943.67</b> | <b>£7331.56</b> |

### Total Income via Planned Giving 2020-2022

| Source                   | 2020              | 2021              | 2022              |
|--------------------------|-------------------|-------------------|-------------------|
| Planned Giving Envelopes | £6,894            | £3,461.99         | £1,866            |
| Standing Orders          | £25,105.00        | £29,294.00        | £28,805           |
| White Envelopes          | £705              | £1,273.25         | £1,012            |
| One off donation         | £4,283.00         | £1,963.55         | £1,162.88         |
| Cash donation            | £872.32           | £6.10             | £43.22            |
| HMRC                     | £18,480.85*       | £7,943.67         | £7,331.56         |
| <b>TOTAL</b>             | <b>£56,340.17</b> | <b>£43,942.56</b> | <b>£40,220.66</b> |

\*Includes 2019 payments

## Churchwardens buildings report January 2022 to December 2022

The air conditioning /heating in the church centre has been repaired early in the year and has been maintained

Replacement batteries and light bulbs to emergence lighting has been completed

The defective lights in the kitchen have been replaced with LED lights

Building insurance has been renewed with Trinitas

A new smart gas metre has been fitted

A meeting was held with Portsmouth Water and they now agree that the old water meter is no longer used and they will cap and remove

A plethora of minor works have taken place e.g.

- Car park signs displayed
- Kitchen water heater repaired
- All lighting checked and repaired where necessary
- Outside lighting upgraded
- Toilet facility repairs actioned

### Future works

Monitor damp north elevation at junction of down spout and gutter

Monitor west end down spout to certain where leak is occurring. When this is done carry out repairs together with repairing entrance split down spout and clean and examine canopies.

Draft excluders to be obtained to main glass doors

Chase the council to complete drainage repairs north side of church promised to be completed during the school holidays

Roof repairs tiles lost through weather and a full examination of the condition of the roof structure.

Investigate the use of solar energy to provide both our energy needs and generate income and linked with this the future heating of the church.

Doug Fenton  
Ruth Pearson

28th February 2023

This has been the year when we have , as a community, regained a sense of normality, following the unsettled time of the pandemic.

Normal service has resumed! We are so grateful for the spiritual leadership we receive from Fr Russell, assisted by Fr Ian, Fr David and Fr Joshua, at the church services we are privileged to experience here. The rich liturgical tradition that we appreciate so much at Holy Spirit continues to uplift us all.

Last year we experienced the pain of losing a much-loved member of our church community, Michael Bourner, and for many of us, it was through this loss that we actually realised how very much he had contributed to our church community. He is greatly missed and is a very hard act to follow.

We are sure he would want, even expect, the traditions to continue, and they are, thanks in no small way, to the work that Anthony , ably assisted by Jean , do for all matters related to the Sacristy. We are so blessed to have that level of attention to detail that makes our services so special. All the church members that serve , read, do intercessions deserve our heartfelt thanks for the contribution they also make to our worship. And not forgetting Philip, who leads and steers the music tradition here that we love so much, and who encourages the choir to sing at our services. It is worth reflecting on how much people contribute in their own ways, to the spiritual life we appreciate and adhere to at Holy Spirit.

We are also so appreciative of all the social events that are organised here, and our thanks should be directed at Sue and Philip Kanavan who are central to the events we all enjoy. To name but a few – the skittles evenings, the quiz nights, the beetle drives. These bring into our church family and friends who may not attend services but appreciate the welcome they receive.

The '300 club' continues apace , thanks to Brian Porter, and besides providing a bit of excitement on draw days, contributes and enhances our church life.

Under the guidance of Fr Russell, we have opened out more to the local community with the start of Messy Church, and , along with the monthly book sales, we are trying to reach more people who would not necessarily come into church. Numbers to these events are slowly increasing , and these events could not happen without the help of volunteers who cook pizzas and hot dogs, bake

cakes , chat to our visitors and set up and clear up afterwards. Our support of the local food bank is facilitated by Sue Chatband , and our thanks go to her for the regular updates we receive. We thank all of you.

The church centre is being used more and more, we have repeat bookings and families of different faiths living in our parish are using our building, so we are opening up more into the local community, whilst retaining the Holy Spirit liturgical tradition.

Finally, from us , your church wardens, one with many years of experience, and one very new to the role, we would like to say thank you for what you contribute to our community, for the support feedback and advice you give. Each and everyone of us make this church community what it is, and what we would like it to be . Together we can face any challenges.

Ruth Pearson  
Doug Fenton  
Church Wardens  
28<sup>th</sup> February 2023

PAROCHIAL CHURCH COUNCIL Jan. 1<sup>st</sup> to Dec. 31<sup>st</sup> 2022

REPORT FOR THE ANNUAL PAROCHIAL MEETING 2023.

During the year January 1<sup>st</sup> 2022 to December 31<sup>st</sup> 2022 the PCC met on five occasions plus the Annual Parochial meeting.

At each meeting, apart from the short extraordinary meeting, these agenda items were always included:-

- Prayers at the beginning and end of each PCC meeting.
- The minutes and matters arising from the previous meeting.
- The Churchwardens' building report and any faculty applications and/or updates (report contained in this booklet)
- The treasurer's finance report. (report contained in this booklet)
- Correspondence received.
- Update on Church Centre. (report contained in this booklet)
- Safeguarding update (report contained in this booklet)
- Report following Deanery Synod meetings (report contained in this booklet)
- A report from Fr Russell.
- Any ongoing matters or other items put forward on the agenda as necessary.
- Any Other previously notified matters.

In addition to the information contained in other specific reports the PCC dealt with the following matters at their PCC meetings:-

**January 2022**

The PCC formally approved the list of church fees as required from the diocese and copies displayed on the church notice board and in the sacristy.

Father Russell informed the PCC of the Lent quiet afternoon which was to be directed by Father Andrew Walker. The Easter Sunday morning Mass which was to include a Confirmation - Bishop John Hind. The Eve of Pentecost Evensong and Benediction – Very Revd. John Hall and the Corpus Christi Mass – Bishop Roger Jupp

Arrangements were outlined and put in place for the APCM on Sunday 24<sup>th</sup> April 2022.

**March 2022.**

Sunday 13<sup>th</sup> March a short extraordinary meeting of the PCC received and approved the accounts ready for them to go to the external examiner.

**April 2022**

The APCM was held (minutes included in this report booklet)

## May 2022

The new PCC members were welcomed and the following annual appointments were proposed and agreed.

- Doug Fenton and Ruth Pearson.

Representatives: - (elected for 3 years in 2020)

Maggi Bridgman

Kanavan.

Churchwardens:

Deanery Synod

Ruth Pearson and

Treasurer: - Mr Sean

Secretary: - Mrs Sue Kanavan.

Standing committee: -

Vicar Father Russell Lawson, Churchwardens Doug Fenton and Ruth Pearson, Treasurer Sean Kanavan and Secretary Sue Kanavan. The standing committee would have the power to co-opt other PCC members as relevant to matter to be considered.

Election of other officers took place and the following people were formally accepted having been duly elected: -

Vice Chair: - Doug Fenton.

Electoral Role Officer previously elected: - Mo Silk

Safeguarding Officers previously elected: - Angela Etherington and Ruth Dash.

The updated Safeguarding Policy Document was formally proposed and accepted by the PCC.

Father Russell asked the meeting to agree to Maggi Bridgman fulfilling the Eucharistic ministry of administering the chalice at the weekday Masses at which she now serves. This was unanimously agreed.

## September 2022.

Father Russell asked the PCC to consider our being affiliated to the Prayer Book Society at the small cost of £60 per year. The PCC agreed unanimously to do this.

It was formally agreed that Victoria Nicholls be appointed to administer the chalice.

The establishment of an outreach sub-committee was discussed this was to involve informal meetings -- open to the community and young families. Regular meeting would report back to the PCC.

Messy Church is one such activity and it was suggested that a monthly activity of some sort be arranged for the community. Father Russell to speak to various people about this suggested initiative.

It was agreed that some necessary repairs to several pieces of sacristy silver be carried out at the total cost of £230

It was agreed by the PCC that a small boundary dispute which has been going on for many years with 195 Fawcett Road would be very expensive and that it was not significant enough to pursue the claim.

November 2022

Father Russell reported that 'Messy Church' held on the 3<sup>rd</sup> Thursday of each month was now well established and going well with an average of 50 people (20 adults and 30 children) attending each event.

Father Russell distributed and spoke about the suggested Deanery Plan.

Father Russell then spoke to the PCC explaining the Anna Chaplaincy initiative for work with older people and said that Bishop Jonathan was keen for each parish to have a person trained as an Anna Chaplain. Janet Day was already training and was willing to fulfil the role at Holy Spirit. Father Russell explained that she would initially be working mainly at the Home of Comfort. The PCC passed a resolution that Janet be appointed as our Anna Chaplain.

Finally Father Russell reported that 1000 Christmas cards had been ordered for distribution through the schools and by members of the congregation. These cards to contain a list of all the services to be held over the Christmas period. In addition to the cards, 200 'Follow the Star' bookmarks had been ordered for distribution at the Carol Service and other pre-Christmas services.

Susan Kanavan – Parochial Church Council Secretary



### Electoral Roll Report – year ending 31<sup>st</sup> December 2022

The total number on the electoral roll as at 31<sup>st</sup> December 2022 was 105.

The Electoral Roll has now been revised and the number for this year as at 9<sup>th</sup> April 2023 stands at *111 One hundred and eleven persons*

Thank you

Sue Kanavan (Secretary)

### WEBSITE REPORT – year ending 31<sup>st</sup> December 2022

I am happy to report that at the close of 2022 our website had 304,029 pages viewed, an average of over 833 a day.

The website continues to feature details of News, Services, Feasts, Music and Prayers of our common Church life, week on week, throughout the year.

I would like to thank Father Russell for his artwork choices reflected on the website Newsletter each week.

If you would like to add any item, story, or your photos to our website, please send them to me at: [holyspiritwebmaster@hotmail.com](mailto:holyspiritwebmaster@hotmail.com)

Mike Bridgman (Webmaster)

# Deanery Synod Report January to December 2022

During 2022 Maggi Bridgman & Ruth Pearson represented Holy Spirit at the three Deanery Synod meetings held on February 11<sup>th</sup> , June 14<sup>th</sup> and October 4<sup>th</sup> .

**At the February meeting** the main points were :

- Agreeing the move to online banking
- Ways to improve Diocesan communication
- Issues around the Ghanaian Bishops stance on LGBTQ+ legislation
- The forthcoming Licensing of Adam Tam and Annie McCabe as Associate Area Deans
- Various updates on projects in the deanery including Cosham Larder and the Bridgeway Project,

**At the June meeting** the main points were:

- The Finance report covering the balance in the deanery account and offering thanks to the parishes that had already paid their full parish share.
- Updates from three churches in the Deanery and the activities that they were working on.

**Harbour Church** – their Haven and Vista projects, their regular Alpha courses, Tots and toddlers groups , and their weekly family service in Copnor

**Eco Church (St Marys)**- how they are embracing more environmentally friendly and healthy ways of travelling – with 16 bike spaces at church, and encouraging parishioners to cycle to church and engaging with other projects across Portsmouth , including the Sea Oceans Plastic display seen at St Marys. St Marys now use a cargo bike to reduce the carbon emissions.

Advance notice that on 14<sup>th</sup> August they were holding a ‘ Celebration of Cycling’ and picnic at St Marys

**St Jude** – the launch of their Discipleship Year with young adults and students serving in local churches, then meeting together each week to learn and study together. It is open to other churches if they are interested, with some grants available to help them support the young adults with food and accommodation.

- A motion to approve a payment of £1000 to Diocese of Ho was carried.
- A discussion and Q&A session on the proposed amendments to the Deanery plan, focusing on Anna Chaplaincy and work with children and young people. All present were in agreement

**At the November meeting** the main points were:

- An introduction to ‘Pompey Sundays’ held at the Cathedral by taking part in a worship song with tambourines and maracas

- Overviews of projects including the Youth Project at St Judes and St Simons, and the funding for a youth worker who hopes to work with children from all 26 local churches, bringing them together on a weekly basis.
- A talk on the Garifuna Ministry , linked to St Andrews, Farlington and a talk on Black History month

Ruth Pearson

Maggi Bridgman

February 2023

## CHARITIES REPORT FOR YEAR JANUARY 1<sup>ST</sup> TO DECEMBER 31<sup>ST</sup> 2022

|                            |                                |
|----------------------------|--------------------------------|
| JAN. Sightsavers £125.30   | JULY Hope into Action £97      |
| FEB. Railway Children £129 | AUG. Diocese of Ho £69.20      |
| MAR. Bishops Appeal        | SEP. Hants. & IoW              |
| APL. St Barnabas £71       | OCT. Nat. Youth Orch. £92      |
| MAY. Christian Aid £72     | NOV. Vouchers                  |
| JUNE. Naomi House £104     | DEC. Children's Society £80.42 |

As usual twelve charities were chosen for us to support over the year. Eight of them raised nearly £800 and a new one, Railway Children, reached a total of £129.

Envelopes for the current month's charity are in the bowl at the back of the church or you can get them from me. By using the envelopes the charities are able to claim the Gift Aid.

Thank you to Sue Kanavan who runs a raffle at the charity coffee morning held after Mass on the last Friday of the month and thank you also to the regular supporters. Do try to support this. Where else do you get a piece of home made cake and a coffee for £1?

Jean Gudgeon

## **FLOWER REPORT FOR YEAR JANUARY 1<sup>ST</sup> TO DECEMBER 31<sup>ST</sup> 2022**

Thank you to all who donated towards the flowers at Easter and Christmas. The flowers cost £200 for each festival and enough money was donated.

Thank you to the small group of people, Anthony, Dacia, Eilene, Jean, Jeannette and Hazel who take it in turns to arrange the flowers in church for ten months of the year. (We do not have flowers during Lent and Advent) The flower arrangers not only give of their time but also supply the flowers.

I expect you have noticed that the flowers have been in vases for the past few months. This is because we have been trying not to use oasis which is not biodegradable. However, this makes arranging the blooms very difficult so at the big festivals we are using the oasis we still have.

Sometimes flowers are requested at odd times ie: the death of one of our loved ones, the poppy wreath, the Assumption or other festivals, so donations are always welcome. They can be given to me or placed in the wall flower safe behind the card stand in the M & G area.

I do enjoy the arrangements at Easter and Christmas as we all start with the same flowers but all end up differently. I wonder if you can tell who does which!

Jean Gudgeon

## Report on Holy Spirit Donations to the Food Bank 2022

The Portsmouth Foodbank works in association with the Trussell Trust which runs the largest network of food banks in the UK, giving emergency food and support to people in crisis.

Fourteen million people live below the poverty line in this country. The rise in heating and lighting costs and reductions in benefits means that the donations to the Portsmouth Foodbank are even more essential during these difficult times.

Portsmouth Foodbank operates to give local people access to emergency food when they need it most. Working in partnership with churches across the city the food bank provides sessions 5 days a week, with over 100 connected referral agencies, such as Citizens Advice, children's centres and health visitors.

The referral agency will take some basic details from the person to complete the voucher. This will help them to identify the cause of the crisis and to offer practical guidance. It also means the food bank can prepare suitable emergency food for the right number of people. Once issued with a voucher, a person can exchange this for a minimum of three days of emergency food.

A typical food parcel contains a minimum of three days of nutritionally balanced, non-perishable, tinned and dried foods that have been donated by the local community. The parcel includes breakfast cereal, soup, pasta, rice, pasta sauce, baked beans, tinned meat, tinned vegetables, instant mash, UHT milk, tea, coffee, sugar, tinned dessert and biscuits with some fresh produce if possible.

The food bank provides specific parcels for a range of needs including people with diabetes, gluten intolerance, vegetarians and halal. They will also endeavour to adapt parcels to accommodate any food allergies.

Holy Spirit donates on average eight carrier bags of food and other essentials such as nappies and toiletries per fortnight to the Portsmouth Foodbank, which is based at The Kings Church Centre, Somers Rd, Portsmouth. During Harvest Festival this year Holy Spirit donated all the food collected to the Portsmouth Foodbank.

I usually pick-up donations every other Wednesday morning after the 9.30am Mass.

I post a message on the Holy Spirit Facebook page and a notice by the donation boxes in church to let everyone know items the food bank is requesting.

If you have any questions regarding the Portsmouth Foodbank, please contact me.

Thank you very much for your donations during 2022. They are much appreciated.

Sue Chatband

Throughout 2022 we saw bookings for the Church Centre increase. We continue to have several long term regular hirers, with a wide range of activities including ballet, martial arts, yoga, several toddler groups, scouts, cubs and beavers, Catch 22, AA and NA. We did lose one regular group in 2022 as the leader gave up the franchise. All these groups are timed to work around church services.

New groups in 2022 have included Little City which is a play centre for young children, seasonal flower arranging workshops and Swing4All, a Lindyhop dance group, although these are not weekly bookings, but done on an adhoc basis.

The centre was regularly used every weekday morning except Tuesdays, and every weekday evening. The Community room was used on Monday evenings and Catch 22 used both the Community room and the Reading room on Thursdays .

Over the year we had an increase in party bookings, mainly through word of mouth referrals. The introduction of Messy Church helped as parents saw the space available. At the end of the year we hosted a couple of family celebrations for people living in the parish, including a pre wedding celebration for a Muslim family and a baby shower.

By the end of the year we already had future party bookings for 2023, Portsmouth City Election day bookings for the next 3 years, 2 concerts already scheduled for 2023 and a repeat booking from Portsmouth South Conservatives for their AGM.

Concerts included Wyncliffe Voices, Renaissance Choir, Portsmouth Festival Lunchtime clarinet recital, and Portsmouth Baroque Choir.

A new development was the use of the church for musical recordings and photography sessions for the covers of CDs etc. We didn't charge a fee but asked for a donation to church funds. Filming also took place in the church occasionally, with requests being checked to make sure any scripts were suitable for a church environment.

Looking ahead into 2023 , although we raised our fees in April 2022, we do not appear to have lost bookings for private parties due to cost – the feedback I have received suggests that hiring out the whole centre for a flat fee of £100 works well, giving people enough space for bouncy castles, discos and such like. The booking enquiry form on the website has worked well, ensuring that bookings can be entered on to the calendar as they are received, avoiding any double or overlapping bookings.

Ruth Pearson

February 2023

## CHOIR AND MUSIC REPORT for Annual Parochial Meeting 2023.

Covering January 1<sup>st</sup> to December 31<sup>st</sup> 2022.

2022 has been a more normal year with the Covid restrictions having been lifted. The choir has sung at Sunday Masses and continues to rehearse on Wednesday evenings. As well as the Sunday masses, the choir also sang for weekday Masses on Candlemass, Ash Wednesday, the Triduum, Corpus Christi, All Souls, St Stephen, St John and Holy Innocents. The choir sang Solemn Evensong and Benediction on 6<sup>th</sup> February (HM Queen Elizabeth II's Accession Day), Easter Day (17<sup>th</sup> April), The Eve of Pentecost (Saturday 4<sup>th</sup> June), 3<sup>rd</sup> July, 2<sup>nd</sup> October and 6<sup>th</sup> November, and the Advent Procession (27<sup>th</sup> November) and Carols by Candle-light (18<sup>th</sup> December).

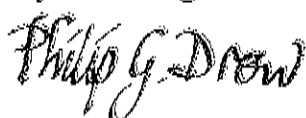
I am very glad to report that the choir's numbers have increased as we were joined in September by Bev (alto) and in November by Howard (bass). We would welcome yet more singers. There is safety in numbers.

For Choral evensongs and other special services, we are frequently joined by members of other choirs, Boxgrove Priory, The Cathedral Consort, St Botolph's Worthing and particularly St Mark's North End. I am glad to keep up that connection as that is where I was a chorister in my youth, where I was confirmed and where I first learnt to play the organ.

Our organ has had a number of minor faults during the year, all ably repaired by our tuner Mark Gatrell. However, on the evening of November 6<sup>th</sup>, Doug heroically climbed up to the organ chamber on a dark and foul night to reset a circuit breaker so that the organ could be used for Solemn Evensong; enormous thanks for that.

During winter time, the organ sometimes sounds rather wavery. This is caused by the heating which heats up the air in the organ chamber quickly, thus pipes standing in the open sound slightly higher in pitch in the hotter air whilst those that are enclosed in large boxes called swell boxes remain colder and so sound lower. The resulting differences in pitch then make it all sound significantly out of tune.

I wish to thank Fr. Russell for his support, and to thank Anthony Groves for his deputising at the organ on occasions when I was away and for his singing at Evensongs and to Philip Bailey, Matt Dixon and David Oldfield who have played the organ for Solemn Evensongs.



Organist and Choirmaster.

30<sup>th</sup> January 2023.



### **300 CLUB REPORT FOR THE ANNUAL PAROCHIAL CHURCH MEETING 2023**

We have now entered our 8<sup>th</sup> year which due to the reorganisation of timing has been moved from as previously, October to September to now being January to December. As was expected owing to the general rise in the cost of living/inflation coupled with the loss of a number of members by reason of death, plus a modicum of members who for various reasons have not wished to renew the number of members has slightly decreased. However we did recoup some of our losses by the recruitment of a few new members but the downside is that our share numbers have reduced from 312 to the present 282. In order to balance this deficit it was decided to make just one adjustment and that is to alter the top prize (paid quarterly) from £150 to £100 which will release £200 for the pot, but still represents a fine first prize quarterly.

With regard to overall spending on church requirements during the year this has been negligible but plans are afoot to spend on some lined up projects in 2023. Finally with great optimism it is not intended at this stage to change the name from 300 club back to 200 club..... We live in hope!

Yet again I wish to thank you all for your continued unstinted support which has managed to keep this fund raiser going for so long. It may be of interest for you to know that in these 8 years you have raised £21,395

**BRIAN PORTER** (300 Club Organiser)

### **SAFEGUARDING REPORT FOR YEAR JAN.1<sup>ST</sup> TO DEC. 31<sup>ST</sup> 2022**

The parish safeguarding officer Angela and assistant Ruth have been working with Father Russell and the PCC on various safeguarding issues. DBS checks have been completed and renewed including for new volunteers at Messy Church, our children's initiative. All volunteers at Messy Church were checked and appropriate safeguards were put in place to ensure the groups could be run safely.

Angels and Ruth attended the first Diocesan Safeguarding Conference at the Cathedral in Sept. which was a good opportunity to meet others working in the field and network.

Angela has been entering parish data into the new safeguarding dashboard and has completed training and induction to use this. She now attends the parish Safeguarding Officers networking meetings.

There have been changes in the team at the Diocese including the retirement of the previous safeguarding adviser. New staff have been appointed. The new generic contact details for the team are [safeguarding@portsmouth.anglican.org](mailto:safeguarding@portsmouth.anglican.org) 02392 899665

**ANGELA ETHERINGTON** (SAFEGUARDING OFFICER)

Although this is now my 25<sup>th</sup> year in Holy Orders, it is only my 5<sup>th</sup> in this parish and as such this my fifth annual report as Chairman of the Parochial Church Council and Vicar of the parish. And, as usual, it is but a brief review of the year 2022 with a few other matters that I deem worth noting thrown in. I will inevitably say much the same as I say every year. People need to hear that I am grateful for their contribution. But I am also pleased to be able to highlight some new and different things too.

First of all, I am pleased that after the disruption of the years immediately previous to 2022, Church Life rather settled down in 2022. The usual round of services was able to be kept, festivals celebrated and social events enjoyed. I/We have also been able to focus on one or two things that have been much needed in this parish but which we were unable to embark upon until things settled down. Initiatives also enabled by a few new willing and gifted volunteers.

Last year I mentioned that the new Bishop of Portsmouth had a number of priorities for the Diocese and its parishes. I got them a bit wrong, mainly because he hadn't quite worked them out this time last year and what I took them to be weren't what they turned out to be. Anyway, in the end, it happened that our priorities coincided. Other than a renewed focus on parishes, those priorities being that parishes explore how they might better reach and engage young families and children as well as how they might better affirm, include and engage with older people. Not least those in their local nursing homes as well as with those in the community. Working to these priorities in 2022, I think therefore that we can be quite proud with regard to what we have achieved. Our monthly Messy Church initiative which launched properly in September last year now attracts more than 60 people. 40 children and 20 or so accompanying adults. An initiative that not only does what it set out to do but which has also incidentally doubled the size of the congregation here. Without you even noticing. And no, it doesn't affect the annual payment for the parish to the diocese. Needless to say, I am most grateful to those, and I regret it is too small a group of people, who enable it to happen and have contributed to its success. Patterns of church-going and church-association have changed and are changing. We have sought to adapt to this. The challenge for this year and next will be how to engage this parallel 'congregation' and incorporate it more fully into the life of the church. I think we all have a part to play in this.

Engaging better and seeking to be of service to the needs of older people is Bishop Jonathan's other priority for parishes in Portsmouth. The means to do this: an Anna Chaplain for every parish! In seeking to engage with this priority, in November 2022 the PCC agreed to appoint an Anna Chaplain to serve at the Home of Comfort. Our parish nursing home. Janet is doing sterling work on our behalf. At a resident's and relative's meeting recently which I attended as Chair of trustees I was delighted to hear how grateful they all are for her weekly pastoral visits and for the way in which she is gently but confidently supporting residents, addressing their spiritual and sometimes practical

needs and in so doing enriching their quality of life. She even arranged a visit for some of the residents to church on Easter Sunday this year. Hidden work 'though this is, it is incalculably valuable and for it we have much to be thankful for and to thank Janet for. Not that she would want me to say so.

Many churches after the various lockdowns and other disruptions of recent years abandoned both weekday and Sunday early morning and evening worship. A situation that has contributed, and this has been proved, to church decline in these places. HSS is now probably the only church in the diocese other than the cathedral offering daily services and weekly Sunday evening ones. Even 'though they are not as well supported as they were or should be. It will be a profound disappointment to me if some of these have to be discontinued for lack of support and not least those on Mondays, Saturdays and on Sunday evenings. They provide a variety of worshipping experience. A more intimate setting, an opportunity for more focussed engagement and require very little in the way of involvement or commitment. For many, me included, they can and do provide some godly structure to the day. They are a gift this church, despite everything, has managed to maintain. I can do no more than commend them to you.

Last but not least my thanks are due to those who have supported and contributed to Church Life here in 2022. To my brothers in the Sacred Ministry. Fr. Ian, Fr. David and Fr. Joshua. We hope to welcome another soon. To those who have made and continue to make generous financial contributions to our work and witness as a consequence of which our finances are reasonably healthy. Are they ever what you want them to be? Doug and Ruth have done a sterling job as churchwardens and I am pleased that they will continue to do so for another year. The challenge for them, and all of us this year because this will have to be a team effort, the beginning of the project to replace the church's heating system. A fund will be launched at the May Fair. My thanks are also extended to Sean for the understated and efficient way he manages the church's finances as well to all of those who successfully oversaw the practicalities, legalities and intricacies of church governance through 2022 as trustees and members of the PCC. Some thorny issues have been dealt with, faced head on, and happily resolved. Thank you. Philip and the choir deserve particular thanks for the way in which they have adorned our services with music of the best quality thus, along with our sacristans and servers, giving this church a city-wide reputation for dignified liturgical excellence. A number of visitors in Holy Week this year told me that that's the reason they come. In 2022, Ruth's accommodating yet firm approach to managing the church centre has seen its use and contribution to our finances increase considerably and we should all be most grateful to both Ruth and Dave for ensuring this. As I am. As indeed I am to all those who in different but complimentary ways, from flower arrangers to cake makers, make the witness and flourishing of this church the priority it should be in the living of their Christian lives.

Fr. Russell Lawson SSC  
Vicar – Holy Spirit Southsea

**Parish of the Holy Spirit, Southsea**  
**Registered Charity No. 1185260**  
**Financial Statements for the year ended 31 December 2022**

|                                                                  | 2021             |                  | 2022             |                  |
|------------------------------------------------------------------|------------------|------------------|------------------|------------------|
|                                                                  | £                | £                | £                | £                |
| <b>General (Unrestricted) Fund Receipts and Payments Account</b> |                  |                  |                  |                  |
| Receipts                                                         |                  |                  |                  |                  |
| <i>Voluntary Receipts</i>                                        |                  |                  |                  |                  |
| <i>Regular Giving</i>                                            |                  |                  |                  |                  |
| Standing Orders                                                  | 29,144.00        |                  | 28,805.00        |                  |
| Envelopes                                                        | 4,529.25         |                  | 2,898.22         |                  |
| Collections and other giving                                     | 1,363.03         |                  | 1,512.08         |                  |
| Income tax recovered                                             | <u>8,678.13</u>  | 43,714.41        | <u>7,643.46</u>  | 40,858.76        |
| <i>Other voluntary receipts</i>                                  |                  |                  |                  |                  |
| Donations                                                        | <u>2,098.74</u>  | 2,098.74         | <u>13,258.71</u> | 13,258.71        |
| <i>Receipts from activities for generating funds</i>             |                  |                  |                  |                  |
| Rents                                                            | 10,800.00        |                  | 10,940.00        |                  |
| Fundraising                                                      | <u>2,478.55</u>  | 13,358.55        | <u>178.57</u>    | 11,118.57        |
| <i>Receipts from church activities</i>                           |                  |                  |                  |                  |
| Fees                                                             | 435.00           | 435.00           | <u>560.00</u>    | 560.00           |
| <br>Total Receipts                                               |                  | <u>59,602.70</u> |                  | <u>65,796.04</u> |
| Payments                                                         |                  |                  |                  |                  |
| <i>Church activities</i>                                         |                  |                  |                  |                  |
| Parish share (quota)                                             | 33,750.00        |                  | 34,646.04        |                  |
| Insurance                                                        | 3,622.77         |                  | 3,454.80         |                  |
| Utilities                                                        | 7,603.45         |                  | 14,023.44        |                  |
| Buildings maintenance                                            | 15,233.71        |                  | 6,728.35         |                  |
| Printing and stationery                                          | 1,355.69         |                  | 1,762.48         |                  |
| Sacristy                                                         | 1,290.41         |                  | 2,633.70         |                  |
| Church societies/subscriptions                                   | 144.38           |                  | 293.00           |                  |
| Church running expenses                                          | 2,091.84         |                  | 3,871.41         |                  |
| Social activities                                                | 00.00            |                  | 559.09           |                  |
| Advertising                                                      | 00.00            |                  | 85.38            |                  |
| Donations                                                        | 260.00           |                  | 00.00            |                  |
| Bank Charges                                                     | 10.10            |                  | 112.81           |                  |
| <br>Total Payments                                               | <u>65,363.31</u> |                  | <u>68,170.50</u> |                  |
| <br>Excess of receipts over payments                             |                  | (5,760.61)       |                  | (2,374.46)       |
| <br>Bank current and deposit accounts at 1 January               |                  | 29,742.71        |                  | 23,982.10        |
| Bank current and deposit accounts at 31 December                 |                  | <u>23,982.10</u> |                  | <u>21,607.64</u> |

**Organ (Restricted) Receipts and Payments Account**

|                                     | <b>2021</b><br>£ | <b>2022</b><br>£ |
|-------------------------------------|------------------|------------------|
| <i>Receipts</i>                     |                  |                  |
| Interest                            | 2,503.59         | 2,393.21         |
| Donations                           | 00.00            | 00.00            |
| Income tax recovered                | 00.00            | 00.00            |
|                                     | <hr/>            | <hr/>            |
| <b>Total Receipts</b>               | <b>2,503.59</b>  | <b>2,393.21</b>  |
|                                     | <hr/>            | <hr/>            |
| <i>Payments</i>                     |                  |                  |
| Remunerations                       | 3,000.00         | 3,180.00         |
| Repairs and tuning                  | 00.00            | 00.00            |
| Running Expenses                    | 110.00           | 179.21           |
| Bank Charges                        | 5.00             | 60.00            |
|                                     | <hr/>            | <hr/>            |
| <b>Total Payments</b>               | <b>3,115.00</b>  | <b>3,419.21</b>  |
|                                     | <hr/>            | <hr/>            |
| Excess of payments over receipts    | (611.41)         | (1,026.00)       |
| Bank current account at 1 January   | 11,108.71        | 10,497.30        |
| Bank current account at 31 December | 10,497.30        | 9,471.30         |

**Appeal (Unrestricted) Receipts and Payments Account**

|                                     | <b>2021</b><br>£        | <b>2022</b><br>£        |
|-------------------------------------|-------------------------|-------------------------|
| <i>Receipts</i>                     |                         |                         |
| Legacies                            | 7,000.00                | 25,125.61               |
| Donations                           | 723.57                  | 00.00                   |
| Income Tax Recovered                | 00.00                   | 00.00                   |
| Fundraising                         | 3,022.87                | 4,130.53                |
| Hall Rent                           | 16,838.76               | 28,347.64               |
| Bank Refund                         | <u>4,012.68</u>         | <u>00.00</u>            |
| <b>Total Receipts</b>               | <b><u>31,597.88</u></b> | <b><u>57,603.78</u></b> |
| <i>Payments</i>                     |                         |                         |
| Maintenance                         | 49,736.76               | 2,771.74                |
| Bank Fees                           | 00.00                   | 65.31                   |
| <b>Total Payments</b>               | <b><u>49,736.76</u></b> | <b><u>2,837.05</u></b>  |
| Excess of payments over receipts    | (18,138.88)             | 54,766.73               |
| Bank current account at 1 January   | 85,547.17               | 67,408.29               |
| Bank current account at 31 December | 67,408.29               | 122,175.02              |

## Statement of Assets and Liabilities

|                                                                                                                                 | 2021<br>£         | 2022<br>£         |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| <i>Cash funds</i>                                                                                                               |                   |                   |
| Bank Current Account                                                                                                            | 23,982.10         | 21,607.64         |
| Organ Account                                                                                                                   | 10,497.30         | 9,471.30          |
| Appeal Account                                                                                                                  | 67,408.29         | 122,175.02        |
|                                                                                                                                 | <hr/>             | <hr/>             |
|                                                                                                                                 | <u>101,887.69</u> | <u>153,253.96</u> |
| <br>£21,607.64 unrestricted Current Account,<br>£122,175.02 unrestricted Appeal Account,<br>£9,471.30 restricted Organ Account. |                   |                   |
| <i>Investment funds</i>                                                                                                         |                   |                   |
| CBF fixed interest                                                                                                              | 46,814.59         | 40,532.24         |
| CBF investment units                                                                                                            | 46,812.78         | 41,302.14         |
| CBF deposit fund                                                                                                                | 986.32            | 999.30            |
|                                                                                                                                 | <hr/>             | <hr/>             |
|                                                                                                                                 | <u>94,613.69</u>  | <u>82,833.68</u>  |

## A Special Note

Post pandemic 2022 showed a return to a more normal financial year with the letting cycle in the Community Rooms off-setting increased running costs.

From August 2022 our gas and electricity providers stopped claiming Direct Debits and despite our Church Warden chasing they have not yet been claimed at year end. The matter is however being addressed. We therefore expect a sizable increase to be reflected in our 2023 financial statement.

The Donations income shown in the General Account includes £1,500 grant from the Diocese to support increased utility costs and £9,215.29 Department for Digital, Culture, Media and Sport grant that supported the investment we made last year in repairing the North Wall.

## NOTES

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the R & P basis.
2. Through Charities of the Month and sponsored events the sum of £1,038.12 was raised for other charities.
3. Although none were paid this year, the expenses paid to Clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.

## **Independent Examiners Report to the PCC, Holy Spirit, Southsea**

This report on the account of the PCC for the year ended 31<sup>st</sup> December 2022, which are set out on pages 1 to 3, is in respect of an examination carried out under Regulation 3 (3) of the Church Accounting Regulation 1997 and Section 43 of the Charities Act 1993.

### **Respective Responsibilities of Trustees and Examiner**

As the members of the PCC, you are responsible for the preparation of the account, you consider that the audit requirement of Regulation 3 (30) of the Church Account Regulations 1997 and Section 43 (2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25 of the Church Account Regulations 1997 and Regulations 1995.

### **Basis of Independent Examiners Report**

My examination was carried out in accordance with the general directions given by the Charity Commission under Section 43 (7)(b) of the Act and to be found in the guidance from CBF. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiners Statement**

In connection with my examination no matter has come to my attention:

which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the 1993 Charities Act, to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or to which in my opinion attention should be drawn in order to enable proper understanding of the accounts to be reached.

(Signed)



Helena Cole

**Parish of the Holy Spirit, Southsea**  
**Registered Charity No. 1185260**  
**Financial Statements for the year ended 31 December 2022**

|                                                                  | 2021             |                  | 2022             |                  |
|------------------------------------------------------------------|------------------|------------------|------------------|------------------|
|                                                                  | £                | £                | £                | £                |
| <b>General (Unrestricted) Fund Receipts and Payments Account</b> |                  |                  |                  |                  |
| Receipts                                                         |                  |                  |                  |                  |
| <i>Voluntary Receipts</i>                                        |                  |                  |                  |                  |
| <i>Regular Giving</i>                                            |                  |                  |                  |                  |
| Standing Orders                                                  | 29,144.00        |                  | 28,805.00        |                  |
| Envelopes                                                        | 4,529.25         |                  | 2,898.22         |                  |
| Collections and other giving                                     | 1,363.03         |                  | 1,512.08         |                  |
| Income tax recovered                                             | <u>8,678.13</u>  | 43,714.41        | <u>7,643.46</u>  | 40,858.76        |
| <i>Other voluntary receipts</i>                                  |                  |                  |                  |                  |
| Donations                                                        | <u>2,098.74</u>  | 2,098.74         | <u>13,258.71</u> | 13,258.71        |
| <i>Receipts from activities for generating funds</i>             |                  |                  |                  |                  |
| Rents                                                            | 10,800.00        |                  | 10,940.00        |                  |
| Fundraising                                                      | <u>2,478.55</u>  | 13,358.55        | <u>178.57</u>    | 11,118.57        |
| <i>Receipts from church activities</i>                           |                  |                  |                  |                  |
| Fees                                                             | 435.00           | 435.00           | <u>560.00</u>    | 560.00           |
| <br>Total Receipts                                               |                  | <u>59,602.70</u> |                  | <u>65,796.04</u> |
| Payments                                                         |                  |                  |                  |                  |
| <i>Church activities</i>                                         |                  |                  |                  |                  |
| Parish share (quota)                                             | 33,750.00        |                  | 34,646.04        |                  |
| Insurance                                                        | 3,622.77         |                  | 3,454.80         |                  |
| Utilities                                                        | 7,603.45         |                  | 14,023.44        |                  |
| Buildings maintenance                                            | 15,233.71        |                  | 6,728.35         |                  |
| Printing and stationery                                          | 1,355.69         |                  | 1,762.48         |                  |
| Sacristy                                                         | 1,290.41         |                  | 2,633.70         |                  |
| Church societies/subscriptions                                   | 144.38           |                  | 293.00           |                  |
| Church running expenses                                          | 2,091.84         |                  | 3,871.41         |                  |
| Social activities                                                | 00.00            |                  | 559.09           |                  |
| Advertising                                                      | 00.00            |                  | 85.38            |                  |
| Donations                                                        | 260.00           |                  | 00.00            |                  |
| Bank Charges                                                     | 10.10            |                  | 112.81           |                  |
| <br>Total Payments                                               | <u>65,363.31</u> |                  | <u>68,170.50</u> |                  |
| <br>Excess of receipts over payments                             |                  | (5,760.61)       |                  | (2,374.46)       |
| <br>Bank current and deposit accounts at 1 January               |                  | 29,742.71        |                  | 23,982.10        |
| Bank current and deposit accounts at 31 December                 |                  | <u>23,982.10</u> |                  | <u>21,607.64</u> |



**Organ (Restricted) Receipts and Payments Account**

|                                     | <b>2021</b><br>£ | <b>2022</b><br>£ |
|-------------------------------------|------------------|------------------|
| <i>Receipts</i>                     |                  |                  |
| Interest                            | 2,503.59         | 2,393.21         |
| Donations                           | 00.00            | 00.00            |
| Income tax recovered                | 00.00            | 00.00            |
|                                     | <hr/>            | <hr/>            |
| <b>Total Receipts</b>               | <b>2,503.59</b>  | <b>2,393.21</b>  |
|                                     | <hr/>            | <hr/>            |
| <i>Payments</i>                     |                  |                  |
| Remunerations                       | 3,000.00         | 3,180.00         |
| Repairs and tuning                  | 00.00            | 00.00            |
| Running Expenses                    | 110.00           | 179.21           |
| Bank Charges                        | 5.00             | 60.00            |
|                                     | <hr/>            | <hr/>            |
| <b>Total Payments</b>               | <b>3,115.00</b>  | <b>3,419.21</b>  |
|                                     | <hr/>            | <hr/>            |
| Excess of payments over receipts    | (611.41)         | (1,026.00)       |
| Bank current account at 1 January   | 11,108.71        | 10,497.30        |
| Bank current account at 31 December | 10,497.30        | 9,471.30         |

**Appeal (Unrestricted) Receipts and Payments Account**

|                                     | <b>2021</b><br>£        | <b>2022</b><br>£        |
|-------------------------------------|-------------------------|-------------------------|
| <i>Receipts</i>                     |                         |                         |
| Legacies                            | 7,000.00                | 25,125.61               |
| Donations                           | 723.57                  | 00.00                   |
| Income Tax Recovered                | 00.00                   | 00.00                   |
| Fundraising                         | 3,022.87                | 4,130.53                |
| Hall Rent                           | 16,838.76               | 28,347.64               |
| Bank Refund                         | <u>4,012.68</u>         | <u>00.00</u>            |
| <b>Total Receipts</b>               | <b><u>31,597.88</u></b> | <b><u>57,603.78</u></b> |
| <i>Payments</i>                     |                         |                         |
| Maintenance                         | 49,736.76               | 2,771.74                |
| Bank Fees                           | 00.00                   | 65.31                   |
| <b>Total Payments</b>               | <b><u>49,736.76</u></b> | <b><u>2,837.05</u></b>  |
| Excess of payments over receipts    | (18,138.88)             | 54,766.73               |
| Bank current account at 1 January   | 85,547.17               | 67,408.29               |
| Bank current account at 31 December | 67,408.29               | 122,175.02              |

## Statement of Assets and Liabilities

|                                                                                                                                 | 2021<br>£         | 2022<br>£         |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| <i>Cash funds</i>                                                                                                               |                   |                   |
| Bank Current Account                                                                                                            | 23,982.10         | 21,607.64         |
| Organ Account                                                                                                                   | 10,497.30         | 9,471.30          |
| Appeal Account                                                                                                                  | 67,408.29         | 122,175.02        |
|                                                                                                                                 | <hr/>             | <hr/>             |
|                                                                                                                                 | <u>101,887.69</u> | <u>153,253.96</u> |
| <br>£21,607.64 unrestricted Current Account,<br>£122,175.02 unrestricted Appeal Account,<br>£9,471.30 restricted Organ Account. |                   |                   |
| <i>Investment funds</i>                                                                                                         |                   |                   |
| CBF fixed interest                                                                                                              | 46,814.59         | 40,532.24         |
| CBF investment units                                                                                                            | 46,812.78         | 41,302.14         |
| CBF deposit fund                                                                                                                | 986.32            | 999.30            |
|                                                                                                                                 | <hr/>             | <hr/>             |
|                                                                                                                                 | <u>94,613.69</u>  | <u>82,833.68</u>  |

## A Special Note

Post pandemic 2022 showed a return to a more normal financial year with the letting cycle in the Community Rooms off-setting increased running costs.

From August 2022 our gas and electricity providers stopped claiming Direct Debits and despite our Church Warden chasing they have not yet been claimed at year end. The matter is however being addressed. We therefore expect a sizable increase to be reflected in our 2023 financial statement.

The Donations income shown in the General Account includes £1,500 grant from the Diocese to support increased utility costs and £9,215.29 Department for Digital, Culture, Media and Sport grant that supported the investment we made last year in repairing the North Wall.

## NOTES

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the R & P basis.
2. Through Charities of the Month and sponsored events the sum of £1,038.12 was raised for other charities.
3. Although none were paid this year, the expenses paid to Clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.

## **Independent Examiners Report to the PCC, Holy Spirit, Southsea**

This report on the account of the PCC for the year ended 31<sup>st</sup> December 2022, which are set out on pages 1 to 3, is in respect of an examination carried out under Regulation 3 (3) of the Church Accounting Regulation 1997 and Section 43 of the Charities Act 1993.

### **Respective Responsibilities of Trustees and Examiner**

As the members of the PCC, you are responsible for the preparation of the account, you consider that the audit requirement of Regulation 3 (30) of the Church Account Regulations 1997 and Section 43 (2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25 of the Church Account Regulations 1997 and Regulations 1995.

### **Basis of Independent Examiners Report**

My examination was carried out in accordance with the general directions given by the Charity Commission under Section 43 (7)(b) of the Act and to be found in the guidance from CBF. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiners Statement**

In connection with my examination no matter has come to my attention:

which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the 1993 Charities Act, to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or to which in my opinion attention should be drawn in order to enable proper understanding of the accounts to be reached.

(Signed)



Helena Cole

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# Accounts

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CHURCH OF THE HOLY SPIRIT SOUTHSEA  
PAPERS FOR THE ANNUAL PAROCHIAL MEETING  
SUNDAY 24<sup>th</sup> APRIL 2022.  
FOLLOWING THE 10 A.M. MASS



Please read the reports carefully before the meeting. The reports will be taken as read at the meeting when there will be an opportunity to simply ask any questions of the author.

## **ANNUAL PAROCHIAL MEETING SUNDAY 24<sup>th</sup> April 2022.**

### **Agenda for vestry meeting**

1. PRAYER
2. APOLOGIES
3. MINUTES OF 2021 APM VESTRY MEETING
4. ELECTION OF CHURCH WARDENS

### **Agenda for full APM meeting**

1. MINUTES OF 2021 APCM
2. MATTERS ARISING
3. ELECTION OF PCC MEMBERS
4. ELECTION OF DEANERY SYNOD REPRESENTATIVES (elected Oct.2020)
5. ELECTION OF SIDESPERSONS (printed list attached)
6. FINANCIAL REPORT (Printed accounts attached)
7. THE PLANNED GIVING SCHEME (printed report attached)
8. APPOINTMENT OF EXTERNAL FINANCIAL AUDITOR
9. PRESENTATION OF PRINTED REPORTS
  - Buildings, fabric and maintenance report
  - Holy Spirit Church – Worship/witness/work & fellowship
  - PCC report
  - Electoral Roll
  - Parish Web site report
  - Deanery Synod report
  - Charities report
  - Flower report
  - Food Bank Report
  - Church centre Bookings report
  - Choir and Organ report
  - 200 club report (now the 300 Club)
  - Safeguarding report
9. FATHER RUSSELL LAWSON
10. ONE MINUTE FROM THE FLOOR

## **CHURCH OF THE HOLY SPIRIT SOUTHSEA**

### **ANNUAL PAROCIAL MEETING SUNDAY 11<sup>th</sup> April 2021**

#### **Minutes of the vestry Meeting held on 11<sup>th</sup> April 2021**

1. The meeting opened at 11.05 am. There were 39 people in attendance.
2. **Apologies:-** Michael Bournier, Veronica Bournier, Sean Kanavan, Christopher Condley, Judith Condley, Paula Wright and Joseph Lovick.

#### **3. Minutes of 2020 Vestry Meeting held on 4<sup>th</sup> October 2020**

These were agreed and signed as a correct record.

Proposed: Robert Godsell    Seconded: Jean Gudgeon    All In Favour

#### **4. Election of Church Wardens**

Two nominations had been received.

**Mr Michael Bournier:** Proposed : Anthony Groves    Seconded : Michael Bridgman

**Mr Douglas Fenton:** Proposed : Jacqueline Holloway    Seconded : Michael Bridgman

Everyone being in favour Michael and Doug were duly elected to the office of church wardens for the year 2021/2022.

**The Vestry Meeting closed at 11.10 am.**

#### **Minutes of the APM following the Vestry Meeting**

#### **1. The minutes of the APCM held on Sunday 4<sup>th</sup> October 2020.**

These were agreed as a correct record.

Proposed : Robert Godsell    Seconded : Jean Gudgeon

All in Favour.

The minutes were signed as a correct record.

#### **2. Matters arising from the minutes.**

There were no matters arising.

#### **3. Election of PCC members**

No further nominations had been received and all previously elected PCC members were willing to continue to serve for their elected terms. Therefore with everyone being in favour the current PCC will continue to stand for the year 2021/2022.

#### **4. Election of Deanery Synod Representatives**

Ruth Pearson and Maggi Bridgman continue to serve as our elected Deanery Synod representatives for the next year.

#### **5. Sidespersons.**

The list as it appears in the report booklet was referred to the meeting.

Sidespersons list as at Sunday 11<sup>th</sup> April 2021 :-

**Joseph Lovick, Jean Gudgeon, Hazel Fuller, Maureen Silk, Anne Chitty, Ann Ginn, Tina Kanavan, Susan Chatband, Jeannette Griffiths, Phillip Kanavan, Christopher Condley, Patricia Barker, Avril Waters.**

Also available for the offertory when resumed :- **Brian and Christine Porter, Diane Simms, June Thompson and Nick Waters.**

The newly named list was therefore,

Proposed : Jean Hasker      Seconded : Maureen Silk

All being in favour they were duly elected for the coming year.

#### **6. Financial Report.**

The treasurer for the year ending December 31<sup>st</sup> 2020, **Mr Bob Godsell** spoke to his previously distributed report. This report will now be, as requested by the Diocese, submitted to the Diocesan Treasurer and letters of thanks be sent to both Julie Chapman for her help in typing the accounts and to Helena Cole who is our independent examiner.

Father Russell thanked Bob for his expert and dedicated service as treasurer over the past 9 years and Bob was presented with a small gift from the parish as a token of that very grateful thanks.

Father Russell then read a short note he had received from Mr Sean Kanavan, our new treasurer, which read:-

‘ May I say a huge thank you to all who’s giving has continued to support the Church through the last year and into 2021 when we have seen such reduced income from the hall and our fund raising activities. While we have mourned the loss of a number of much loved members of our community we have been grateful recipients of some very generous legacies which have provided us with the ability to meet some significant ongoing costs. You will have noticed the work on the North Wall has begun and our Easter organ producing the “mighty rushing wind” rather than its usual more melodic sounds, to mention but a couple. For this reason I would ask that you perhaps consider your giving, gift aiding or even whether you choose to set up a Standing Order as every little helps. Whatever you are able to provide, whether you feel able to begin, increase or reduce your giving, please know it has been and will continue to be very gratefully received.’

#### **7. Planned giving Report and Gift Aid**

These reports had been prepared for the APCM report booklet by **Mrs Sue Chatband**

The report was accepted and there with no questions. Sue was thanked for her work as our planned giving and gift aid officer.



#### **8. Appointment of Independent Examiner**

The meeting agreed that **Mrs Helena Cole** be appointed for the forth coming year.

Proposed : Jean Hasker      Seconded : Patricia Barker      All in Favour.

A letter of thanks will now be sent to Helena thanking her for her work and for being prepared to take on this role for a further year.

#### **9. Presentation of Written Reports**

- Buildings, Fabric and Maintenance
- Worship, witness, work and fellowship.
- PCC
- Electoral Roll
- Parish Website
- Deanery Synod
- Charities
- Food bank
- Church Centre Bookings
- Choir and Organ
- 200 Club report
- Safeguarding

All these reports were included in the previously circulated APCM booklets for 2021 and further copies were available at the meeting.

An invitation was given for questions and/or comments from the floor and the authors of each report given a vote of thanks for their hard work in their individual area of expertise.

#### **10. Father Russell's Report**

A copy of Father Russell's report is attached to these minutes.

#### **11. One Minute from the Floor**

Doug proposed a huge vote of thanks to Father Russell for his outstanding ministry to us over this past extremely challenging year. Not only has he enabled us simply 'to keep the show on the road' but also to grow as a worshipping and caring community.

All those present showed their agreement by very warm acknowledgement and applause.

**There being no further business the meeting closed at 11.27 am.**



## Chairman's Report APCM 2021

It seems only a few months ago since I gave my last report and that's because it was. Given in October when it should have been given in April. Just one minor example of how disruptive 2020 was. To all of us personally, to Church Life, to our mission and witness as a church and not least to our finances. A situation 'though on-going, which from where I'm sitting today is looking rather less gloomy than it was last October. Let's hope and pray things continue to look up!

Much of my 2020 report on the year 2019 was taken up with what happened in 2020 so I won't repeat myself over much save to say a particular word of thanks to all those who yet again kept church life and worship going in both the November lockdown, over the weirdest Christmas in living memory, and throughout a cold and uncomfortable Winter. As I said in my Easter message this year I am particularly grateful to all those who got on with their responsibilities, made the best of it, adapted, didn't complain, and who kept the show on the road. You know who you are. Thank you.

It can be tempting to look back on 2020 and consider that nothing good came of such a year and not least in Church Life. The losses were great and not least too many wonderful people. But that said I do not think no good at all came of it or was not demonstrated. People showed resilience and took risks, supported worship as best as they felt able to, and kept in touch. Showed concern and looked after each other. People also supported the church by changing or increasing their giving. Every charitable initiative was often impressively supported. The church continued to be maintained not least by Michael and Doug, the heating fixed and the organ repaired if only this year. One or two lightbulbs remain to be replaced! The North Wall works were meticulously planned and have now begun. Mass was celebrated with or without a congregation most days, standards maintained, and nothing important was neglected. Philip kept the music coming. We learned how to live-stream, or at least how to get it up on the screen, zoom, some of us, and all the while trying to manage our own lives and disappointments, and some tragedies, as best we could. Forget 2020 we might very much prefer but there is also much, if not to celebrate, then to be proud of. Even if that's only the pride we might feel when we have successfully negotiated an obstacle course, faced a particular challenge or succeeded at doing something we never thought we could.

As for the future, I have no crystal ball but if this virus is finally defeated or adequately controlled then we can see a resumption of Church Life later this year. Fairs, social events, singing even as well as the financial and community benefit which a fully used Church Centre will again provide. I do hope so. However, much will need to be re-built, re-thought, and a more mission focussed attitude adopted. In fact, it needs to come before all else and to that end I intend to establish a 'Recovery

Group' of sorts to think about how we might go about this as well as get on with doing it. If, pray God, we can, later this year.

You may not know this, the churchwardens do as well as Sue and Ruth who joined these discussions in January (we agreed to nothing!) that the Diocese of Portsmouth has woken from its slumbers and come up with a plan to revitalise the diocese with a view to it growing, and I quote, in Faith, Impact and Numbers. All very worthwhile and actually somewhat overdue. The reason? Because they have a serious financial deficit. The plan itself? That every parish be amalgamated into a Team Ministry. Thus, HS will become part of a formal arrangement with St. Jude's, St. James', and St. Margaret's. Ideally, and eventually with one Incumbent, the odd Team Vicar and maybe a pioneer minister (ask me afterwards) and, wait for it, one PCC. How this is going to transform the fortunes of the diocese and enable it to grow in Faith, Impact and Number, rather than just save money on clergy stipends, has yet to be adequately explained. Spin and wishful thinking do not constitute evidence! I'm worried about it. If you value this church's tradition, you should be worried about it. We'll hear very much more about it later this year. It might never happen. A new bishop might have other ideas. Let's hope so. You've been warned.

Finally, a particular thank you to Michael and Doug who have been the wonderful churchwardens every vicar dreams of and who will be serving for another year. Although Michael is undergoing treatment and has good days and not so good days, there's an awful lot he can still do and has done from home and which he is very happy to continue to do. I am very glad he will be and not least with Doug on the ground to manage things on site. Bob retired as Treasurer at the end of last year and we owe a particular debt of thanks to him for the meticulous and responsible way he has exercised this important role for many years. Thank you, Bob and to Sean for stepping seamlessly into his shoes. What would have done without our PCC Secretary this last year? I really cannot say and not least because Sue does so much more than just record the minutes of meetings. We all know how much, and not least how encouraging, loyal, wise and helpful she has been and is. Thank you.

I wasn't going to preach today but rather read this report instead but I decided to 'encourage' you in the end with both. I don't tend to shirk my responsibilities to you, as long as what is expected of me is reasonable, and hope and pray, that in the coming year I will continue to have the same confidence in you as you embrace yours.

Fr. Russell Lawson SSC.  
Vicar - Holy Spirit, Southsea

### Offertory/Sidesperson

| Sidesperson/ Offertory | Offertory   |
|------------------------|-------------|
| P. Barker              | R. Fassoms  |
| S. Chatband            | D. Sims     |
| A. Chitty              | J. Thompson |
| C. Condley             | N. Waters   |
| H. Fuller              |             |
| A. Ginn                |             |
| J. Gudgeon             |             |
| J. Griffiths           |             |
| P. Kanavan             |             |
| T. Kanavan             |             |
| J. Lovick              |             |
| M. Silk                |             |
| A. Waters              |             |

It wasn't until September we returned to having the offertory procession because of the lockdown. Before then we only had sidespersons but as many of these were in isolation we found it difficult to cover the duties. However not being able to have the choir we were able to use the choir members so a big thank you to all those who helped. We now have thirteen people to be sidespersons and seventeen for the offertory. This means being on duty about every 7<sup>th</sup> week for sidesperson and every 9<sup>th</sup> for the offertory. If anyone would like to help with these duties please see me.

JEG.

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**Parish of the Holy Spirit, Southsea**  
**Registered Charity No. 1185260**  
**Financial Statements for the year ended 31 December 2021**

|                                                                  | 2021             |                  | 2020             |                  |
|------------------------------------------------------------------|------------------|------------------|------------------|------------------|
|                                                                  | £                | £                | £                | £                |
| <b>General (Unrestricted) Fund Receipts and Payments Account</b> |                  |                  |                  |                  |
| Receipts                                                         |                  |                  |                  |                  |
| <i>Voluntary Receipts</i>                                        |                  |                  |                  |                  |
| <i>Regular Giving</i>                                            |                  |                  |                  |                  |
| Standing Orders                                                  | 29,144.00        |                  | 25,410.00        |                  |
| Envelopes                                                        | 4,529.25         |                  | 10,545.50        |                  |
| Collections and other giving                                     | 1,363.03         |                  | 465.24           |                  |
| Income tax recovered                                             | <u>8,678.13</u>  | 43,714.41        | <u>15,121.99</u> | 51,542.73        |
| <i>Other voluntary receipts</i>                                  |                  |                  |                  |                  |
| Donations                                                        | <u>2,094.74</u>  | 2,094.74         | <u>2,448.09</u>  | 2,448.09         |
| <i>Receipts from activities for generating funds</i>             |                  |                  |                  |                  |
| Rents                                                            | 10,880.00        |                  | 10,800.00        |                  |
| Fundraising                                                      | <u>2,478.55</u>  | 13,358.55        | <u>1,121.50</u>  | 11,921.50        |
| <i>Receipts from church activities</i>                           |                  |                  |                  |                  |
| Fees                                                             | 435.00           | 435.00           | <u>972.00</u>    | 972.00           |
| <br>Total Receipts                                               |                  | <u>59,602.70</u> |                  | <u>66,884.32</u> |
| Payments                                                         |                  |                  |                  |                  |
| <i>Church activities</i>                                         |                  |                  |                  |                  |
| Parish share (quota)                                             | 33,750.00        |                  | 34,647.00        |                  |
| Insurance                                                        | 3,622.77         |                  | 3,824.61         |                  |
| Utilities                                                        | 7,603.45         |                  | 8,154.27         |                  |
| Buildings maintenance                                            | 15,233.71        |                  | 3,981.78         |                  |
| Printing and stationery                                          | 1,355.69         |                  | 1,213.22         |                  |
| Sacristy                                                         | 1,290.41         |                  | 678.09           |                  |
| Church societies/subscriptions                                   | 144.38           |                  | 740.46           |                  |
| Church running expenses                                          | 2,091.84         |                  | 3,202.89         |                  |
| Social activities                                                | 00.00            |                  | 00.00            |                  |
| Advertising                                                      | 00.00            |                  | 72.00            |                  |
| Donations                                                        | 260.00           |                  | 00.00            |                  |
| Bank Charges                                                     | 10.10            |                  | 00.00            |                  |
| <br>Total Payments                                               | <u>65,363.31</u> |                  | <u>56,514.32</u> |                  |
| <br>Excess of receipts over payments                             |                  | (5,760.61)       |                  | 10,370.00        |
| <br>Bank current and deposit accounts at 1 January               |                  | 29,742.71        |                  | 19,372.71        |
| Bank current and deposit accounts at 31 December                 |                  | <u>23,982.10</u> |                  | <u>29,742.71</u> |

**Organ (Restricted) Receipts and Payments Account**

|                                     | <b>2021</b>     | <b>2020</b>     |
|-------------------------------------|-----------------|-----------------|
|                                     | <b>£</b>        | <b>£</b>        |
| <i>Receipts</i>                     |                 |                 |
| Interest                            | 2,503.59        | 2,788.03        |
| Donations                           | 00.00           | 00.00           |
| Income tax recovered                | 00.00           | 123.00          |
|                                     | <hr/>           | <hr/>           |
| <b>Total Receipts</b>               | <b>2,503.59</b> | <b>2,911.03</b> |
|                                     | <hr/>           | <hr/>           |
| <i>Payments</i>                     |                 |                 |
| Remunerations                       | 3,000.00        | 3,060.00        |
| Repairs and tuning                  | 00.00           | 459.18          |
| Running Expenses                    | 110.00          | 393.18          |
| Bank Charges                        | 5.00            | 00.00           |
|                                     | <hr/>           | <hr/>           |
| <b>Total Payments</b>               | <b>3,115.00</b> | <b>3,912.36</b> |
|                                     | <hr/>           | <hr/>           |
| Excess of payments over receipts    | (611.41)        | (1,001.33)      |
| Bank current account at 1 January   | 11,108.71       | 12,110.04       |
| Bank current account at 31 December | 10,497.30       | 11,108.71       |

**Appeal (Unrestricted) Receipts and Payments Account**

|                                     | <b>2021</b>      | <b>2020</b>      |
|-------------------------------------|------------------|------------------|
|                                     | <b>£</b>         | <b>£</b>         |
| <i>Receipts</i>                     |                  |                  |
| Legacies                            | 7,000.00         | 25,009.17        |
| Donations                           | 723.57           | 1,441.75         |
| Income Tax Recovered                | 00.00            | 596.00           |
| Fundraising                         | 3,022.87         | 00.00            |
| Hall Rent                           | 16,838.76        | 12,335.66        |
| Bank Refund                         | 4,012.68         | 00.00            |
| LPW Grant                           | 00.00            | 6,833.54         |
|                                     | <hr/>            | <hr/>            |
| <b>Total Receipts</b>               | <b>31,597.88</b> | <b>46,216.12</b> |
|                                     | <hr/>            | <hr/>            |
| <i>Payments</i>                     |                  |                  |
| Maintenance                         | 49,736.76        | 37,458.89        |
|                                     | <hr/>            | <hr/>            |
| <b>Total Payments</b>               | <b>49,736.76</b> | <b>37,458.89</b> |
|                                     | <hr/>            | <hr/>            |
| Excess of payments over receipts    | (18,138.88)      | 8,757.23         |
| Bank current account at 1 January   | 85,547.17        | 76,789.94        |
| Bank current account at 31 December | 67,408.29        | 85,547.17        |



## Statement of Assets and Liabilities

|                                                                                                                              | 2021<br>£         | 2020<br>£         |
|------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| <i>Cash funds</i>                                                                                                            |                   |                   |
| Bank Current Account                                                                                                         | 23,982.10         | 29,742.71         |
| Organ Account                                                                                                                | 10,497.30         | 11,108.71         |
| Appeal Account                                                                                                               | 67,408.29         | 85,547.17         |
|                                                                                                                              | <u>101,887.69</u> | <u>126,398.59</u> |
| <br>£23,982.10 unrestricted Current Account, £10,497.30 restricted Organ Account,<br>£67,408.29 unrestricted Appeal Account. |                   |                   |
| <i>Investment funds</i>                                                                                                      |                   |                   |
| CBF fixed interest                                                                                                           | 46,814.59         | 50,146.46         |
| CBF investment units                                                                                                         | 46,812.78         | 40,954.11         |
|                                                                                                                              | <u>93,637.37</u>  | <u>91,100.57</u>  |

### A Special Note

The ongoing pandemic continued to cause significant differences to some figures compared with 2020. Income from fundraising started to return late in 2021. The significant difference in Tax Recovery is due to a catch up in 2020. 2021 is likely to be indicative of a "business as usual" position. Our regular giving income shows a further move to Standing Orders from envelopes. Increased maintenance costs reflects some significant organ work, a catch up of invoices that has been delayed from the previous period regarding CCTV and Audio repairs and the extensive repairs to our North Wall. The refund of £4,012.68 bank charges relate to a bank error dating back to 2005. Our Bank has once again begun making charges which while only totalling £15.10 in this year reported will be significantly more in the next year. We are in the process of challenging their stance and continue in our quest to have them provide on-line banking facilities which will be more efficient in many ways.

### NOTES

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the R & P basis.
2. Through Charities of the Month and sponsored events the sum of £792.85 was raised for other charities.
3. The expenses paid to Clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.



## **Independent Examiners Report to the PCC, Holy Spirit, Southsea**

This report on the account of the PCC for the year ended 31<sup>st</sup> December 2021, which are set out on pages 1 to 3, is in respect of an examination carried out under Regulation 3 (3) of the Church Accounting Regulation 1997 and Section 43 of the Charities Act 1993.

### **Respective Responsibilities of Trustees and Examiner**

As the members of the PCC, you are responsible for the preparation of the account, you consider that the audit requirement of Regulation 3 (30) of the Church Account Regulations 1997 and Section 43 (2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25 of the Church Account Regulations 1997 and Regulations 1995.

### **Basis of Independent Examiners Report**

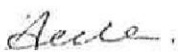
My examination was carried out in accordance with the general directions given by the Charity Commission under Section 43 (7)(b) of the Act and to be found in the guidance from CBF. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiners Statement**

In connection with my examination no matter has come to my attention:

which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the 1993 Charities Act, to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or to which in my opinion attention should be drawn in order to enable proper understanding of the accounts to be reached.

(Signed)



Helena Cole



## Holy Spirit Southsea - Planned Giving Report 2021 to APCCM

This is the Holy Spirit, Southsea, planned giving report for the year 2021.

Thank you to all the clergy, congregation and visitors to Holy Spirit, Southsea who have contributed financially to the work and upkeep of this church.

This has been a challenging year for each of us individually and to clergy and congregation of Holy Spirit because of the Covid pandemic and the regulations and restrictions this entails.

The method of giving has been affected by the ability of individuals to physically attend church, as a result numbers giving via the planned giving envelope scheme has reduced significantly. At the end of 2021 only 6 people were using planned giving envelopes. As regards the administration of the envelopes, I will be unable to order future envelopes through our current supplier as the minimum order is 25 boxes. However, at the present time there are plenty of spare boxes which can be used for future years if necessary.

Fortunately, the number of parishioners wishing to give by standing order has remained at 37 this means that even if you cannot physically attend church you are still able to give to the church on a regular basis.

Gift aid via HMRC has been claimed on all those donations eligible.

The tables below I hope are self-explanatory, but should you have any questions please contact me.

**If anyone would like to set up a standing order, please contact either myself or Sean Kananvan and we will be able to give you the information.**

**Sue Chatband – Planned Giving Officer**

### Total Numbers in the Planned Giving Scheme

|                               | 2019      | 2020      | 2021      |
|-------------------------------|-----------|-----------|-----------|
| Number of envelopes           | 22        | 7*        | 6*        |
| Number of standing orders     | 28        | 37*       | 37*       |
| <b>Total Number in scheme</b> | <b>50</b> | <b>44</b> | <b>43</b> |

\*End of year totals

### Total £ received through Standing Orders and envelopes

| Year                           | 2019              | 2020           | 2021              |
|--------------------------------|-------------------|----------------|-------------------|
| Total received envelopes       | £13,346.70        | £6,894         | £3,461.99         |
| Total received standing orders | £21,875.00        | £25,105.00     | £29,294           |
| <b>Total</b>                   | <b>£35,221.70</b> | <b>£31,999</b> | <b>£32,755.99</b> |

### Average weekly giving by envelopes

| Year   | 2019 | 2020 | 2021 |
|--------|------|------|------|
| Number | 22   | 7*   | 6*   |

Total weekly average £256.67 £132.57 £66.58

Average per person £11.67 £18.93 £11.09

per week

\*End of year totals

**Average Weekly Giving Standing Orders**

| Year                                     | 2019          | 2020          | 2021          |
|------------------------------------------|---------------|---------------|---------------|
| Number of standing orders                | 28            | 37*           | 37*           |
| Total weekly average                     | £420.67       | £482.79       | £563.35       |
| <b>Total average per person per week</b> | <b>£15.02</b> | <b>£13.05</b> | <b>£15.22</b> |

\*End of year total

**Amount given in 2021 by White envelopes = £1,273.25**

**Amount given in 2021 as one-off donations = £1,963.55**

**Amount given in 2021 as cash donation = £6.10**

**HMRC Gift Aid Returns during 2020**

| Year         | 2019              | 2020             | 2021            |
|--------------|-------------------|------------------|-----------------|
| Jan - Mar    |                   | £2,266.35        | £1894.75        |
| Apr - Jun    | £2,344.48         | £1,888.08        | £1966.59        |
| Jul - Sept   | £4,427.21         | £1,860.00        | £1843.75        |
| Oct - Dec    | £2,721.69         | £2,973.04        | £2238.58        |
| <b>Total</b> | <b>£9,493.38*</b> | <b>£8,987.47</b> | <b>£7943.67</b> |

\*Paid in 2020

**Total Income via Planned Giving**

| Source                   | 2020              | 2021              |
|--------------------------|-------------------|-------------------|
| Planned Giving Envelopes | £6,894            | £3,461.99         |
| Standing Orders          | £25,105.00        | £29,294.00        |
| White Envelopes          | £705              | £1,273.25         |
| One off donation         | £4,283.00         | £1,963.55         |
| Cash donation            | £872.32           | £6.10             |
| HMRC                     | £18,480.85*       | £7943.67          |
| <b>TOTAL</b>             | <b>£56,340.17</b> | <b>£43,942.56</b> |

\*Includes 2019 payments

# Buildings report for the year 2021

## Schedule of works

All work on the North wall elevation completed this comprised of

- Erection of scaffolding to north wall
- Repairs and relining of guttering
- Replacement of broken roof tiles
- Survey and repairs to window stonework
- Tiling of wall elevations above Sunday school room, Sacristy and Hayward road door entrance

For the Sum of £55291.74 inclusive of VAT £9215.29 of the VAT was recovered from the Listed Places of Worship Grant scheme

Hayward road drainage dispute with the Portsmouth City Council has been resolved. A meeting was held with the council and they have undertaken to rectify in the Bramble road school; summer holidays .

Closewood have carried out servicing on halls complex conditioning and heating.

MR electrical have carried out minor repairs to lighting and sensors throughout the Church and halls

The organ electrical supply problems have been resolved .

The Glass doors have to the Church Entrance have been replaced

The fire alarm systems fire extinguishers emergency lighting and CTV systems have been inspected and maintained as necessary.

The lower south elevation tiling has been compared together with repairs to drainage

The down spouts by the church entrance have been cleared by a contractor to improve water flow

Two cycle racks have been installed by the church entrance

A concrete plinth has been built in the memorial garden to allow for the installation of a memorial bench

Various plumbing work has been carried out to the halls complex

Repairs have been carried out to the six roof doors

Wooden shelving has been installed in the old sacristy/library for storage of books

The issue of the registration of the title of land reference the land at the rear of 195 Fawcett Road is still ongoing and is being dealt with by the diocesan legal team

Michael Bournier  
Doug Fenton  
(Churchwardens )

## Churchwardens parish report January 2021 to December 2021

This last year has been marked by the ongoing impact of the pandemic which has again curtailed our usually impressive social calendar it has not however daunted our spirit and we have maintained a healthy and vibrant church community .

The Church of the Holy Spirit has, at its heart, a rich liturgical tradition and worship and we are indebted to Fr. Russell for enabling the Holy Spirit to be a focus for worship on -line and in the building ,to the maximum allowed by law.

The quality of this witness has been inspiring and we give our thanks to the servers and choir who enriched our corporate life at every opportunity allowed.

Although we could not go on pilgrimage to Walsingham we brought Walsingham to Southsea a high point in our worship life

Thank you to Ruth for organising the Christmas Fair not only was this a huge success but it points the way to our recovery from lockdown restrictions

And big thank you to all who have soldiered on through this difficult time in so many ways from food bank contributions, cleaning and maintenance of the buildings. You have all been wonderful and are much treasured.

In conclusion, your Churchwardens would like to express their thanks and appreciation for all the support we have received. This church has always been a beacon of Christian witness but it is in difficult times like these, that you seized the moment and shone brightly we thank you.

Mike Bourner  
Doug Fenton  
Churchwardens  
1st March 2022



**PAROCHIAL CHURCH COUNCIL Jan. 1<sup>st</sup> to Dec. 31<sup>st</sup> 2021**

**REPORT FOR THE ANNUAL PAROCHIAL MEETING 2022.**

During the year January 1<sup>st</sup> 2021 to December 31<sup>st</sup> 2021 PCC meetings were of necessity disrupted by the COVID19 Pandemic regulations. It was agreed that the Standing Committee consisting of The Vicar, Churchwardens, Treasurer and Secretary, would deal with urgent and essential matters, calling on any relevant PCC members where necessary and keeping all PCC members informed of decisions taken and, where legally binding, contacting all members to comment and vote on proposals.

However the full PCC was able to meet on five occasions plus the Annual Parochial meeting and all were held closely following the restrictions in place at that time.

At each meeting, apart from the short extraordinary meetings, these agenda items are always included:-

- Prayers at the beginning and end of each PCC meeting.
- The minutes and matters arising from the previous meeting.
- The Churchwardens' building report and any faculty applications and/or updates (report contained in this booklet)
- The treasurer's finance report. (report contained in this booklet)
- Correspondence received.
- Safeguarding update (report contained in this booklet)
- Report following Deanery Synod meetings (report contained in this booklet)
- A report from Fr Russell.
- Any ongoing matters or other items put forward on the agenda as necessary.
- Any Other previously notified matters.

In addition to the information contained in other specific reports the PCC dealt with the following matters at their PCC meetings:-

## **February 2021**

On 7<sup>th</sup> February an email was sent to all PCC members containing full copies of the 2020 accounts together with a proposal that they be agreed and accepted. All 14 members responded with a 'yes' vote to the proposal which was carried with 'All in favour' and the agreed accounts were duly sent to the independent examiner.

## **March 2021**

A Zoom meeting of the standing committee plus invited member architect, Tim Sage , was held. At this meeting it was agreed to proceed with the urgent building work needed to address the serious damp problems occurring on the north wall of the church.

## **April 2021**

The APCM was held in church and the minutes of this meeting are contained in this year's report booklet.

## **May 2021**

At this meeting the roles of PCC secretary and church treasurer were confirmed the standing committee elected together with vice chair of PCC and confirmation of the previously elected roles of Deanery Synod reps., Electoral Roll officer and safeguarding officers were agreed.

Standing Committee:-Father Russell, Churchwardens, Treasurer, PCC Secretary.

Secretary:- Sue Kanavan

Treasurer:- Sean Kanavan

Vice Chair of PCC:- Doug Fenton

Electoral Roll officer:- Mo Silk

Deanery Synod:- Ruth Pearson & Maggi Bridgman (elected for 3 years in 2020)

Safeguarding Officers:- Angie Etherington & Ruth Pearson

The updated safeguarding policy document was formally accepted.

Father Russell updated the PCC on the progress of the proposed Diocesan 5 year plan.

## **September 2021**

Ruth Pearson gave the PCC an update on the Church centre bookings and the agreed booking requirements. The PCC much appreciated the fact that the revenue we receive from the church centre use is invaluable and Ruth was thanked for all the hard work she does as our booking officer which makes this possible.

## **November 2021**

The PCC agreed in principal to a number of suggestions of changes to the church centre booking agreements and the current booking forms and to a hire charge review being undertaken. It was then agreed that the way forward would be for Ruth to review and amend the documentation as she saw fit as booking officer and that it then be considered by a small group consisting of Ruth, Fr. Russell, Doug and Sean for discussion and ratification.

Fr. Russell reported the excellent news that Father David Barlow had now joined the staff of Holy Spirit as an honorary assistant priest and also that Father Joshua Bell had applied for a PTO to allow him to celebrate at Holy Spirit whenever his navel chaplain duties allowed.

Fr. Russell also reported that 3000 Holy Spirit Christmas cards had been ordered ready for distribution throughout the parish.

The PCC were informed that preparations were well underway for the children's Messy Church Christmas event and that all those willing to help had had their safeguarding checks completed.

Susan Kanavan – Parochial Church Council Secretary

## **ELECTORAL ROLL REPORT – YEAR ENDING 31<sup>ST</sup> DECEMBER 2021**

The total number on the electoral roll as at 31<sup>st</sup> December 2021 was 104

The electoral roll has, as required, now been revised and the number on roll for this year as at Sunday 10<sup>th</sup> April 2022 stands at **106** .

## **WEBSITE REPORT FOR YEAR ENDING DECEMBER 31<sup>ST</sup> 2021**

I am happy to report that at the close of 2021 our website had 537,202 pages viewed, an average of over 1,470 per day.

The website continues to feature details of News, Services, Feast days, Music, and Prayers, of our common church life, week on week, throughout the year.

I would like to thank Father Russell for his artwork choices reflected on the website homepage from time to time.

If you would like to add any item, story, or your photos to the website, please send them to me at:- [holyspiritwebmaster@hotmail.com](mailto:holyspiritwebmaster@hotmail.com)

Mike Bridgman

Webmaster

## Deanery Synod Report January to December 2021

During 2021 there were three Deanery Synod meetings, February 22<sup>nd</sup> and June 15<sup>th</sup> being held online, the final one on October 20<sup>th</sup> held at St Andrews Farlington. Holy Spirit was represented by Maggi Bridgman and Ruth Pearson, and Father Russell was also present.

There were also additional meetings in March (online) to discuss what qualities we would like our new Bishop to have, and what impact we would like him/her to make across the Diocese. Ruth Pearson attended on one of these, one of just six participants! From this, what was felt to be the three most desirable qualities were picked, to be considered by the Vacancy and See committee when they composed the 'statement of needs' for the selection process.

**In the February meeting** there were only two main agenda items.

- Finance – The Deanery Standing Committee proposed that Deanery subs should be set at half the usual requested amount, and this was agreed.

- Portsmouth Deanery Plan

A paper had been circulated prior to the meeting that outlined the process to date on strategy and vision transformation for the Diocese. It was stressed that it is not very detailed now but is more a plan of the 'direction of travel' the Diocese is taking. It involves the Diocese being grouped in four clusters, developing closer relationships within each cluster, and sharing resources, whilst recognising that each area needs to retain their sense of identity and a level of autonomy.

At the meeting the paper was endorsed by those attending.

**At the June meeting** the main item was further discussion on the Deanery response to the Live, Pray, Serve transformation process. The attendees went into breakout rooms to discuss the document that had been circulated before the meeting, and then various questions were raised. Fr. Bob White gave reasons why this was being discussed during the Bishop's interregnum, explaining it was primarily down to finances, as the Diocese has a deficit of around £1.2 million. This year's deficit has been covered by the selling of properties, but a plan is needed for future years.

A range of other questions were dealt with, and then a vote was taken on three proposed amendments, all of which were passed by those attending.

**The final meeting on October 20<sup>th</sup> 2021** was held at St Andrews Farlington .

The Finance report confirmed that a very high proportion of parishes had paid their parish share, which we were thanked for, as the diocesan budget is based on 95% of parish shared

being collected. It was confirmed that the increase for the coming year would be capped at 5% rise, but would probably be 2-3%.

There was a discussion on the use of Contactless Readers being used for collections. One parish had found their income from occasional services such as weddings and baptisms had increased since they introduced this method of collection.

There was a presentation on the Living in Love and Faith course – one is being run in the New Year and the resources that parishes can use if they have run a course can be found online, through the CofE website.

The Deanery plan was discussed – it is still ongoing, but at a slower pace. Each group (cluster) have started conversations about sharing resources. Updates will be given at future meetings.

The Diocesan Budget Consultation will be sent to the Diocesan Synod meeting on 7<sup>th</sup> November. One of the items to be voted on will be the differential between existing clergy and new clergy as only the latter group had a pay increase last year.

Finally, the Christmas Voucher Appeal was confirmed as running again from Mid-November.

Ruth Pearson

Maggi Bridgman

March 2022

### Charities

|             |                      |         |             |                 |          |
|-------------|----------------------|---------|-------------|-----------------|----------|
| <b>Jan.</b> | Sight Savers         | £105.50 | <b>July</b> | Rebound         | £69.50   |
| <b>Feb.</b> | British Legion       | £123.00 | <b>Aug.</b> | Diocese of Ho   | £88.00   |
| <b>Mar.</b> | Bishop's Lent Appeal | £63 .00 | <b>Sep.</b> | Two Saints      | £87. 50  |
| <b>Apl.</b> | A. C. S.             | £55.00  | <b>Oct.</b> | Macmillan       | £135. 00 |
| <b>May</b>  | Christian Aid        | £175.00 | <b>Nov.</b> | Vouchers        |          |
| <b>June</b> | The Rowans           | £93.00  | <b>Dec.</b> | Children's Soc. | £31      |

The money we send to the twelve charities is raised either by giving, in a charity envelope, or by supporting the monthly Friday coffee morning. The latter is held on the last Friday of the month after the 10am mass. This is the main source of the donation given to the chosen charity and for a £1 you can enjoy a cup of coffee and a piece of home-made cake (a BARGAIN) There is also a raffle run by Sue Kanavan – thank you very much Sue. The coffee mornings are supported by a small group but it contributes well to the amount we send, so thank you to those regular visitors.

Information on the charities is changed each month on the notice board behind the Meet and Greet table. Some of the charities which we support every year are Sight Savers, Bishop's Lent Appeal, Christian Aid, Diocese of Ho, the Voucher Appeal and the Children's Society.

For the first time the British Legion was chosen as one of the twelve charities we supported and a donation of £123 was sent. The other charities to whom we sent over a £100 were Sight Savers, Christian Aid and Macmillan. The Children's Society and the Additional Curates Society were not so well supported, the former receiving £31 and the latter £55.

If you would like a monthly envelope, please see me. **J.E.G**

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## Flowers

A big thank you must be given to a small team of six people, Hazel Fuller, Jeannette Griffiths, Anthony Groves, Jean Gudgeon, Eilene Martin and Dacia Rendle, who not only give their time but provide the flowers as well.

Each week there are two large arrangements, one in front of our Lady and one in the Meet and Greet area but in Lent and Advent there are no flowers in Church. At Christmas and Easter each one of the team makes an arrangement and the money for these flowers comes out of the flower fund – alas empty at present!

During lockdown the church stayed looking welcoming and beautiful with vases and containers of very realistic silk flowers placed in many places and for that, many thanks to Anthony who spent many hours doing this.

Silk flowers are sometimes used with the real ones and people have been seen feeling them to see if they are real or not!

Donations are asked for at Easter and Christmas and the people who give are very generous but the cost of the flowers does not get covered. The Easter flowers cost £170 and the ones at Christmas £218!

I am very grateful to those who do give me donations. I do hope that the arrangements add to the beauty of our lovely church. There is a box set in the wall behind the card stand in the Meet and Greet area marked FLOWERS ??

JEG

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### **Report on Holy Spirit Donations to the Food Bank 2021**

The continuing Covid pandemic, the imminent changes to heating and lighting costs and reductions in benefits means that the donations to the Portsmouth Foodbank are even more essential during these difficult times.

Holy Spirit donates on average 8 carrier bags of food and other essentials per fortnight to the Portsmouth Foodbank, which is based at The Kings Church Centre, Somers Rd, Portsmouth.

During Harvest Festival this year Holy Spirit donated all the food collected to the Foodbank

At Christmas we also received donations for the Foodbank from a local hairdressers

I usually pick-up donations every other Wednesday morning after the 9.30am Mass.

I put a notice by the donation boxes to let everyone know items the foodbank is requesting.

Portsmouth Foodbank operates to give local people access to emergency food when they need it most. Working in partnership with churches across the city the foodbank provides sessions 5 days a week, with over 100 connected referral agencies.

#### **Some 2021 Foodbank Facts from Portsmouth Food bank**

- **9700** three-day emergency food supplies given to Portsmouth people in crisis in 2021
- **2/3rds** of people received help due to benefit delays or low income
- **55%** of people fed in 2021 had never visited a Foodbank before

The foodbank provides three days of nutritionally balanced, non-perishable food.

The Trussell Trust has worked with nutritionists to ensure food parcels contains sufficient nutrition for at least three days' worth of healthy, balanced meals for individuals and families. A typical food parcel includes, Breakfast cereals, soup, pasta, rice, pasta sauce, tinned beans, tinned meat, tinned vegetables, tinned fruit, tea or coffee, biscuits and snacks.

Thank you very much for your donations during 2021

Sue Chatband

### **Church Centre report for January 2021 to December 2021**

The beginning of 2021 saw us all in lockdown, which had a major impact on the use of the Church Centre and our income streams. This continued for the first three months of the year, but from April people began to return to the church centre groups, which numbered seven in all at the beginning. The number of different groups using the centre built up over the remainder of the year, and in August, September and October there were a total of 15 different groups each week. Most of our pre pandemic groups have returned, and we also gained three new groups. Unfortunately, due to lack of support, two have since closed, so at the end of December there were 13 regular groups, four of them who are having sessions on several days . Two of the rooms were given new names (the Community Room and the Reading Room) and both of these were being used regularly by year end. The 'centre calendar is no longer on the website, but there is an enquiry form which comes directly to my email.

Looking forward into 2022, a meeting has been planned for early 2022 to discuss a rent review, as prices have been held since 2020. We ended the year in a much more positive position, with regular groups in place, a steady stream of one -off bookings, and even some future bookings for 2022, 2023 and 2024!!

Ruth Pearson – Church Centre Co-ordinator

February 2022

## **CHOIR AND MUSIC REPORT for Annual Parochial Meeting 2022.**

### **Covering January 1<sup>st</sup> to December 31<sup>st</sup> 2021.**

2021 began in Lockdown 3. Public worship was allowed but with no choir or congregational singing. Services were held in the Lewis Room in early January because the heating was not working. The music at Mass consisted of organ voluntaries and the Introit, Psalm and Communion Sentence sung to plainsong, usually by the Organist but some choir members acted as Cantor from time to time. Fortunately we had an electronic organ on loan from Malcolm Keeler which was used in the hall and to cover for the main organ while it underwent repairs to bellows. Evensong was not done publically so the Organist provided videos with music from the Cantores Vagantes archive together with lessons recorded by various congregation members and Intercessions recorded by Fr. Russell which were published on the Congregation Facebook page and the Parish Website. Services returned to the church at the end of January.

From the beginning of Lent, Sunday Evensong and Benediction returned with music provided as at Mass. The Choir were allowed back from Palm Sunday (28<sup>th</sup> March) and so all the services of the Triduum were sung including Choral Evensong on Easter Day but congregational singing was still not permitted. Thereafter, Evensong and Benediction on Sunday, except when fully choral, was sung by the Sue Kanavan, Anthony Groves and the Organist.

Some of our choir joined with choir members from St Mark's and The Ascension to sing the Feast of Title Mass at the Church of the Ascension, North End. Towards the end of May, restrictions on choirs were going to be lifted but in the event the inexplicable Rule of Six was applied and so we had fewer singers at Masses than we had had since Easter. In June, we were given an electronic Chamber Organ. This proved very useful when the pipe organ was out of action for a while because of problems with the electrics.

On 25<sup>th</sup> July, Covid restrictions were further eased and, at last, the Congregation was allowed to sing hymns and the full choir was back though still observing social distancing. Thus after the summer holiday, music in the church returned to normal.

Two events in the Autumn deserve mention. For the weekend of 11<sup>th</sup> and 12<sup>th</sup> September, Cantores Vagantes came to sing services at Holy Spirit. Cantores Vagantes is what is known as a 'gathered choir': that is they are group gathered from all over the country who meet two or three times a year to sing services in a Cathedral or Great Church. This was the first time they had been able to sing together since October 2019. On Saturday 11<sup>th</sup>, they sang a cathedral style evensong and then on Sunday 12<sup>th</sup>, they joined with the church choir to sing Mass and Solemn Evensong and Benediction. The second special occasion was a cathedral style evensong and concert sung by Wyndcliffe Voices on Saturday 20<sup>th</sup> with a talk given by the President of the Prayer Book Society.

With Covid restrictions yet more relaxed, the Advent Procession and Christmass services were able to be held in their usual manner.

Music was thus able to continue throughout the year despite the difficulties presented by the pandemic. I wish to thank our choir members for their loyalty, forbearance and patience during this difficult time. I wish also to thank Fr. Russell for his support and to thank Anthony Groves for his deputising at the organ on occasions when I was away and for his singing at Evensongs.



Organist and Choirmaster.

26<sup>th</sup> February 2022.

# THE "300" CLUB

## ANNUAL PAROCHIAL CHURCH MEETING REPORT – 2021.

As we are about to enter our 6<sup>th</sup> year I felt that this was an ideal opportunity to remind founder members and subsequent followers, and give a potted history of the origin of our "100" Club.

It all started in July 2014 when a Parish Away Day was arranged with a view to exploring ways to widen our fundraising capability. The objective became important as the need for extra funds to finance "Church" spending should not rely on a conventional type of planned giving, i.e., not to rob Peter to pay Paul.

The proposed scheme was placed before the PCC for approval and blessing and with some hard work and good advertising the scheme took off and as they say "the rest is history". In short 1975 witnessed a first year sale of 172 shares whilst today we have reached 312. The most pleasing aspect of the latest sales figure is that we lost about 46 in 2021 owing to "Covid" related and other problems, however we were more than pleased to have made up this loss with some to spare. Well done everybody!

We have now thrice needed to change our Logo from "100" to "200" & now 300 Club. I do not intend to repeat a list of how the prize fund is made up as these details are set out in the renewal letters which we send out every year.

Finally, many thanks for your continued encouragement and support and your hitherto prompt attention to sending payment when requested which makes "life" so much easier.

Brian Porter. February 2022

### SUMMARY OF EXPENDITURE COVERING CHURCH PURCHASES. 2014 to date

|                           |         |                               |            |
|---------------------------|---------|-------------------------------|------------|
| Radio mics for clergy     | £100.00 | Gardening expenses Tony Rossi | £250.00    |
| 8 new tables for the Hall | £542.36 | Washing machine (kitchen)     | £249.00    |
| New Plates, cups etc.,    | £788.13 | Fitting kitchen cupboards     | £140.00    |
| 6 Small tables for Hall   | £406.78 | Repairs to Silver ware        | £125.00    |
| Repair to Gospel Book     | £ 90.00 | Purchase of Coffee pots       | £ 58.00    |
| Electric iron (vestry)    | £20.00  | Box for Memorial Book display | £258.78    |
| Fund re Royal demise      | £241.75 | K.Hodgson mic repair          | £ 9.00     |
| Flower fund               | £300.00 | Repair to Washing machine     | £129.00    |
| Broad Band (Church)       | £ 65.00 | Broad Band (Church)           | £ 63.00    |
| Broad Band (Church)       | £ 64.00 | New Sound System              | £ 2,478.00 |
| Shelving for Books        | £474.00 |                               |            |

TOTAL £6,672 to date.

Total subscriptions are divided by two. 50% allocated to monthly draw prizes and 50% is earmarked for Church expenditure on a rollover basis as and when required.

## **SAFEGUARDING REPORT FOR YEAR JANUARY 1<sup>ST</sup> TO DECEMBER 31<sup>ST</sup> 2021**

The safeguarding officers at Holy Spirit, Angela Etherington and Ruth Pearson, have been working behind the scenes, with Father Russell and the PCC to ensure all are kept safe at the church.

Despite the limited face to face contacts and reduced activities during the year 2021, safeguarding has remained integral in protecting the most vulnerable in our church community.

Angela has updated all DBS checks as necessary and ensured that all volunteers who helped at our first children's Christmas workshop in December 2021 were DBS checked. This was the first children's event held by Holy Spirit for some time so it was important to have suitable and fully certificated volunteers in place.

The Diocesan safeguarding team have seen some changes over this past year and a new safeguarding trainer has now been appointed. This means that more face to face training may be made available as all the recent training opportunities have, understandably, been only available on line.

Angela and Ruth continue to liaise with Father Russell about any potential concerns and share information to protect people.

Safeguarding remains a standing agenda item at every full PCC meeting.

Angela Etherington and Ruth Pearson (safeguarding officers)

**CHURCH OF THE HOLY SPIRIT SOUTHSEA**  
**MINUTES OF EXTRAORDINARY MEETING OF PCC**  
**HELD ON SUNDAY 13<sup>th</sup> MARCH 2022**

The meeting opened at 11.10 am

**1. Present:**

Fr Russell Lawson, Doug Fenton, Bob Godsell, Sean Kanavan, Susan Kanavan, Angela Etherington, Ruth Pearson, Maggi Bridgman, Philip Drew, Eve Benford, Judith Condley.

**2. Apologies:**

Michael Bournier, Hazel Fuller, Mo Silk

**3. Reception of Accounts for year ending 31<sup>st</sup> December 2021**

Sean Kanavan (Treasurer) presented the prepared accounts for year ending 31<sup>st</sup> December 2021.

**These were agreed and accepted by all present.**

**Proposed:** Philip Drew    **Seconded:** Ruth Pearson    **All in Favour**

The meeting closed at 11.20 am.

S. M. Kanavan  
(PCC Secretary)  
21.04.22

**Parish of the Holy Spirit, Southsea**  
**Registered Charity No. 1185260**  
**Financial Statements for the year ended 31 December 2021**

|                                                                  | 2021             |                  | 2020             |                  |
|------------------------------------------------------------------|------------------|------------------|------------------|------------------|
|                                                                  | £                | £                | £                | £                |
| <b>General (Unrestricted) Fund Receipts and Payments Account</b> |                  |                  |                  |                  |
| Receipts                                                         |                  |                  |                  |                  |
| <i>Voluntary Receipts</i>                                        |                  |                  |                  |                  |
| <i>Regular Giving</i>                                            |                  |                  |                  |                  |
| Standing Orders                                                  | 29,144.00        |                  | 25,410.00        |                  |
| Envelopes                                                        | 4,529.25         |                  | 10,545.50        |                  |
| Collections and other giving                                     | 1,363.03         |                  | 465.24           |                  |
| Income tax recovered                                             | <u>8,678.13</u>  | 43,714.41        | <u>15,121.99</u> | 51,542.73        |
| <i>Other voluntary receipts</i>                                  |                  |                  |                  |                  |
| Donations                                                        | <u>2,094.74</u>  | 2,094.74         | <u>2,448.09</u>  | 2,448.09         |
| <i>Receipts from activities for generating funds</i>             |                  |                  |                  |                  |
| Rents                                                            | 10,880.00        |                  | 10,800.00        |                  |
| Fundraising                                                      | <u>2,478.55</u>  | 13,358.55        | <u>1,121.50</u>  | 11,921.50        |
| <i>Receipts from church activities</i>                           |                  |                  |                  |                  |
| Fees                                                             | 435.00           | 435.00           | <u>972.00</u>    | 972.00           |
| <br>Total Receipts                                               |                  | <u>59,602.70</u> |                  | <u>66,884.32</u> |
| Payments                                                         |                  |                  |                  |                  |
| <i>Church activities</i>                                         |                  |                  |                  |                  |
| Parish share (quota)                                             | 33,750.00        |                  | 34,647.00        |                  |
| Insurance                                                        | 3,622.77         |                  | 3,824.61         |                  |
| Utilities                                                        | 7,603.45         |                  | 8,154.27         |                  |
| Buildings maintenance                                            | 15,233.71        |                  | 3,981.78         |                  |
| Printing and stationery                                          | 1,355.69         |                  | 1,213.22         |                  |
| Sacristy                                                         | 1,290.41         |                  | 678.09           |                  |
| Church societies/subscriptions                                   | 144.38           |                  | 740.46           |                  |
| Church running expenses                                          | 2,091.84         |                  | 3,202.89         |                  |
| Social activities                                                | 00.00            |                  | 00.00            |                  |
| Advertising                                                      | 00.00            |                  | 72.00            |                  |
| Donations                                                        | 260.00           |                  | 00.00            |                  |
| Bank Charges                                                     | 10.10            |                  | 00.00            |                  |
| <br>Total Payments                                               | <u>65,363.31</u> |                  | <u>56,514.32</u> |                  |
| <br>Excess of receipts over payments                             |                  | (5,760.61)       |                  | 10,370.00        |
| <br>Bank current and deposit accounts at 1 January               |                  | 29,742.71        |                  | 19,372.71        |
| Bank current and deposit accounts at 31 December                 |                  | <u>23,982.10</u> |                  | <u>29,742.71</u> |



**Organ (Restricted) Receipts and Payments Account**

|                                     | <b>2021</b>     | <b>2020</b>     |
|-------------------------------------|-----------------|-----------------|
|                                     | £               | £               |
| <i>Receipts</i>                     |                 |                 |
| Interest                            | 2,503.59        | 2,788.03        |
| Donations                           | 00.00           | 00.00           |
| Income tax recovered                | 00.00           | 123.00          |
|                                     | <hr/>           | <hr/>           |
| <b>Total Receipts</b>               | <b>2,503.59</b> | <b>2,911.03</b> |
|                                     | <hr/>           | <hr/>           |
| <i>Payments</i>                     |                 |                 |
| Remunerations                       | 3,000.00        | 3,060.00        |
| Repairs and tuning                  | 00.00           | 459.18          |
| Running Expenses                    | 110.00          | 393.18          |
| Bank Charges                        | 5.00            | 00.00           |
|                                     | <hr/>           | <hr/>           |
| <b>Total Payments</b>               | <b>3,115.00</b> | <b>3,912.36</b> |
|                                     | <hr/>           | <hr/>           |
| Excess of payments over receipts    | (611.41)        | (1,001.33)      |
| Bank current account at 1 January   | 11,108.71       | 12,110.04       |
| Bank current account at 31 December | 10,497.30       | 11,108.71       |

**Appeal (Unrestricted) Receipts and Payments Account**

|                                     | <b>2021</b>      | <b>2020</b>      |
|-------------------------------------|------------------|------------------|
|                                     | £                | £                |
| <i>Receipts</i>                     |                  |                  |
| Legacies                            | 7,000.00         | 25,009.17        |
| Donations                           | 723.57           | 1,441.75         |
| Income Tax Recovered                | 00.00            | 596.00           |
| Fundraising                         | 3,022.87         | 00.00            |
| Hall Rent                           | 16,838.76        | 12,335.66        |
| Bank Refund                         | 4,012.68         | 00.00            |
| LPW Grant                           | 00.00            | 6,833.54         |
|                                     | <hr/>            | <hr/>            |
| <b>Total Receipts</b>               | <b>31,597.88</b> | <b>46,216.12</b> |
|                                     | <hr/>            | <hr/>            |
| <i>Payments</i>                     |                  |                  |
| Maintenance                         | 49,736.76        | 37,458.89        |
|                                     | <hr/>            | <hr/>            |
| <b>Total Payments</b>               | <b>49,736.76</b> | <b>37,458.89</b> |
|                                     | <hr/>            | <hr/>            |
| Excess of payments over receipts    | (18,138.88)      | 8,757.23         |
| Bank current account at 1 January   | 85,547.17        | 76,789.94        |
| Bank current account at 31 December | 67,408.29        | 85,547.17        |

## Statement of Assets and Liabilities

|                                                                                                                              | 2021<br>£         | 2020<br>£         |
|------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| <i>Cash funds</i>                                                                                                            |                   |                   |
| Bank Current Account                                                                                                         | 23,982.10         | 29,742.71         |
| Organ Account                                                                                                                | 10,497.30         | 11,108.71         |
| Appeal Account                                                                                                               | 67,408.29         | 85,547.17         |
|                                                                                                                              | <u>101,887.69</u> | <u>126,398.59</u> |
| <br>£23,982.10 unrestricted Current Account, £10,497.30 restricted Organ Account,<br>£67,408.29 unrestricted Appeal Account. |                   |                   |
| <i>Investment funds</i>                                                                                                      |                   |                   |
| CBF fixed interest                                                                                                           | 46,814.59         | 50,146.46         |
| CBF investment units                                                                                                         | 46,812.78         | 40,954.11         |
|                                                                                                                              | <u>93,637.37</u>  | <u>91,100.57</u>  |

### A Special Note

The ongoing pandemic continued to cause significant differences to some figures compared with 2020. Income from fundraising started to return late in 2021. The significant difference in Tax Recovery is due to a catch up in 2020. 2021 is likely to be indicative of a "business as usual" position. Our regular giving income shows a further move to Standing Orders from envelopes. Increased maintenance costs reflects some significant organ work, a catch up of invoices that has been delayed from the previous period regarding CCTV and Audio repairs and the extensive repairs to our North Wall. The refund of £4,012.68 bank charges relate to a bank error dating back to 2005. Our Bank has once again begun making charges which while only totalling £15.10 in this year reported will be significantly more in the next year. We are in the process of challenging their stance and continue in our quest to have them provide on-line banking facilities which will be more efficient in many ways.

### NOTES

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the R & P basis.
2. Through Charities of the Month and sponsored events the sum of £792.85 was raised for other charities.
3. The expenses paid to Clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.

## **Independent Examiners Report to the PCC, Holy Spirit, Southsea**

This report on the account of the PCC for the year ended 31<sup>st</sup> December 2021, which are set out on pages 1 to 3, is in respect of an examination carried out under Regulation 3 (3) of the Church Accounting Regulation 1997 and Section 43 of the Charities Act 1993.

### **Respective Responsibilities of Trustees and Examiner**

As the members of the PCC, you are responsible for the preparation of the account, you consider that the audit requirement of Regulation 3 (30) of the Church Account Regulations 1997 and Section 43 (2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25 of the Church Account Regulations 1997 and Regulations 1995.

### **Basis of Independent Examiners Report**

My examination was carried out in accordance with the general directions given by the Charity Commission under Section 43 (7)(b) of the Act and to be found in the guidance from CBF. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiners Statement**

In connection with my examination no matter has come to my attention:

which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the 1993 Charities Act, to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or to which in my opinion attention should be drawn in order to enable proper understanding of the accounts to be reached.

(Signed)



Helena Cole

**CHURCH OF THE HOLY SPIRIT SOUTHSEA**  
**MINUTES OF EXTRAORDINARY MEETING OF PCC**  
**HELD ON SUNDAY 13<sup>th</sup> MARCH 2022**

The meeting opened at 11.10 am

**1. Present:**

Fr Russell Lawson, Doug Fenton, Bob Godsell, Sean Kanavan, Susan Kanavan, Angela Etherington, Ruth Pearson, Maggi Bridgman, Philip Drew, Eve Benford, Judith Condley.

**2. Apologies:**

Michael Bourner, Hazel Fuller, Mo Silk

**3. Reception of Accounts for year ending 31<sup>st</sup> December 2021**

Sean Kanavan (Treasurer) presented the prepared accounts for year ending 31<sup>st</sup> December 2021.

**These were agreed and accepted by all present.**

**Proposed: Philip Drew    Seconded: Ruth Pearson    All in Favour**

The meeting closed at 11.20 am.

S. M. Kanavan  
(PCC Secretary)  
21.04.22

**Parish of the Holy Spirit, Southsea**  
**Registered Charity No. 1185260**  
**Financial Statements for the year ended 31 December 2021**

|                                                                  | 2021             |                  | 2020             |                  |
|------------------------------------------------------------------|------------------|------------------|------------------|------------------|
|                                                                  | £                | £                | £                | £                |
| <b>General (Unrestricted) Fund Receipts and Payments Account</b> |                  |                  |                  |                  |
| Receipts                                                         |                  |                  |                  |                  |
| <i>Voluntary Receipts</i>                                        |                  |                  |                  |                  |
| <i>Regular Giving</i>                                            |                  |                  |                  |                  |
| Standing Orders                                                  | 29,144.00        |                  | 25,410.00        |                  |
| Envelopes                                                        | 4,529.25         |                  | 10,545.50        |                  |
| Collections and other giving                                     | 1,363.03         |                  | 465.24           |                  |
| Income tax recovered                                             | <u>8,678.13</u>  | 43,714.41        | <u>15,121.99</u> | 51,542.73        |
| <i>Other voluntary receipts</i>                                  |                  |                  |                  |                  |
| Donations                                                        | <u>2,094.74</u>  | 2,094.74         | <u>2,448.09</u>  | 2,448.09         |
| <i>Receipts from activities for generating funds</i>             |                  |                  |                  |                  |
| Rents                                                            | 10,880.00        |                  | 10,800.00        |                  |
| Fundraising                                                      | <u>2,478.55</u>  | 13,358.55        | <u>1,121.50</u>  | 11,921.50        |
| <i>Receipts from church activities</i>                           |                  |                  |                  |                  |
| Fees                                                             | 435.00           | 435.00           | <u>972.00</u>    | 972.00           |
| <br>Total Receipts                                               |                  | <u>59,602.70</u> |                  | <u>66,884.32</u> |
| Payments                                                         |                  |                  |                  |                  |
| <i>Church activities</i>                                         |                  |                  |                  |                  |
| Parish share (quota)                                             | 33,750.00        |                  | 34,647.00        |                  |
| Insurance                                                        | 3,622.77         |                  | 3,824.61         |                  |
| Utilities                                                        | 7,603.45         |                  | 8,154.27         |                  |
| Buildings maintenance                                            | 15,233.71        |                  | 3,981.78         |                  |
| Printing and stationery                                          | 1,355.69         |                  | 1,213.22         |                  |
| Sacristy                                                         | 1,290.41         |                  | 678.09           |                  |
| Church societies/subscriptions                                   | 144.38           |                  | 740.46           |                  |
| Church running expenses                                          | 2,091.84         |                  | 3,202.89         |                  |
| Social activities                                                | 00.00            |                  | 00.00            |                  |
| Advertising                                                      | 00.00            |                  | 72.00            |                  |
| Donations                                                        | 260.00           |                  | 00.00            |                  |
| Bank Charges                                                     | 10.10            |                  | 00.00            |                  |
| <br>Total Payments                                               | <u>65,363.31</u> |                  | <u>56,514.32</u> |                  |
| <br>Excess of receipts over payments                             |                  | (5,760.61)       |                  | 10,370.00        |
| <br>Bank current and deposit accounts at 1 January               |                  | 29,742.71        |                  | 19,372.71        |
| <br>Bank current and deposit accounts at 31 December             |                  | <u>23,982.10</u> |                  | <u>29,742.71</u> |

**Organ (Restricted) Receipts and Payments Account**

|                                     | <b>2021</b>     | <b>2020</b>     |
|-------------------------------------|-----------------|-----------------|
|                                     | £               | £               |
| <i>Receipts</i>                     |                 |                 |
| Interest                            | 2,503.59        | 2,788.03        |
| Donations                           | 00.00           | 00.00           |
| Income tax recovered                | 00.00           | 123.00          |
|                                     | <hr/>           | <hr/>           |
| <b>Total Receipts</b>               | <b>2,503.59</b> | <b>2,911.03</b> |
|                                     | <hr/>           | <hr/>           |
| <i>Payments</i>                     |                 |                 |
| Remunerations                       | 3,000.00        | 3,060.00        |
| Repairs and tuning                  | 00.00           | 459.18          |
| Running Expenses                    | 110.00          | 393.18          |
| Bank Charges                        | 5.00            | 00.00           |
|                                     | <hr/>           | <hr/>           |
| <b>Total Payments</b>               | <b>3,115.00</b> | <b>3,912.36</b> |
|                                     | <hr/>           | <hr/>           |
| Excess of payments over receipts    | (611.41)        | (1,001.33)      |
| Bank current account at 1 January   | 11,108.71       | 12,110.04       |
| Bank current account at 31 December | 10,497.30       | 11,108.71       |

**Appeal (Unrestricted) Receipts and Payments Account**

|                                     | <b>2021</b>      | <b>2020</b>      |
|-------------------------------------|------------------|------------------|
|                                     | £                | £                |
| <i>Receipts</i>                     |                  |                  |
| Legacies                            | 7,000.00         | 25,009.17        |
| Donations                           | 723.57           | 1,441.75         |
| Income Tax Recovered                | 00.00            | 596.00           |
| Fundraising                         | 3,022.87         | 00.00            |
| Hall Rent                           | 16,838.76        | 12,335.66        |
| Bank Refund                         | 4,012.68         | 00.00            |
| LPW Grant                           | 00.00            | 6,833.54         |
|                                     | <hr/>            | <hr/>            |
| <b>Total Receipts</b>               | <b>31,597.88</b> | <b>46,216.12</b> |
|                                     | <hr/>            | <hr/>            |
| <i>Payments</i>                     |                  |                  |
| Maintenance                         | 49,736.76        | 37,458.89        |
|                                     | <hr/>            | <hr/>            |
| <b>Total Payments</b>               | <b>49,736.76</b> | <b>37,458.89</b> |
|                                     | <hr/>            | <hr/>            |
| Excess of payments over receipts    | (18,138.88)      | 8,757.23         |
| Bank current account at 1 January   | 85,547.17        | 76,789.94        |
| Bank current account at 31 December | 67,408.29        | 85,547.17        |

## Statement of Assets and Liabilities

|                                                                                                                              | 2021<br>£         | 2020<br>£         |
|------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| <i>Cash funds</i>                                                                                                            |                   |                   |
| Bank Current Account                                                                                                         | 23,982.10         | 29,742.71         |
| Organ Account                                                                                                                | 10,497.30         | 11,108.71         |
| Appeal Account                                                                                                               | 67,408.29         | 85,547.17         |
|                                                                                                                              | <u>101,887.69</u> | <u>126,398.59</u> |
| <br>£23,982.10 unrestricted Current Account, £10,497.30 restricted Organ Account,<br>£67,408.29 unrestricted Appeal Account. |                   |                   |
| <i>Investment funds</i>                                                                                                      |                   |                   |
| CBF fixed interest                                                                                                           | 46,814.59         | 50,146.46         |
| CBF investment units                                                                                                         | 46,812.78         | 40,954.11         |
|                                                                                                                              | <u>93,637.37</u>  | <u>91,100.57</u>  |

### A Special Note

The ongoing pandemic continued to cause significant differences to some figures compared with 2020. Income from fundraising started to return late in 2021. The significant difference in Tax Recovery is due to a catch up in 2020. 2021 is likely to be indicative of a "business as usual" position. Our regular giving income shows a further move to Standing Orders from envelopes. Increased maintenance costs reflects some significant organ work, a catch up of invoices that has been delayed from the previous period regarding CCTV and Audio repairs and the extensive repairs to our North Wall. The refund of £4,012.68 bank charges relate to a bank error dating back to 2005. Our Bank has once again begun making charges which while only totalling £15.10 in this year reported will be significantly more in the next year. We are in the process of challenging their stance and continue in our quest to have them provide on-line banking facilities which will be more efficient in many ways.

### NOTES

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the R & P basis.
2. Through Charities of the Month and sponsored events the sum of £792.85 was raised for other charities.
3. The expenses paid to Clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.

## **Independent Examiners Report to the PCC, Holy Spirit, Southsea**

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### **Respective Responsibilities of Trustees and Examiner**

As the members of the PCC, you are responsible for the preparation of the account, you consider that the audit requirement of Regulation 3 (30) of the Church Account Regulations 1997 and Section 43 (2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25 of the Church Account Regulations 1997 and Regulations 1995.

### **Basis of Independent Examiners Report**

My examination was carried out in accordance with the general directions given by the Charity Commission under Section 43 (7)(b) of the Act and to be found in the guidance from CBF. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiners Statement**

In connection with my examination no matter has come to my attention:

which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the 1993 Charities Act, to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or to which in my opinion attention should be drawn in order to enable proper understanding of the accounts to be reached.

(Signed)



Helena Cole



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# Accounts

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**CHURCH OF THE HOLY SPIRIT SOUTHSEA  
PAPERS FOR THE ANNUAL PAROCHIAL  
MEETING**

**SUNDAY 11<sup>th</sup> APRIL 2021.  
FOLLOWING THE 10 A.M. MASS**



**Please read the reports carefully before the meeting. The reports  
will be taken as read at the meeting when there will be an  
opportunity to simply ask any questions of the author.**

## ANNUAL PAROCHIAL MEETING SUNDAY 11<sup>th</sup> April 2021.

### Agenda for vestry meeting

1. PRAYER
2. APOLOGIES
3. MINUTES OF 2020 APM VESTRY MEETING
4. ELECTION OF CHURCH WARDENS

### Agenda for full APM meeting

1. MINUTES OF 2020 APM
  2. MATTERS ARISING
  3. ELECTION OF PCC MEMBERS
  4. ELECTION OF DEANERY SYNOD REPRESENTATIVES (elected Oct.2020))
  5. ELECTION OF SIDESPERSONS (printed list attached)
  6. FINANCIAL REPORT (Printed accounts attached)
  7. THE PLANNED GIVING SCHEME (printed report attached)
  8. APPOINTMENT OF EXTERNAL FINANCIAL AUDITOR
  9. PRESENTATION OF PRINTED REPORTS
    - Buildings, fabric and maintenance report
    - Holy Spirit Church – Worship/witness/work & fellowship
    - PCC report
    - Electoral Roll report .
    - Parish Web site report
    - Deanery Synod report
    - Charities report
    - Food Bank Report
    - Church centre Bookings report
    - Choir and Organ report
    - 200 club report
    - Safeguarding report
  9. FATHER RUSSELL LAWSON
  10. ONE MINUTE FROM THE FLOOR
-

**CHURCH OF THE HOLY SPIRIT SOUTHSEA**  
**ANNUAL PAROCIAL MEETING SUNDAY 4<sup>th</sup> OCTOBER 2020.**

**Minutes of the vestry Meeting**

1. The meeting opened at 11.10am.  
Forty six people in attendance.
2. Apologies:- Christine and Brian Porter, Elaine Bullock, Jane Laithewaite.
3. Minutes of 2019 Vestry Meeting  
These were agreed and signed as a correct record.  
Proposed: Jean Gudgeon      Seconded: Judith Condley      All in favour.
4. Election of Church Wardens  
Two nominations were received.  
**Mr Michael Bourner:** Proposed by : Jean Gudgeon      Seconded by: Susan Kanavan  
**Mr Douglas Fenton:** Proposed by: Robert Godsell      Seconded by: Ruth Pearson  
Everyone being in favour they were duly elected to the office of church wardens for the year 2020/2021.  
The Vestry Meeting closed at 11.15am

**Minutes of the APM following the Vestry Meeting**

1. The minutes of the APCM held on Sunday 7<sup>th</sup> April 2019.  
These were agreed as a correct record.  
Proposed by: Maureen Silk      Seconded by: Keith Day  
All in Favour.  
The minutes were signed as a correct record.
2. Matters arising from the minutes.  
There were no matters arising.
3. Election of PCC members  
Nominations had been received from :-  

|                                               |                         |
|-----------------------------------------------|-------------------------|
| <b>Hazel Fuller :</b> Proposed : Tina Kanavan | Seconded: Maureen Silk  |
| <b>Maureen Silk:</b> Proposed: Eve Benford    | Seconded: Pat Blandford |
| <b>Matthew Smith :</b> Proposed : Eve Benford | Seconded: Tina Kanavan  |
| <b>Eve Benford :</b> Proposed: Maureen Silk   | Seconded: Ruth Pearson  |

  
Everyone being in favour these four persons were duly appointed to serve as PCC members for the next 3 years. (2020 -2023)

#### **4. Election of Deanery Synod Representatives**

Nominations had been received from :-

**Ruth Pearson :** Proposed: Eve Benfield                      Seconded: Matthew Smith

**Maggi Bridgman :** Proposed: Douglas Fenton                      Seconded: Elizabeth Fenton

Everyone being in favour these two persons were elected to the role of Deanery Synod Representatives.

#### **5. Sidespersons.**

The list as it appears in the report booklet was referred to the meeting but since the booklet was printed there have been several changes to the list including the sad deaths of Mrs Carrie Blandford and Mr Bertram Barker. Mrs Jean Gudgeon had therefore prepared a new list and this was read to the meeting. All those listed had agreed to stand for this office.

Sidespersons list as at Sunday 4<sup>th</sup> October 2020 :-

**Joseph Lovick, Jean Gudgeon, Hazel Fuller, Maureen Silk, Anne Chitty, Tina Kanavan, Susan Chatband, Jeannette Griffiths, Phillip Kanavan, Christopher Condley, Patricia Barker, Avril Waters.**

Also available when not needed in the choir are:- **Douglas and Liz Fenton, Ruth Pearson, Sean Kanavan and Susan Kanavan.**

The newly named list was therefore,

Proposed by : Michael Bourner                      Seconded by: Joseph Lovick.

All being in favour they were duly elected for the forth coming year.

#### **6. Financial Report.**

The treasurer, **Mr Bob Godsell** spoke to his previously distributed report. This report had, as requested by the Diocese, been already submitted to the Diocesan Treasurer and letters of thanks sent to both Julie Chapman for her help in typing the accounts and to Helena Cole who is our independent examiner.

Bob was thanked for his comprehensive report and his hard work throughout the year.

#### **7. Planned Giving Report and Gift Aid**

The planned giving report had been prepared for the APCM report booklet by **Mr Colin Passey** who has now tendered his resignation to the post of Planned Giving Officer.

The report was accepted and there with no questions. Colin was thanked for his work in this role throughout the past years.

Mrs Elaine Bullock was thanked for her work dealing with the gift aid applications.

**Mrs Susan Chatband** has now kindly agreed to take over these two roles.

#### **8. Appointment of Independent Examiner**

The meeting agreed that **Mrs Helena Cole** be appointed for the forth coming year.

Proposed by: **Maureen Silk** Seconded by: **Maggi Bridgman** All in Favour.

A letter of thanks had been sent to Helena thanking her for her work and for being prepared to take on this role for a further year.

#### **9. Presentation of Written Reports**

- Buildings, Fabric and Maintenance
- Worship, witness, work and fellowship.
- PCC
- Electoral Role
- Parish Website
- Mothers Union
- Deanery Synod
- Charities
- Church Centre Bookings
- Choir and Organ
- 200 Club report
- Safeguarding

All these reports were included in the previously circulated APCM booklets and further copies were available at the meeting.

There was given an invitation for questions and/or comments from the floor and the authors of each report the author was given thanks for their hard work in their individual area of expertise. In particular Mr Joseph Lovick was thanked for his work as the Electoral Roll Officer over the past few years. Due to work commitments Joe has now relinquished the role and Mrs Maureen Silk agreed to take over from him.

Appointment of Electoral Role Officer:- **Mrs Maureen Silk** Proposed by:- Joe Lovick  
Seconded by: Ruth Pearson. All In Favour, Maureen was therefore appointed.

#### **10. Father Russell's Report**

A copy of Father Russell's report is attached to these minutes.

#### **11. One Minute from the Floor**

Mr Doug Fenton thanked Father Russell for his kind words and proposed a huge vote of thanks to Father for all his work and for his care of us all at Holy Spirit Southsea.

The meeting closed at 11.30 am.

## Vicar's Annual Report to the APCM. Sunday 4 October 2020

To begin, I'm sorry you're not to have a proper sermon today. Instead, and in order to ensure we're not all congregating for longer than we should, this slot needs must be given over to my annual report. A report I would have given in April and which if I'd been able to would have been somewhat different to the one you are now listening to (or reading at your leisure.) You all know why that is. And although I am certainly not going to ignore recent events, how can I? First, I wish to reflect a little with you, as I am bidden today, on what I think is called, *life before lockdown*

You have all, I'm sure, had an opportunity to read the various reports in the mauve booklet. Thank you to Sue for compiling this and to all who have contributed to it. That said, 2019, after all we've been through, seems like another decade, if not another world, but it's right I begin by reflecting a little on what at this APCM I'm supposed to. Church Life, its highs, lows and thoroughly indifferent bits in 2019. And, as you will have discerned yourselves when you read the reports, as the ecclesiastical parish of the Holy Spirit Southsea, we were doing rather well in 2019. The liturgical year was kept as fully as always, we were sustained and inspired by our music, we ran bumper fairs, hosted concerts and diocesan training days, welcomed visitors as well as old friends, kept the church in good order, the altar linen starched to perfection, the church centre well used, profitable and compliant, enjoyed ourselves at numerous social events, on trips and on pilgrimages, gave quite a bit away to charity and even made a financial surplus of almost £5K. There were losses, of course there were, of people, the usual drifters common to every church, and much more poignantly of good friends and faithful souls. In 2019, we worshipped, prayed, sang, gave, built, grieved and celebrated as well as any faithful Anglican parish church and, in my experience, very much more conscientiously and fruitfully than most.

Now, at this point, as well as thanking all those who made this modest 2019 success-story possible, which of course I do, I would as a rule, and as I would have in April, turn to areas or issues on which we might need to concentrate a little more attention. Outreach to families and schools or better use of our facilities, or how we might build on our USP's (Unique Selling Points.) That sort of thing. Just the sorts of things we would have been getting on with this year but which of course we've been unable to get on with. That's much more difficult to do this year because in March Church Life was interrupted. It still is. It will continue to be. To this on-going situation I now turn.

Of course, we all understand the reasons why churches were closed and very probably that decision helped to save lives, maybe yours, maybe mine, and who are we to say that at the time it wasn't the right thing to do. Banning clergy from their churches so that we were prevented from providing worship and prayer for our people in the places set apart for the purpose by our own bishops an entirely different matter. But don't get me started on that. And although we managed, made-do, and in many

individual cases went the extra mile to do so, to worship, and to look after each other the effects this interruption has had and is still having are significant. But first, let's deal with what was productive about it. Many things were. They're still bearing fruit.

Perhaps the most important was that people were not forgotten. The elderly and shielding were contacted and people keep in touch with one another. This I hope continues. Social media accounts were set up, lap-tops were purchased, and services were live-streamed so that people could keep in touch with their church and keep their faith alive. The average viewing figures, and I'm not blowing my own trumpet and nor is Philip for his musical contributions, are now about 200 people a week. 600 or so during the time the church was closed. Many changed their Giving to Standing Order which was a great help, thank you, and as soon as we could, risk assessments done well in advance, the church centre was back in use. It is now being used by more groups than before. Public worship, and I know the restrictions are annoying but nevertheless, it has resumed.

The other side of the coin of course is that financially our income has taken a considerable down-turn largely because the income the church centre usually generates simply dried up. £21K last year. So, about half of that we've lost. Some are fearful of returning and that's entirely understandable and such people shouldn't take unnecessary risks. Quite rightly. The important social-side of parish life, the glue that holds people together so very often, remains suspended and, yes, we have to wear face coverings, receive in one kind and are forbidden from singing except if we're in the choir or in the bath. What's just as bad and profoundly frustrating is that it is so difficult to make plans. To provide those pointers for the future I would in an address like this. This year I simply can't do that. What I will say, however, for you to take home with you, is this. I know I promised no sermon but today's Gospel is a bit of a gift.

As you heard, it's the well-known parable about the tenants in the vineyard. It's an analogy, really, for the people of God. We are the tenants. The people chosen and called by God to be stewards of what we have been given. Our families, our friends and loved-ones. In our case as people of Holy Spirit Southsea, our tradition, our building and what it offers us and others, our music and our common life. As individuals as part of that, our gifts, talents and abilities. The tenants in today's parable are bad tenants. They fail to look after what they've been given. In fact, they seem intent on positively destroying it, self-interest their only concern, and so the vineyard fails to flourish. It is given to others. To good tenants. To restore the damage, to nurture it so that the vineyard flourishes. And that's our job for the present. Simply to be trustworthy, conscientious and faithful tenants. You have proved, in the best of times and more recently in the worst of times, that you are. That we are. Our task, just for now, to continue to be and to help each other to be. And not just so we just about survive but in order that both for our sakes and for the sakes of others we might flourish.

Fr. Russell Lawson SSC – Vicar, Holy Spirit Southsea

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## Sidespersons/Offertory

Sadly Carrie Blandford has died and Colin and Caroline Passey now attend another church so the number of people on the rota has decreased.

However Christopher Condley and Hazel Fuller have joined so the number is ~~eighteen~~ just one less.

During the lockin it was impossible to make a rota and so volunteers were on duty in the meet and greet area and helped sanitise the chairs after a mass. A big thank you to all who did this, especially to the choir members who helped when the choir was not allowed.

If anyone is willing to be included on the rota please see Jean Gudgeon. The more people we have the less frequently we have to be on duty!

### Sidesperson/Offertory

### Offertory

|              |            |             |
|--------------|------------|-------------|
| P. Barker    | T. Kanavan | B. Porter   |
| S. Chatband  | J. Lovick  | C. Porter   |
| A. Chitty    | M. Silk    | D. Simms    |
| C. Condley   | A. Waters  | J. Thompson |
| H. Fuller    |            | N. Waters   |
| A. Ginn      |            |             |
| J. Griffiths |            |             |
| J. Gudgeon   |            |             |
| P. Kanavan   |            |             |

Jean Gudgeon.

# Parish of the Holy Spirit, Southsea

Registered Charity No. 1185260

## Financial Statements for the year ended 31 December 2020

|                                                                  | 2020             |                  | 2019             |                  |
|------------------------------------------------------------------|------------------|------------------|------------------|------------------|
|                                                                  | £                | £                | £                | £                |
| <b>General (Unrestricted) Fund Receipts and Payments Account</b> |                  |                  |                  |                  |
| Receipts                                                         |                  |                  |                  |                  |
| <i>Voluntary Receipts</i>                                        |                  |                  |                  |                  |
| <i>Regular Giving</i>                                            |                  |                  |                  |                  |
| Standing Orders                                                  | 25,410.00        |                  | 21,875.00        |                  |
| Envelopes                                                        | 10,545.50        |                  | 13,869.70        |                  |
| Collections and other giving                                     | 465.24           |                  | 1,542.63         |                  |
| Income tax recovered                                             | <u>15,121.99</u> | 51,542.73        | <u>7,032.73</u>  | 44,320.06        |
| <i>Other voluntary receipts</i>                                  |                  |                  |                  |                  |
| Donations                                                        | <u>2,448.09</u>  | 2,448.09         | <u>1,417.73</u>  | 1,417.73         |
| <i>Receipts from activities for generating funds</i>             |                  |                  |                  |                  |
| Rents                                                            | 10,800.00        |                  | 10,800.00        |                  |
| Fundraising                                                      | <u>1,121.50</u>  | 11,921.50        | <u>4,830.82</u>  | 15,630.82        |
| <i>Receipts from church activities</i>                           |                  |                  |                  |                  |
| Fees                                                             | 972.00           |                  | <u>768.00</u>    |                  |
| LPW Grant                                                        | 00.00            | <u>972.00</u>    | 1297.96          | 2,065.96         |
| <br>Total Receipts                                               |                  | <u>66,884.32</u> |                  | <u>63,434.57</u> |
| Payments                                                         |                  |                  |                  |                  |
| <i>Church activities</i>                                         |                  |                  |                  |                  |
| Parish share (quota)                                             | 34,647.00        |                  | 32,295.00        |                  |
| Insurance                                                        | 3,824.61         |                  | 3,125.57         |                  |
| Utilities                                                        | 8,154.27         |                  | 10,575.33        |                  |
| Buildings maintenance                                            | 3,981.78         |                  | 4,389.88         |                  |
| Printing and stationery                                          | 1,213.22         |                  | 1,981.04         |                  |
| Sacristy                                                         | 678.09           |                  | 1,454.65         |                  |
| Church societies/subscriptions                                   | 740.46           |                  | 953.02           |                  |
| Church running expenses                                          | 3,202.89         |                  | 3,397.79         |                  |
| Social activities                                                | 00.00            |                  | 267.42           |                  |
| Advertising                                                      | 72.00            |                  | 152.00           |                  |
| Donations                                                        | 00.00            |                  | 160.00           |                  |
| <br>Total Payments                                               | <u>56,514.32</u> |                  | <u>58,751.70</u> |                  |
| <br>Excess of receipts over payments                             |                  | 10,370.00        |                  | 4,682.87         |
| <br>Bank current and deposit accounts at 1 January               |                  | 19,372.71        |                  | 14,689.84        |
| <br>Bank current and deposit accounts at 31 December             |                  | <u>29,742.71</u> |                  | <u>19,372.71</u> |

## Organ (Restricted) Receipts and Payments Account

|                                     | 2020<br>£       | 2019<br>£       |
|-------------------------------------|-----------------|-----------------|
| <i>Receipts</i>                     |                 |                 |
| Interest                            | 2,788.03        | 3,065.09        |
| Donations                           | 00.00           | 491.65          |
| Income tax recovered                | 123.00          | 58.00           |
|                                     | <hr/>           | <hr/>           |
| <b>Total Receipts</b>               | <b>2,911.03</b> | <b>3,614.74</b> |
|                                     | <hr/>           | <hr/>           |
| <i>Payments</i>                     |                 |                 |
| Remunerations                       | 3,060.00        | 3,060.00        |
| Repairs and tuning                  | 459.18          | 1,184.46        |
| Running Expenses                    | 393.18          | 383.73          |
| Donation                            | 00.00           | 30.00           |
|                                     | <hr/>           | <hr/>           |
| <b>Total Payments</b>               | <b>3,912.36</b> | <b>4,658.19</b> |
|                                     | <hr/>           | <hr/>           |
| Excess of payments over receipts    | (1,001.33)      | (1,043.45)      |
| Bank current account at 1 January   | 12,110.04       | 13,153.49       |
| Bank current account at 31 December | 11,108.71       | 12,110.04       |

## Appeal (Unrestricted) Receipts and Payments Account

|                                     | 2020<br>£        | 2019<br>£        |
|-------------------------------------|------------------|------------------|
| <i>Receipts</i>                     |                  |                  |
| Legacies                            | 25,009.17        | 1,500.00         |
| Donations                           | 1,441.75         | 2,408.87         |
| Income Tax Recovered                | 596.00           | 509.00           |
| Fundraising                         | 00.00            | 520.00           |
| Hall Rent                           | 12,335.66        | 21,914.73        |
| LPW Grant                           | 6,833.54         | 00.00            |
|                                     | <hr/>            | <hr/>            |
| <b>Total Receipts</b>               | <b>46,216.12</b> | <b>26,852.60</b> |
|                                     | <hr/>            | <hr/>            |
| <i>Payments</i>                     |                  |                  |
| Maintenance                         | 37,458.89        | 6,132.34         |
| Bench – J Patterson                 | 00.00            | 888.00           |
| Faculty                             | 00.00            | 296.20           |
| Processional cross                  | 00.00            | 1,006.97         |
|                                     | <hr/>            | <hr/>            |
| <b>Total Payments</b>               | <b>37,458.89</b> | <b>8,323.51</b>  |
|                                     | <hr/>            | <hr/>            |
| Excess of receipts over payments    | 8,757.23         | 18,529.09        |
| Bank current account at 1 January   | 76,789.94        | 58,260.85        |
| Bank current account at 31 December | 85,547.17        | 76,789.94        |

## Statement of Assets and Liabilities

|                      | 2020<br>£         | 2019<br>£         |
|----------------------|-------------------|-------------------|
| <i>Cash funds</i>    |                   |                   |
| Bank Current Account | 29,742.71         | 19,372.71         |
| Organ Account        | 11,108.71         | 12,110.04         |
| Appeal Account       | 85,547.17         | 76,789.94         |
|                      | <u>126,398.59</u> | <u>108,272.69</u> |

£29,742.71 unrestricted Current Account, £11,108.71 restricted Organ Account,  
£85,547.17 unrestricted Appeal Account.

|                         |                  |                  |
|-------------------------|------------------|------------------|
| <i>Investment funds</i> |                  |                  |
| CBF fixed interest      | 50,146.46        | 48,437.66        |
| CBF investment units    | 40,954.11        | 38,319.03        |
|                         | <u>91,100.57</u> | <u>86,756.69</u> |

### A Special Note

Covid19 restrictions caused significant differences to some figures compared with 2019. Income from fundraising was reduced by £3,709 and income from hall rent by £9,579. On a positive note, ten persons switched their planned giving from envelopes to standing order and we received a substantial legacy from the late Fr John Corbett. The large increase in income tax recovered is because claims had been in arrears.

### NOTES

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the R & P basis.
2. As of 31 December 2020, monies held by the Diocesan Board of Finance stood at £985.81.
3. Through Charities of the Month and sponsored events the sum of £715.42 was raised for other charities.
4. The expenses paid to Clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.

### **Holy Spirit Southsea - Planned Giving Report 2020 to APCCM**

This is the Holy Spirit, Southsea, planned giving report for the year 2020.

I took over the administering of the planned giving and HMRC returns in April 2020, my thanks go to Colin Passey and the late Elaine Bullock who previously administered these tasks.

#### **Narrative**

Thank you to all the clergy, congregation and visitors to Holy Spirit, Southsea who have contributed financially to the work and upkeep of this church.

This has been a challenging year for each of us individually and to clergy and congregation of Holy Spirit because of the Covid pandemic and the regulations and restrictions this entails.

The method of giving has been affected by the ability of individuals to physically attend church, as a result numbers giving via the planned giving envelope scheme has reduced significantly. At the end of 2020 only 7 people were using planned giving envelopes. As regards the administration of the envelopes, I will be unable to order future envelopes through our current supplier as the minimum order is 25 boxes. However, at the present time there are plenty of spare boxes which can be used for future years if necessary.

Fortunately, the number of parishioners wishing to give by standing order has increased, with 10 new standing orders being set up. Paying by standing order means that even if you cannot physically attend church you are still able to give to the church on a regular basis.

Gift aid via HMRC has been claimed on all those donations eligible.

The tables below I hope are self-explanatory, but should you have any questions please contact me.

**If anyone would like to set up a standing order, please contact either myself or Sean Kananvan and we will be able to give you the information.**

**Sue Chatband – Planned Giving Officer**

#### **Total Numbers in the Planned Giving Scheme**

|                               | 2018      | 2019      | 2020      |
|-------------------------------|-----------|-----------|-----------|
| Number of envelopes           | 29        | 22        | 7*        |
| Number of standing orders     | 27        | 28        | 37*       |
| <b>Total Number in scheme</b> | <b>56</b> | <b>50</b> | <b>44</b> |

\*End of year totals

#### **Total £ received through Standing Orders and envelopes**

| Year                           | 2018              | 2019              | 2020           |
|--------------------------------|-------------------|-------------------|----------------|
| Total received envelopes       | £13,975.60        | £13,346.70        | £6,894         |
| Total received standing orders | £21,555.00        | £21,875.00        | £25,105.00     |
| <b>Total</b>                   | <b>£35,530.60</b> | <b>£35,221.70</b> | <b>£31,999</b> |

#### **Average weekly giving by envelopes**

| Year                        | 2018    | 2019    | 2020    |
|-----------------------------|---------|---------|---------|
| Number                      | 29      | 22      | 7*      |
| Total weekly average        | £268.76 | £256.67 | £132.57 |
| Average per person per week | £9.27   | £11.67  | £18.93  |

\*Based on the 7- remaining people in the scheme in Dec 2020

### Average Weekly Giving Standing Orders

| Year                      | 2018 | 2019 | 2020 |
|---------------------------|------|------|------|
| Number of standing orders | 27   | 28   | 37*  |

Total weekly average £414.52 £420.67 £482.79

Total average per person per week £15.35 £15.02 £13.05

\*End of year total

Amount given in 2020 by White envelopes = £ 705.00

Amount given in 2020 as one-off donations = £4283.40

Amount given as cash donation in 2020 = £872.32

### HMRC Gift Aid Returns during 2020

| Year       | 2019       | 2020       |
|------------|------------|------------|
| Jan - Mar  |            | £2,266.35  |
| Apr - Jun  | £2,344.48  | £1,888.08  |
| Jul - Sept | £4,427.21  | £1,860.00  |
| Oct - Dec  | £2,721.69  | £2,973.04  |
| Total      | £9,493.38* | £8,987.47* |

\*Total received from HMRC during 2020 = £18,480.85 includes 2019 returns received in 2020

### Total Income via Planned Giving

| Source                   | 2020       |
|--------------------------|------------|
| Planned Giving Envelopes | £6,894     |
| Standing Orders          | £25,105.00 |
| White Envelopes          | £705       |
| One off donation         | £4,283.00  |
| Cash donation            | £872.32    |
| HMRC                     | £18,480.85 |
| TOTAL                    | 56,340.17  |

Fabric Report January to December 2020

During the year much has been done to maintain fabric of Church Buildings and property.

During late 2019, we had 5 yearly inspection of electrical installation. During the inspection, significant problems were found, resulting in the need to upgrade all the electrical systems within the building. This work was carried out very successfully By MR Electrical contractors, during February/ April 2020.

The cost of these works £34,167 plus VAT, which was reclaimed. These works subject to Faculty approval, which was granted by Diocesan Chancellor.

Quinquennial inspection was carried out By our Architect Tim Sage, Report received September 2020.

There have significant problems with water ingress, North side of building for some years now, this will be addressed in 2021.

Faculty has been applied for and granted, works will commence after Easter, when weather improves.

Scope of works:- erection of scaffolding along entire north side.

Repairs and relining to cast iron box guttering.

Tiling of battered brickwork above Sunday school room.

Sacristy, Heyward Road, entrance door, and toilet area.

Inspection and repointing of stonework (9) windows on north side.

During December Main church heating system failed, repairs on-going.

Michael and Doug  
Churchwardens

## Churchwardens Parish Report January 2020 to December 2020

This year has been a year unlike any other and has brought many challenges we could not be prepared as a congregation for the pandemic but that did not prevent the church from exercising its mission .

The Church of the Holy Spirit has, at its heart, a rich liturgical tradition and worship and we are indebted to FR Russell for enabling the Holy Spirit to be a focus for worship ,on -line and in the building to the maximum allowed by law.

The quality of this witness has been inspiring and we give our thanks to the servers and choir who enriched our corporate life at every opportunity allowed.

The Spiritual life of The Holy Spirit has always found expression in our robust social calendar sadly this was a sacrifice we had to make . The loss of this part of our parish life was deeply felt but we will appreciate it all the more on its return and return it will , a thanks here to Sue Kanavan for the parish news letter this strongly contributed to maintaining our sense of community. Thanks are due to so many people Ruth for administering the Halls ,the legion of sanitisers , people who kept in contact with our members to make sure they were okay, food providers to members of our congregation and so much more and importantly those who in isolation lifted us all by their prayer

Our contributions to the food bank has also been an example of our service to our community

In conclusion your Churchwardens would like to express their thanks and appreciation for all the support we have received , this church has always been a beacon of Christian witness but it is in difficult time like these, that you seized the moment and shone brightly we thank you.

Mike Bournier  
Doug Fenton  
Churchwardens  
1st March 2021



**PAROCHIAL CHURCH COUNCIL Jan. 1<sup>st</sup> to Dec. 31<sup>st</sup> 2020**  
**REPORT FOR THE ANNUAL PAROCHIAL MEETING 2021.**

During the year January 1<sup>st</sup> 2020 to December 31<sup>st</sup> 2020 PCC meetings were of necessity disrupted by the COVID19 Pandemic regulations. It was agreed that the Standing Committee consisting of The Vicar, Churchwardens, Treasurer and Secretary, would deal with urgent and essential matters, calling on any relevant PCC members where necessary and keeping all PCC members informed of decisions taken and, where legally binding, contacting all members to comment and vote on proposals.

However either The Standing Committee or the full PCC was able to meet on five occasions plus the Annual Parochial meeting which was delayed until October 2020.

At each meeting, apart from the short extraordinary meetings, these agenda items are always included:-

- Prayers at the beginning and end of each PCC meeting.
- The minutes and matters arising from the previous meeting.
- The Churchwardens' building report and any faculty applications and/or updates (report contained in this booklet)
- The treasurer's finance report. (report contained in this booklet)
- Fund raising and stewardship report.
- Correspondence received.
- Safeguarding update (report contained in this booklet)
- Report following Deanery Synod meetings (report contained in this booklet)
- A report from Fr Russell.
- Any ongoing matters or other items put forward on the agenda as necessary.
- Any Other previously notified matters.

In addition to the information contained in other specific reports the PCC dealt with the following matters at their PCC meetings:-

### **January 2020**

05.01.2020      The Standing Committee met to consider quotations for very urgent electrical work which was needed to obtain the necessary electrical safety certificate. It was proposed and accepted that MR Electricals should carry out this urgent and essential work.

27.01.2020      The Full PCC met and at this meeting, as well as the usual agenda items as listed above, the PCC agreed the arrangements for the 2020 Annual Parochial Church Meeting which was scheduled for April 2020. At this meeting the PCC also approved the list of Parochial Church Fees and agreed a proposal that when the bench currently in the Cornford Room (meet and greet area) is relocated to the Garden of Remembrance that another bench be purchased using 200 club money to keep in the meet and greet area as it was very much appreciated there.

### **February 2020**

Sunday 9<sup>th</sup> February. A short extraordinary meeting of the PCC was held and

go to the external examiner.

#### **April 2020**

The APCM was postponed due to the Lockdown measures.

#### **May 2020**

There was no PCC meeting in May due to the restrictions still in place.

#### **September 2020**

14.09.2020

A full socially distanced PCC meeting was held and under the agenda item for correspondence heard that we had received a very generous bequest for the estate of Father John Corbett and also donations from the families of the late Muriel Didymus and Vere Patteson.

There was also a letter from HM Land Registry referring to our application for a piece of church land at the rear of property 195 Fawcett Rd., currently and historically always within our church boundary, to be formally recorded as such and shown on the land registry map. We now await confirmation that this has happened.

Maggi Bridgman was thanked for all her work as church centre booking officer over the last few years and Ruth Pearson was also thanked for agreeing to take on this role.

Father Russell had undertaken the extensive job of producing very comprehensive church and church centre risk assessments. These were presented to the PCC. These were given full approval and Father Russell thanked for his time and expertise in this matter.

The PCC were informed that the previously postponed APCM would now take place on Sunday 4<sup>th</sup> October and further arrangements made for this meeting to take place under the COVID19 restrictions still currently in place.

#### **October 2020.**

04.10.2020      The APCM was held in church. Minutes of this meeting are printed earlier in this report booklet.

04.10.20      Following the APCM the PCC met briefly to welcome the new PCC members and formally agree the following appointments:-

Treasurer:- Mr Bob Godsell until his retirement from the post at 31<sup>st</sup> Dec. 2020 when Mr Sean Kanavan will take over the post of parish treasurer.

Secretary :- Mrs Sue Kanavan.

Standing committee:- Vicar:-Father Russell Lawson, Churchwardens Doug Fenton and Michael Bourner, treasurer Sean Kanavan and secretary Sue Kanavan. The standing committee would have the power to co-opt other PCC members as relevant to the matter/s to be considered.

Other officers elected were:- Vice Chair.-Douglas Fenton.

Deanery Synod Reps: Ruth Pearson and Maggi Bridgman.

Electoral Role Officer:- Maureen Silk.

Safeguarding Officers:- Angela Etherington and Ruth Dash.

Planned giving officer:- Sue Chatband

#### **November 2020**

There was no meeting of the PCC in November due to Lockdown restrictions.

#### **December 2020**

05.12.20 A very brief extraordinary meeting of the PCC was held according to the COVID19 restrictions, to consider two proposals, necessary, for some very urgent building repairs to the North side of the church. In order that the proposals could be acted on quickly full documentation and details of what was involved together with the costing necessary for this work had been sent to all PCC members prior to this meeting.

Proposal a) Repairs to brickwork and Proposal b) Repairs to cast iron guttering. Both these proposals were carried with all being in favour.

SUSAN KANAVAN (PCC SECRETARY)

### **ELECTORAL ROLL REPORT FOR APCM 2021**

At the meeting held last year on October 11<sup>th</sup> 2020 the number of people on the electoral roll stood at 108.

Sadly, since then, a further 7 people who were on the roll have died. However a further 3 people have since joined thus bringing the total number on the Electoral roll to 104.\_

### **WEBMASTER'S REPORT: YEAR ENDING DECEMBER 2020**

In an unusual year, I am happy to report that at the close of 2020 our website had 782,400 pages viewed, an average of over 2,140 a day: up 100,300 from 682000/1,870 a day in 2019. May 2020 saw over 100,000 pages viewed in that month alone!

Three new sections that have been added or updated

are:-

**Church Centre**

**Contacts**

**History**

If you would like to add any items, stories or your photos to the website, please send them to me at: [holyspiritwebmaster@hotmail.com](mailto:holyspiritwebmaster@hotmail.com)

MIKE BRIDGMAN (Webmaster)

## Deanery Synod Report 2020

There were two Deanery Synod meetings during 2020, the first was held at St Philips Church Cosham in March 10<sup>th</sup> and the second was held virtually (Zoom) on November 24<sup>th</sup> 2020. In March Holy Spirit Church was represented by Sue Chatband and Ruth Dash, and in November by Maggie Bridgman and Ruth Pearson.

Items discussed in the March meeting:

### Finance

The Deanery Synod voted on, & agreed a slight increase in parish shares to bring all Deanery parishes into alignment.

### Youth Chaplaincy

It was announced that Portsmouth City Council had given this project the 2019's Teach Portsmouth award for their work relating to Reading at Mayfield School. Other projects include a counselling service, a breakfast club project, a chess club at Charter, Prayer volunteers at lunchtime and a Pastoral care group at Highbury College.

### Newly appointed Canon Chancellor

Kathryn Percival introduced herself to Deanery Synod members, sharing her enthusiasm for her new role and explaining that her mission was to expand engagement with parishes, and promoting the Cathedral's role in bringing them all together.

### Development of Choir Church

Father Paul from St James gave an overview of this project, outlining their links to Pompey in the Community that had been developing over the previous six months, that many children came from local schools. A sense of identity had been established by the wearing of hoodies, with St James on the front and Choir Church on the back. They had performed at the football ground and were planning to perform on Mothering Sunday at St James.

### Strategic Development Funded Projects

Updates were provided for Harbour Church, St Lukes, and St Margaret's. All very upbeat. Harbour Church spoke about covering Sunday services in three locations – St Georges, St Albans and All Saints, with combined congregations of about 700 people. They were also running a debt counselling service, after school clubs, a football club linked to school attendance and Spa 61 mornings for women affected by domestic violence.

St Luke's spoke about their involvement with the Bridgeway Project, with links to motiv8 and the Youth Chaplaincy. They also updated the meeting on The Host co-working project they had set up.

St Margaret's gave an overview of the services now being held in the church, their plans for the future, the links with Cumberland Infant School and the café and shop that had been set up.

The November meeting covered:

### Finance

A finance report gave the balances in the General Deanery fund, the Ho Diocese fund and the Youth Chaplaincy fund as at 11<sup>th</sup> November. Comment was made about the reduction in income that had been experienced by all parishes.

### Diocesan Live Pray Serve Consultation

Fr. Bob introduced this – setting out the framework for a 5 year plan that would be flexible, and *'could grow and be developed over time.'* It would be started by having a Deanery Plan

as a vision '*that would remain constant over time*' for all parishes, set against a background of '*decreasing clergy and /or the changing dynamics of congregations*'.

The meeting was then split into smaller break out rooms to discuss whether we felt we could endorse the Plan's vision (sharing resources across parish boundaries, encouraging new expressions of faith, serving the wider community)

Going forward, the plan was to arranged two facilitated meetings in early 2021 with churches in our cluster to discuss this , basing it on 'in my parish it means.....'

All ideas generated will be collated and fed into the Diocese's template, to be presented at the first Deanery Synod meeting in 2021.

The Christmas Voucher Appeal was mentioned, being advertised under the banner 'Comfort and Joy' , using vouchers as this gave recipients choice. The Portsmouth HIVE had distributed all Harvest Festival donations this year.

Ruth Dash/Pearson

Sue Chatband

Maggie Bridgman

February 2021

## Charities

Although twelve charities were chosen for 2020, we were not able to support all of them, because of the lockdowns. Our usual Friday coffee and raffle mornings had to be cancelled so it was decided to ask for donations towards the appropriate charity at the mass on the last Friday and Sunday of the month. This had a very good response.

The donations given to the Prayer Tree at Christmas (£40) were sent to Naomi House as nothing had been given to them in June.

When the charities are chosen we try to balance them between home and abroad, adults and children.

One of the charities which received the most support was Toilet Twinning. We were able to send £135 and in exchange we received framed photographs of the toilets we had helped provide!

We do receive letters of thanks from the charities and are often sent photos and calendars, which are displayed on the notice board behind the meet and greet table. Information about the current charity is on this board – do please read it.

|       |                      |        |        |                 |         |
|-------|----------------------|--------|--------|-----------------|---------|
| Jan.  | Sight Savers         |        | July   | Hamelin Fistula | £96.42  |
| Feb.  | Toilet Twinning      | £135   | August | St.Lukes        | £135.50 |
| March | Bishop's Lent Appeal | £49    | Sept.  | Mission Direct  | £54     |
| April | Rebound              | £18.50 | Oct.   | Street Pastors  | £66     |
| May   | Christian Aid        | ---    | Nov.   | Vouchers        |         |
| June  | Naomi House          | ---    | Dec.   | Children's Soc. | £46     |

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Jean Gudgeon.

### Report on Holy Spirit Donations to the Food Bank 2020

My thanks to Maggie and Mike Bridgeman for their hard work in delivering donations to the foodbank prior to my taking over the delivery in the second half of 2020. The onset of the Covid pandemic means that the donations to the Portsmouth Foodbank are even more essential during these difficult times. Holy Spirit donates on average 4 carrier bags of food and other essentials per week to the Portsmouth Foodbank, which is based at The Kings Church Centre, Somers Rd, Portsmouth.

During Harvest Festival this year Holy Spirit donated 41 carrier bags of food to the foodbank.

I usually pick-up donations on a Wednesday morning after the 9.30am Mass.

I put a notice by the donation boxes to let you know particular items the foodbank are requesting.

Portsmouth Foodbank operates to give local people access to emergency food when they need it most. Working in partnership with churches across the city the foodbank provides sessions 5 days a week, with over 100 connected referral agencies. Portsmouth Foodbank provides parcels of non-perishable food, guided by The Trussell Trust who has worked with nutritionists to ensure food parcels contain sufficient nutrition for at least three days' worth of healthy, balanced meals for individuals and families.

A typical food parcel includes -

Breakfast cereals/soup/pasta/pasta sauce/rice/tinned beans/tinned meat or fish/tinned vegetables/tinned fruit/long life milk/tea or coffee/biscuits/snacks.

The Portsmouth Foodbank also offers help beyond a food parcel, running a More Than Food programme, additional support to help people address the underlying issues behind their crisis. These include holiday clubs during school holidays, basic cookery nutrition and shopping, tools to tackle debt and home budgeting.

If anyone has any questions about donations or the foodbank, please contact me.

Sue Chatband

### Church Centre Bookings

I took over the co-ordinating of the hiring of the church centre from Maggie Bridgman, after the ending of the first lockdown, and at the end of the summer holidays, In September.

The Upper Room has now been renamed the Community Room, with a stair carpet and curtains ( and even flowers) which have improved the welcome and feel to the room.

In normal times we have a steady flow of customers to the Centre, with a wide range of activities including ballet, yoga, Adventure Babes group, Tiny tots group, Cubs and Scouts.

We also host meetings for AA and Narcotics Anonymous. All these provide activities and services to the local community.

Since September we have also hosted martial art classes for youngsters and ceramic/pottery workshops on occasion, private music lessons, rehearsals for individuals and rehearsals and recordings for choirs. We have accommodated filming, dance exams by Zoom and even auditions for dancers by Zoom.

All of the groups were happy to adhere to our COVID risk assessment requirements and were, in the main, flexible about start and end timings to allow the 30 minute break between groups.

Alas, just after all classes recommenced, there was a second lockdown, and at the time of this report the centre is still not being used.

The bookings administration has changed, with an enquiry form on the website, and a new calendar system set up on a laptop that Father Russell, Doug Fenton, Michael Bourner and Philip Drew can view. Hirers have now agreed to pay by bank transfers, mostly on a monthly basis.

Once lockdown is over, most of the mornings and evenings in the centre are full, so space has been allocated to church matters, cleaning, and organ practice in the afternoons. It seemed to be working well in the few weeks when everything was working at capacity. I am hopeful that most, if not all, these groups will return to us once activities resume.

Ruth Pearson

Contact details for any room hire enquiries: rhhpearson@aol.com



**APM Choir and Music Report 2021**  
**(covering calendar year 2020)**

As these reports are written, it so often seems the case that it is very largely repeating what was written the previous year. That is certainly not true of 2020.

The year began much like any other. The Sunday masses and Choral evensongs continued and the Solemnities of The Epiphany and The Presentation (Candlemass) were celebrated with Solemn Choral Masses, then Covid struck and lockdown was imposed.

To begin with that, of course, meant no music. The church was out of bounds. Even solitary organ practice was forbidden although, soon, playing each note on each stop (once only) once a week was permitted to keep the organ in working order but still NO PRACTICE!

Fortunately, I have a digital organ at home, so on Lent 5, 29<sup>th</sup> March, I recorded my voluntary on that and posted it on Holy Spirit's Facebook page. I continued this throughout the year (except on a few occasions when technical problems prevented it) and when it was again permitted to use the organ in church, usually recorded there.

Evensong had, of course, also ceased and during the Lockdown, I produced Choral Evensongs for the Facebook page. These were assembled with music from the archive of recordings of Cantores Vagantes, the choir which I gather together to sing the services in a Cathedral or Great Church each August and after Easter. The readings were recorded by various members of the congregation and some members of Cantores Vagantes. Fr. Russell kindly provided the Intercessory Prayers.

As lockdown eased, services were again permitted in church and some music was possible. To begin with, Organ Music covered the various liturgical actions whilst a Cantor sang the Introit Sentence, Psalm, Gospel Acclamation and Communion Sentence. The Cantor duty was fulfilled on different occasions by Sue and Sean Kanavan, Judith Condley, Eilene Martin and myself. In September, the choir reconvened, socially distanced, but no congregational singing was permitted. Although rehearsal was limited by the safety considerations, we were able also to sing Choral Evensongs on the first Sundays of October and November, the Advent Carol Service and the Christmas Carol Service as well as all the usual Christmas Masses. Other evensongs were sung by Sue, Anthony and me with some organ music. A very different year, therefore. As I write, we are in another lockdown but hopefully more music will return to our services soon. That story will be told in next year's report.

Philip G. Drew

Organist and Choirmaster

The Feast of St. Chad, 2<sup>nd</sup> March 2021



## "200" CLUB REPORT. 2019 - 2020.

It has been most disappointing that the hitherto smooth flow of the draw for the "200" Club has been such a start/stop procedure owing to the problems that have been caused by Covid 19.

A decision was taken to delay any re-start of the scheme until such time as we were able to see a pattern whereby we could anticipate that we would witness a non interrupted run. With the constant restrictions placed before us it has been most difficult to maintain money collection, distribution of prizes and to a certain extent the togetherness that keeps our enthusiasm fresh.

It is felt that for the scheme to be well supported, practical and enjoyable it must be held on the first Sunday in every month; at church following the 10am service when we mingle for tea and coffee at which time the monthly prizes are drawn.

We still hold 3 months draw monies yet to be made so that once a decision is made to re-start it will give us 3 months grace in which to produce and send out letters to all participants seeking renewal of subscriptions for a further 12 months

We would reiterate that the scheme to date has produced much needed funds for the odd expenditure required by the Church, including £2.5k recently spent on sound mixer and updating the CCTV system, which we hope you feel has been well spent.

We look forward to receiving your continued support once we get things moving once more.

BEP Co-ordinator 20.02.21.

## SAFEGUARDING REPORT 2019 - 2020.

Safeguarding procedures at Holy Spirit Southsea have continued to be followed and I liaise with Fr Russell as and when the need arises. I have completed DBS checks for 5 people including 4 as volunteers for the planned Messy Church project scheduled for last spring but like everything else now postponed.

These are all now completed solely online so I would like to thank those people who had a check for their cooperation and understanding as I too got used to the process.

I continue to check that those who need DBS checks due to their roles at church are kept up to date and renewed accordingly.

I receive regular Safeguarding News Bulletins from the Diocesan Safeguarding Team to keep updated on current local and national issues and news.

ANGELA ETHERINGTON (Safeguarding Officer.)

## Chairman's Report APCM 2021

It seems only a few months ago since I gave my last report and that's because it was. Given in October when it should have been given in April. Just one minor example of how disruptive 2020 was. To all of us personally, to Church Life, to our mission and witness as a church and not least to our finances. A situation 'though on-going, which from where I'm sitting today is looking rather less gloomy than it was last October. Let's hope and pray things continue to look up!

Much of my 2020 report on the year 2019 was taken up with what happened in 2020 so I won't repeat myself over much save to say a particular word of thanks to all those who yet again kept church life and worship going in both the November lockdown, over the weirdest Christmas in living memory, and throughout a cold and uncomfortable Winter. As I said in my Easter message this year I am particularly grateful to all those who got on with their responsibilities, made the best of it, adapted, didn't complain, and who kept the show on the road. You know who you are. Thank you.

It can be tempting to look back on 2020 and consider that nothing good came of such a year and not least in Church Life. The losses were great and not least too many wonderful people. But that said I do not think no good at all came of it or was not demonstrated. People showed resilience and took risks, supported worship as best as they felt able to, and kept in touch. Showed concern and looked after each other. People also supported the church by changing or increasing their giving. Every charitable initiative was often impressively supported. The church continued to be maintained not least by Michael and Doug, the heating fixed and the organ repaired if only this year. One or two lightbulbs remain to be replaced! The North Wall works were meticulously planned and have now begun. Mass was celebrated with or without a congregation most days, standards maintained, and nothing important was neglected. Philip kept the music coming. We learned how to live-stream, or at least how to get it up on the screen, zoom, some of us, and all the while trying to manage our own lives and disappointments, and some tragedies, as best we could. Forget 2020 we might very much prefer but there is also much, if not to celebrate, then to be proud of. Even if that's only the pride we might feel when we have successfully negotiated an obstacle course, faced a particular challenge or succeeded at doing something we never thought we could.

As for the future, I have no crystal ball but if this virus is finally defeated or adequately controlled then we can see a resumption of Church Life later this year. Fairs, social events, singing even as well as the financial and community benefit which a fully used Church Centre will again provide. I do hope so. However, much will need to be re-built, re-thought, and a more mission focussed attitude adopted. In fact, it needs to come before all else and to that end I intend to establish a 'Recovery

Group' of sorts to think about how we might go about this as well as get on with doing it. If, pray God, we can, later this year.

You may not know this, the churchwardens do as well as Sue and Ruth who joined these discussions in January (we agreed to nothing!) that the Diocese of Portsmouth has woken from its slumbers and come up with a plan to revitalise the diocese with a view to it growing, and I quote, in Faith, Impact and Numbers. All very worthwhile and actually somewhat overdue. The reason? Because they have a serious financial deficit. The plan itself? That every parish be amalgamated into a Team Ministry. Thus, HS will become part of a formal arrangement with St. Jude's, St. James', and St. Margaret's. Ideally, and eventually with one Incumbent, the odd Team Vicar and maybe a pioneer minister (ask me afterwards) and, wait for it, one PCC. How this is going to transform the fortunes of the diocese and enable it to grow in Faith, Impact and Number, rather than just save money on clergy stipends, has yet to be adequately explained. Spin and wishful thinking do not constitute evidence! I'm worried about it. If you value this church's tradition, you should be worried about it. We'll hear very much more about it later this year. It might never happen. A new bishop might have other ideas. Let's hope so. You've been warned.

Finally, a particular thank you to Michael and Doug who have been the wonderful churchwardens every vicar dreams of and who will be serving for another year. Although Michael is undergoing treatment and has good days and not so good days, there's an awful lot he can still do and has done from home and which he is very happy to continue to do. I am very glad he will be and not least with Doug on the ground to manage things on site. Bob retired as Treasurer at the end of last year and we owe a particular debt of thanks to him for the meticulous and responsible way he has exercised this important role for many years. Thank you, Bob and to Sean for stepping seamlessly into his shoes. What would have done without our PCC Secretary this last year? I really cannot say and not least because Sue does so much more than just record the minutes of meetings. We all know how much, and not least how encouraging, loyal, wise and helpful she has been and is. Thank you.

I wasn't going to preach today but rather read this report instead but I decided to 'encourage' you in the end with both. I don't tend to shirk my responsibilities to you, as long as what is expected of me is reasonable, and hope and pray, that in the coming year I will continue to have the same confidence in you as you embrace yours.

Fr. Russell Lawson SSC.  
Vicar - Holy Spirit, Southsea

CHURCH OF THE HOLY SPIRIT SOUTHSEA  
PAPERS FOR THE ANNUAL PAROCHIAL MEETING  
SUNDAY 19th APRIL 2020.  
FOLLOWING THE 10 A.M. MASS



Please read the reports carefully before the meeting. The reports will be taken as read at the meeting when there will be an opportunity to simply ask any questions of the author.



## **ANNUAL PAROCHIAL MEETING SUNDAY 19<sup>th</sup> APRIL 2020.**

### **Agenda for vestry meeting**

1. PRAYER
2. APOLOGIES
3. MINUTES OF 2019 APM VESTRY MEETING
4. ELECTION OF CHURCH WARDENS

### **Agenda for full APM meeting**

1. MINUTES OF 2019 APM
2. MATTERS ARISING
3. ELECTION OF PCC MEMBERS
4. ELECTION OF DEANERY SYNOD REPRESENTATIVES
5. ELECTION OF SIDESPERSONS (printed list attached)
6. FINANCIAL REPORT (Printed accounts attached)
7. THE PLANNED GIVING SCHEME (printed report attached)
8. APPOINTMENT OF EXTERNAL FINANCIAL AUDITOR
9. PRESENTATION OF PRINTED REPORTS
  - Buildings, fabric and maintenance report
  - Holy Spirit Church – Worship/witness/work & fellowship
  - PCC report
  - Electoral Roll report and appointment of Electoral Role Officer.
  - Parish Web site report
  - Mothers Union report
  - Deanery Synod report
  - Charities report
  - Church centre Bookings report
  - Choir and Organ report
  - 200 club report
  - Safeguarding report
9. FATHER RUSSELL LAWSON
10. ONE MINUTE FROM THE FLOOR

**CHURCH OF THE HOLY SPIRIT SOUTHSEA**

**ANNUAL PAROCIAL MEETING SUNDAY 7<sup>th</sup> APRIL 2019.**

**Minutes of the vestry Meeting**

1. The meeting opened with prayer at 11.30 am.
2. Apologies:- Susan Chatband, Rosie and Oliver Kanavan, Alan and Joanne Blandford, Colin and Caroline Passey, Denise McCalleff, Ruth Dash, Emily Condley, Victoria Nichols, Jane Laithwaite, Harry & Anne Ginn, Pauline Kennedy and Jane McDonald.
3. Minutes of 2015 Vestry Meeting  
These were agreed and signed as a correct record.  
Proposed: Philip Drew                      Seconded: Joe Lovick                      All in favour.
4. Election of Church Wardens  
Two nominations were received.  
**Mr Michael Bournier:** Proposed by : Keith Day                      Seconded by: Robert Godsell  
**Mr Douglas Fenton:** Proposed by: Michael Rendle                      Seconded by: Ruth Dash  
Everyone being in favour these two were duly elected to the office of church wardens for the year 2019/2020.

The Vestry Meeting closed at 11.35 am

**Minutes of the APM following the Vestry Meeting**

1. The minutes of the APM held on Sunday 8<sup>th</sup> April 2018.  
These were agreed as a correct record.  
Proposed by: Michael Rendle                      Seconded by: Michael Bridgman  
All in Favour. The minutes were signed as a correct record.
2. Matters arising.  
There were no matters arising.
3. Election of PCC members  
There were two vacancies and two nominations had been received  
**Robert Godsell**                      Proposed by: Susan Kanavan                      Seconded by: Phillip Kanavan  
**Judith Condley**                      Proposed by: Angela Etherington                      Seconded by: Christopher Condley  
Everyone being in favour these two were duly appointed to serve as PCC members for the next 3 years.

4. Election of Sidespersons.

The current list of 12 sidespersons and 19 offertory persons was read to the meeting and all agreed to stand again for these offices.

Mr Colin Arnold and Mrs Maureen Silk also agreed to serve as sidespersons . Therefore the current list with the addition of these two was proposed by: Susan Kanavan and  
Seconded by: Nigel Powell

All being in favour they were duly elected for the forth coming year.

5. Financial Report.

The treasurer, **Mr Bob Godsell** spoke to his previously distributed report (further copies being available at the meeting)

Bob was thanked for his comprehensive report and his hard work throughout the year.

6. Planned Giving Report

The planned giving officer **Mr Colin Passey** had tendered his apologies for the meeting but his report, which had been previously circulated was accepted and there were no questions. Colin was thanked for his work throughout the year.

7. Appointment of Independent Examiner

The meeting agreed that **Mrs Helena Cole** be appointed for the forth coming year.

Proposed by: **Bob Godsell**

Seconded by: Michael Bournier

All in Favour.

It was agreed that a letter of thanks be sent to Helena thanking her for agreeing to take on this role for a further year.

8. Presentation of Written Reports

- Buildings, Fabric and Maintenance
- Worship, witness, work and fellowship.
- PCC
- Electoral Role
- Parish Website
- Deanery Synod
- Charities
- Church Centre Bookings
- Choir and Organ
- 200 Club report
- Safeguarding

All these reports were included in the previously circulated APM booklets and further copies were available at the meeting.

Each report was individually referred to at the meeting with an invitation for questions and/or comments from the floor. At the presentation of each report the author was given thanks for their hard work in their individual area of expertise.

9. Father Russell's Report

Copy of Father Russell's report attached to these minutes.

Mr Doug Fenton thanked Father Russell for his kind words and proposed a huge vote of thanks to Father for all his work and for his care of us all at Holy Spirit Southsea.

10. One Minute from the Floor

Mrs Mo Silk thanked the people of Holy Spirit for the very warm welcome she and others have received and said how happy she was at becoming part of the Holy Spirit family.

The meeting closed at 12.04 pm

Following the meeting the PCC met briefly to confirm the date of the next PCC meeting – Monday 13<sup>th</sup> May following the 7pm Mass and it was proposed and agreed to co-opt **Mrs Susan Kanavan** to the roll of PCC secretary.

Proposed: Eileen Martin      Seconded: Philip Drew      All in Favour.

And

To appoint **Mr Robert Godsell** as Treasurer

Proposed: Jean Gudgeon      Seconded: Judith Condley      All in Favour





### **Holy Spirit, Southsea. Chairman's Report to the APCM. 7 April 2019**

It was on the Fifth Sunday of Lent, today but last year, when I first officially visited this parish as your prospective parish priest pending the approval of your Bishops. It was snowing, hardly any of the PCC could make it, and this was the second attempt! It wasn't perhaps the greatest of starts. Is this meant to be? I asked myself. Perhaps some of you at the time thought the same. Maybe some of you still do. And yet here we are one year later and here I am presenting this Chairman's Report as your parish priest for the first time.

Clearly, I am not able to give as full a report as I might wish. I've only been here since August so my remarks today will be relatively concise but I hope not too vague. However, it would be remiss of me not to make mention the way in which parish life here was sustained by the churchwardens and officers and indeed by every member of the church, as well as numerous retired and visiting clergy during the vacancy - Fr. Paul, Fr. Ian, Fr. John and Bishop John Hind and Deacon Emma. In most parishes, everything pretty much stops. Not here. The church building continued to be maintained and beautified. The mass continued to be celebrated most days of the week and on Festivals. Trips and pilgrimages went ahead as planned and the usual round of fayres, table top sales and parties organised, supported and enjoyed. You kept on Giving, arranging the flowers, ironing the linen, and, above all, keeping up those high standards of liturgical and musical excellence this church is renowned for both in this city and much further afield. When I told some clergy friends of mine from London diocese I was coming here (then still a secret) at lunch after the Chrism Mass last year I didn't have to tell them where or what Holy Spirit, Southsea was. One or two even looked a bit jealous. So, well done, good people of Holy Spirit and, from my perspective, for also ensuring along with Bishop Norman, who lobbied the diocese very insistently, that this parish received, because at first it seemed unlikely, a full-time incumbent. Of course, there were set-backs and disappointments, delays and frustrations I'm sure but that's life and the Church of England for you. You kept the show on the road and did it, as you always have and I hope will continue to, with panache.

This spirit, and which Fr. Paul commended in his report to you last year, shines through the reports we have just noted and in recent weeks have had the opportunity to read, mark, learn and inwardly digest. It is Bishop Philip North who is frequently fond of saying that churches if they want to flourish and ultimately grow, need to have a lot going on. And that's certainly a characteristic of this parish. There is a lot going on. Services, sometimes two, almost every day, social events galore, fund-raising initiatives, pilgrimages,

concerts, as well as well-used facilities, positive links with the schools, and a good reputation, and much else besides. And to these we have added in the last 8 months, one or two other things. More are planned which, of course, brings me to the gaps. We do need to add to our programme an initiative for children and to be more deliberate in our outreach. Plans for Messy Church are coming on and a simple Mission Initiative, which does not involve knocking on doors or a rock band, is to be started slowly but deliberately, later this year. To fund both of these I will be applying for a grant from the diocese before the end of this month. Gavin hopes to do some work establishing a prayer/spirituality group, mindful as I am that if you don't ask not to be surprised if God doesn't give. Future years, because I think you're probably stuck with me until I retire, will I hope see us adding to these first steps. A curate may well be in the offing in 2021, and some work with older people, a lunch-club perhaps, may be something we can also explore. Filling those gaps. And if God is our helper, we will. For the present all you have to acknowledge is that we should and be willing to contribute in whatever way you can.

You never quite know what you're going to find when you start in a new parish. In my last I found the church needed a new roof and a new boiler. Also, some of the people could have done with a character transplant. It wasn't mentioned in the parish profile. I can't say that here I've had any similarly nasty surprises. You have been universally kind, positive and welcoming. I am particularly grateful for the investment you have made in the vicarage. Something that benefits me and, as is right, you too. Thank you. And thank you too, to Michael and Doug, who have served us well, sacrificially and with such good humour over the last year. I am delighted that they have been elected as our churchwardens to serve another. Where would we be without Sue Kanavan, Secretary to the PCC, interpreter of regulations, compiler of rotas and organiser in chief of the parish. Her willingness to be co-opted to the PCC after this meeting testimony to her commitment and dedication. And all of us, as I am, should be similarly grateful to Bob for encouraging us to be generous, and for ensuring our financial stability as Treasurer.

I can't tell you what a rare consolation it is for a priest to serve a church blessed with a decent choir, willing and able servers and probably the best ordered sacristy in the world outside the Vatican. Thank you, Philip and the choir, the servers, Anthony and Jean. And to all who by the giving of their time, their skills, and the gifts God has been good enough to give them, contribute to making this church what it was built to be, what it is meant to be and what it is.

Fr. Russell Lawson SSC - Parish Priest

## Sidespersons/Offertory

Sadly Dennis Simms died and Harry Ginn and Bert Barker retired so this leaves nineteen people on the rota.

### Sidesperson & Offertory

P. Barker

C. Blandford

E. Bullock

S. Chatband

A. Chitty

A. Ginn

J. Griffiths

J. Gudgeon

P. Kanavan

T. Kanavan

J. Lovick

A. Waters

### Offertory

C. Passey

C. Passey

B. Porter

C. Porter

D. Simms

J. Thompson

N. Waters

J.E.G.



**Parish of the Holy Spirit, Southsea. Registered charity no. 1185260**  
**Financial Statements for the year ended 31 December 2019**

|                                                                  | 2019            |                  | 2018            |                  |
|------------------------------------------------------------------|-----------------|------------------|-----------------|------------------|
|                                                                  | £               | £                | £               | £                |
| <b>General (Unrestricted) Fund Receipts and Payments Account</b> |                 |                  |                 |                  |
| <b>Receipts</b>                                                  |                 |                  |                 |                  |
| <i>Voluntary Receipts</i>                                        |                 |                  |                 |                  |
| <i>Regular Giving</i>                                            |                 |                  |                 |                  |
| Standing Orders                                                  | 21,875.00       |                  | 21,555.00       |                  |
| Envelopes                                                        | 13,869.70       |                  | 13,976.60       |                  |
| Collections and other giving                                     | 1,542.63        |                  | 1,981.90        |                  |
| Income tax recovered                                             | <u>7,032.73</u> | 44,320.06        | <u>7,134.29</u> | 44,647.79        |
| <i>Other voluntary receipts</i>                                  |                 |                  |                 |                  |
| Donations                                                        | <u>1,417.73</u> | 1,417.73         | <u>2,440.17</u> | 2,440.17         |
| <i>Receipts from activities for generating funds</i>             |                 |                  |                 |                  |
| Rents                                                            | 10,800.00       |                  | 11,700.00       |                  |
| Fundraising                                                      | <u>4,830.82</u> | 15,630.82        | <u>4,558.16</u> | 16,258.16        |
| <i>Receipts from church activities</i>                           |                 |                  |                 |                  |
| Fees                                                             | 768.00          |                  | 1,187.00        |                  |
| LPW Grant                                                        | <u>1,297.96</u> | <u>2,065.96</u>  | <u>00.00</u>    | <u>1,187.00</u>  |
| Total Receipts                                                   |                 | <u>63,434.57</u> |                 | <u>64,553.12</u> |
| <b>Payments</b>                                                  |                 |                  |                 |                  |
| <i>Church activities</i>                                         |                 |                  |                 |                  |
| Quota                                                            | 32,295.00       |                  | 32,003.00       |                  |
| Insurance                                                        | 3,125.57        |                  | 3,584.13        |                  |
| Utilities                                                        | 10,575.33       |                  | 11,407.33       |                  |
| Buildings maintenance                                            | 4,389.88        |                  | 12,160.94       |                  |
| Printing and stationery                                          | 1,981.04        |                  | 2,066.83        |                  |
| Sacristy                                                         | 1,454.65        |                  | 1,186.06        |                  |
| Church societies/subscriptions                                   | 953.02          |                  | 505.01          |                  |
| Church running expenses                                          | 3,397.79        |                  | 3,014.34        |                  |
| Social activities                                                | 267.42          |                  | 412.61          |                  |
| Advertising                                                      | 152.00          |                  | 606.72          |                  |
| Donations                                                        | <u>160.00</u>   |                  | <u>44.00</u>    |                  |
| Total Payments                                                   |                 | <u>58,751.70</u> |                 | <u>66,990.97</u> |
| Excess of receipts over payments                                 |                 | 4,682.87         |                 | (2,457.85)       |
| Bank current and deposit accounts at 1 January                   |                 | 14,689.84        |                 | 17,147.69        |
| Bank current and deposit accounts at 31 December                 |                 | <u>19,372.71</u> |                 | <u>14,689.84</u> |

## Organ (Restricted) Receipts and Payments Account

|                                     | 2019<br>£              | 2018<br>£              |
|-------------------------------------|------------------------|------------------------|
| <i>Receipts</i>                     |                        |                        |
| Interest                            | 3,065.09               | 3,037.70               |
| Donations                           | 491.65                 | 397.70                 |
| Income tax recovered                | 58.00                  | 52.00                  |
|                                     |                        |                        |
| <b>Total Receipts</b>               | <b><u>3,614.74</u></b> | <b><u>3,487.40</u></b> |
| <i>Payments</i>                     |                        |                        |
| Remunerations                       | 3,060.00               | 3,120.00               |
| Repairs and tuning                  | 1,184.46               | 448.32                 |
| Running Expenses                    | 383.73                 | 373.80                 |
| Donation                            | 30.00                  | 0                      |
|                                     |                        |                        |
| <b>Total Payments</b>               | <b><u>4,658.19</u></b> | <b><u>3,942.12</u></b> |
| Excess of payments over receipts    | (1,043.45)             | (454.72)               |
| Bank current account at 1 January   | 13,153.49              | 13,608.21              |
| Bank current account at 31 December | 12,110.04              | 13,153.49              |

## Appeal (Unrestricted) Receipts and Payments Account

|                                     | 2019<br>£               | 2018<br>£               |
|-------------------------------------|-------------------------|-------------------------|
| <i>Receipts</i>                     |                         |                         |
| Legacies                            | 1,500.00                | 12,291.44               |
| Donations                           | 2,408.87                | 2,422.50                |
| Income Tax Recovered                | 509.00                  | 1,306.00                |
| Fundraising                         | 520.00                  | 00.00                   |
| Hall Rent                           | 21,914.73               | 17,186.68               |
|                                     |                         |                         |
| <b>Total Receipts</b>               | <b><u>26,852.60</u></b> | <b><u>33,206.62</u></b> |
| <i>Payments</i>                     |                         |                         |
| Maintenance                         | 6,132.34                | 19,719.20               |
| Memorial – A Young                  | 00.00                   | 450.00                  |
| Bench – J Patterson                 | 888.00                  | 00.00                   |
| Faculty                             | 296.20                  | 00.00                   |
| Processional cross                  | 1,006.97                | 00.00                   |
|                                     |                         |                         |
| <b>Total Payments</b>               | <b><u>8,323.51</u></b>  | <b><u>20,169.20</u></b> |
| Excess of receipts over payments    | 18,529.09               | 13,037.42               |
| Bank current account at 1 January   | 58,260.85               | 45,223.43               |
| Bank current account at 31 December | 76,789.94               | 58,260.85               |

# Statement of Assets and Liabilities

|                      | 2019<br>£  | 2018<br>£ |
|----------------------|------------|-----------|
| <i>Cash funds</i>    |            |           |
| Bank Current Account | 19,372.71  | 14,689.84 |
| Organ Account        | 12,110.04  | 13,153.49 |
| Appeal Account       | 76,789.94  | 58,260.85 |
|                      | <hr/>      | <hr/>     |
|                      | 108,272.69 | 86,104.18 |

£19,372.71 unrestricted Current Account, £12,110.04 restricted Organ Account,  
£76,789.94 unrestricted Appeal Account.

|                         |           |           |
|-------------------------|-----------|-----------|
| <i>Investment funds</i> |           |           |
| CBF fixed interest      | 48,437.66 | 47,376.31 |
| CBF investment units    | 38,319.03 | 32,280.85 |
|                         | <hr/>     | <hr/>     |
|                         | 86,756.69 | 79,657.16 |

## NOTES

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the R & P basis.
2. As of 31 December 2019, monies held by the Diocesan Board of Finance stood at £981.64.
3. Through Charities of the Month and sponsored events the sum of £1,579.19 was raised for other charities.
4. The expenses paid to Clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.



### **Planned Giving Report for APM 2019**

| Year                      | 2018 | 2019 |
|---------------------------|------|------|
| Number of envelopes       | 29   | 22   |
| Number of Standing Orders | 27   | 28   |
| Total number in Scheme    | 56   | 50   |

| Year                           | 2018       | 2019       |
|--------------------------------|------------|------------|
| Total received envelopes       | £13,975.60 | £13,346.70 |
| Total received standing orders | £21,555.00 | £21,875.00 |
| Total                          | £35,530.60 | £35,221.70 |

### **Average Weekly Giving Envelopes**

| Year                        | 2018    | 2019    |
|-----------------------------|---------|---------|
| Envelopes                   | 29      | 22      |
| Total Weekly Average        | £268.76 | £256.67 |
| Average per Person per Week | £9.27   | £11.67  |

### **Average Weekly Giving Standing Orders**

| Year                        | 2018    | 2019    |
|-----------------------------|---------|---------|
| Standing Orders             | 27      | 28      |
| Total Weekly Average        | £414.52 | £420.67 |
| Average per Person per Week | £15.35  | £15.02  |

Thank you for giving – it's part of the building of the Kingdom of God!

The average weekly giving per person for standing orders has gone down by 33p and weekly giving for envelopes has increased by £2.40p.

Included in the above Planned Giving there have been others who have donated on a regular basis. A sum of £1751.10 has been generously donated over the year. This figure represents money received through the white Gift Aid envelopes in Sunday collections.

If anyone wants to be added to the stewardship scheme please speak to the Stewardship person.

Colin Passey

## **Buildings Report January 1<sup>st</sup> to December 31<sup>st</sup> 2019**

During the past year much work has been carried out on Church Building, Hall complex, property owned by church.

### **Church Building**

#### **South East corner, Old Sanctuary**

Much time and effort was spent repairing and relining the external box gutter. This required internal and external scaffolding.

Internally it also required the removal of lime mortar plaster then re-plastering and redecorating whole area.

#### **Electrical Installations**

We had our 5 yearly safety inspection in August 2019 and this brought to light a whole host of faults throughout the building which had to be addressed. After much effort and a full survey we put the work out to tender and we have now appointed MR Electrical to carry out a substantial rewire of the building.

#### **Sound System**

The sound system has been fully updated this has included the purchase of a new sound mixer. This work has been paid for by the 200 club.

### **Hall complex**

Various works of regular maintenance took place including:-

Servicing of Heating / air conditioning systems.

Servicing and checking Fire Extinguishers to the whole building.

### **219 Fawcett Rd**

Property has now been totally refurbished and let to Diocese on long term lease.

Michael Bournier (Churchwarden)

## Churchwardens Parish Report January 2019 to December 2019

This year has been a period of development as we have got to know Fr Russell and he has got to know his new flock. We are profoundly grateful for the way that this relationship has developed and deepened over this last year. The fruits of this are self evident, thank you not only to FR Russell but also to the clergy team Fr Ian, Fr John, Fr Philip Jones and the many clergy who have journeyed with us this last year:

The Church of the Holy Spirit has, at its heart, a rich liturgical tradition and worship for which we are grateful. We must acknowledge the contributions made by our lay members from the choir to servers, intercessors, and those who have been prepared to lead our worship at evensong, indeed to all who contribute to our rich spiritual life.

The Spiritual life of The Holy Spirit finds its expression in our robust social life and we have a range of activities that include such events as :

- Table Top Sales
- Shrove Tuesday Beetle Drive
- Charity Coffee Mornings
- Skittle evenings
- Quiz evening with fish and chip supper
- Parish Party
- Various concerts
- Christmas Market
- The 200 club
- Musical soirées

There will always be prime movers in any organisation and we should rightly give thanks for the efforts of those who shoulder that responsibility - we do highly value their endeavours along with the host of individuals who contribute in what ever way they can.

We feel that this year it would be right to to acknowledge the contribution the Kanavan family has made to our flourishing social life Sue as always in the fore but ably aided in no small manner by Phillip ,Tina, Sean, together with Ollie and Rosie when there studies permit.

From the bottom of our hearts we thank you all.

In conclusion your Churchwardens would like to express their thanks and appreciation for all the support we have received , which made it possible for this congregation to enjoy such a wonderful sense of community and we face the future with confidence.

Mike Bourner  
Doug Fenton  
Churchwardens  
28th March 2020

**PAROCHIAL CHURCH COUNCIL Jan. 1<sup>st</sup> to Dec. 31<sup>st</sup> 2019**

**REPORT FOR THE ANNUAL PAROCHIAL MEETING 2020.**

During the year January 1<sup>st</sup> 2019 to December 31<sup>st</sup> 2019 the PCC met on five occasions plus the Annual Parochial meeting.

At each meeting, apart from the short extraordinary meeting, these agenda items were always included:-

- Prayers at the beginning and end of each PCC meeting.
- The minutes and matters arising from the previous meeting.
- The Churchwardens' building report and any faculty applications and/or updates (report contained in this booklet)
- The treasurer's finance report. (report contained in this booklet)
- Fund raising and stewardship report.
- Correspondence received.
- Safeguarding update (report contained in this booklet)
- Report following Deanery Synod meetings (report contained in this booklet)
- A report from Fr Russell.
- Any ongoing matters or other items put forward on the agenda as necessary.
- Any Other previously notified matters.

In addition to the information contained in other specific reports the PCC dealt with the following matters at their PCC meetings:-

**January 2019**

Father Russell informed the PCC of a quiet day planned to take place during Lent 2019. It would begin with Mass at 12noon followed by a silent lunch and an afternoon of silences and addresses led by Father Tim Pike and ending with Benediction at 4 pm. This day would be open to other Deanery parishes.

He further informed the PCC that he was intending to introduce 'A Messy Church ' initiative later in the year and that he already had offers of help in this new venture.

He also spoke to the PCC asking for their support and prayers for a young man in the parish who was considering becoming an ordinand.

The list of people licenced to administer the chalice was up for renewal and the list was therefore reviewed. Father Russell agreed to submit to the Bishop, the names of those currently on the list plus the additional names of Christopher Condley and Lizzie Lammas.

Arrangements were outlined and put in place for the APM on Sunday 7<sup>th</sup> April 2019.

Under any other notified business it was agreed that the church bell be rung before services whenever it was suitable to do so.

It was agreed that an updated key list be drawn up and kept in the sacristy.

### **February 2019.**

Sunday 3<sup>rd</sup> February A short extraordinary meeting of the PCC received and approved the accounts ready for them to go to the external examiner.

### **April 2019**

The APM was held ( minutes included in this report booklet)

### **May 2019**

The new PCC members were welcomed and the following annual appointments were proposed and agreed.

Treasurer:- Mr Bob Godsell.

Secretary:- Mrs Sue Kanavan.

Standing committee:- Priest In Charge Father Russell Lawson, Churchwardens Doug Fenton and Michael Bournier, treasurer Bob Godsell and secretary Sue Kanavan. The standing committee would have the power to co-opt other PCC members as relevant to matter to be considered.

Election of other officers took place and the following people were duly elected:-

Vice Chair.-Michael Bournier.

Deanery Synod Reps: Sue Chatband and Ruth Dash.

Electoral Role Officer:- Joe Lovick,

Safeguarding Officers:- Angela Etherington and Ruth Dash.

A letter had been received regarding the commissioning service when Jane Laithwaite was to be commissioned as a street pastor.

It was agreed that a Halls committee be reconvened to discuss and review hiring rates and terms and conditions of use of the church centre.

Mr Bob Godsell explained why it had now become necessary for Holy Spirit Southsea to register formally with the Charities Commission. The meeting agreed unanimously that we go forward with the registration. Sean Kanavan was able to explain some of the complicated things needed to consider and the PCC were very grateful that Sue Chatband agreed to take this matter on, on behalf of the PCC.

## **September 2019.**

The PCC had received the minutes of the halls committee meeting and Father Russell had prepared two different church centre agreements one for occasional one off bookings, and one for regular users. These were distributed for discussion. After some small amendments it was agreed that they should be a requirement for all future church centre bookings and introduced to current users in as sensitive way as they deemed appropriate by Maggi assisted by Doug. It was also agreed that a re-evaluation of what is currently being stored in the building be carried out with a view to making sure that what is now in the church centre agreement document regarding storage was more closely adhered to.

Mrs Sue Kanavan reported on the standing committee extraordinary meeting which had been called to urgently approve expenditure. This expenditure was required to enable the work to continue regarding securing the possibility of both a new heating system and replacement organ for the church.

She explained that two full surveys were necessary before we can seek any form of grant for both the organ and the heating system. (Because of the historic significance of the organ we have been offered it would appear likely that grants would be available from certain places which would include significant funding for a suitable heating system. Whereas a grant purely for a new heating system would be very difficult if not impossible to source.) The standing committee had therefore agreed that the surveys be undertaken asap.

Mrs Sue Chatband updated the PCC on the Charity Commission registration and she was thanked for her considerable hard work in this task.

## **November 2019**

The PCC were informed that our application for charitable status had been successful and that our charity number, which should now be recorded on all our official documents is 1185260. PCC members were reminded that they are now trustees and Sue K outlined the main areas of trustees responsibilities with particular emphasis given to the area of safeguarding.

Father Russell reminded the PCC of the Catholic Mission Conference to be held at Holy Spirit on 16<sup>th</sup> November. PCC members were told they could book to attend using the contact form on the Diocesan website.

Susan Kanavan – Parochial Church Council Secretary

### **Electoral Roll Report – year ending 31<sup>st</sup> December 2019**

Since the last report one name has been added to the electoral roll, with two taken off.

Therefore the total number on the electoral roll as at 31<sup>st</sup> December 2019 was 109.

The Electoral Roll has now been revised and the number for this year, at the present time stands at

Thank you

Joe Lovick (Electoral Roll Officer)

### **WEBSITE REPORT – year ending 31<sup>st</sup> December 2019**

I am happy to report that at the close of 2019 our website had received 682,000 pages viewed, an average of over 1,870 a day; up 221,600 from 460,000 /1260 a day in 2018.

New items you may not be aware of on our website are:

Safeguarding Policy

Link tour Facebook page

Our registered Charity

If you would like to add any item, story, or your photos to our website, please send them to me at: [holyspiritwebmaster@hotmail.com](mailto:holyspiritwebmaster@hotmail.com)

Mike Bridgman (Webmaster)

### **MOTHERS UNION REPORT – year ending 31<sup>st</sup> December 2019**

The Mothers Union continues to have a branch here at the Church of the Holy Spirit. We do not meet as a group on a regular basis at the moment but are fully paid up members who receive information through the mailing services provided for indoor members of the MU.

We continue to use the MU prayer both privately and in corporate church services including at the funeral service of Muriel Dydimus, a lifetime member of the Holy Spirit branch of the MU. The majority of our members attend the 10 am Friday Mass and we hope in the near future to meet again as a group for an afternoon of guided, quiet reflection followed by a tea.

Molly Morris (MU member)



## Deanery Synod Report 2019

The representatives from Holy Spirit to the Deanery Synod are Ruth Dash and Sue Chatband

The Deanery Synod met on 12<sup>th</sup> February and 17<sup>th</sup> September 2019

The following is a short summary of the main items discussed by the Synod in 2019 – full details of minutes, finances can be obtained from Sue and Ruth.

**Strategic Development Fund** – update on progress. There were three parts to the update – the first bid from 2016, phase one of bid two. The first bid was for pioneer projects. The second bid happened last year, and the first half was received in December for three new projects.

- St Margaret's/St Jude's
- St Luke's Church
- Harbour Church/St Alban's/St George's

**The Ho Diocese** - £25,000 was given to Bishop Matthias to purchase a new and much needed car for use around the Diocese. There have been discussions on how to grow the bond between Ho and the Diocese, not just us sending them over money. Equally, what can Ho do for Portsmouth in return?

**Youth Chaplaincy** - The project currently has ten volunteers. Youth Chaplaincy continues to be blessed by the time, talent & diversity that our volunteers bring to the project. It operates in Highbury College, Portsmouth College, Charter Academy and Mayville School.

### 1. **Older Person's Chaplaincy & the Development of Anna Chaplaincies**

Anna Chaplaincy has its history in Alton, where it was designed as a response need to the local community's ageing population, homing in on three key areas:

- Spiritual needs
- Material needs
- Combating loneliness amongst the old and/or



vulnerable.

Bob proposed the approach of drawing together those involved in ministry for older people, sharing their experience and expertise, and using the funding which had previously been allocated to Older Person's post to instead fund a new network co-ordinator.

**Update on Deanery Finances** - Between the three funds, (General Deanery, Ho, and Youth chaplaincy), there has been an overall growth of £18K.

**The British Red Cross, Cities of Sanctuary** – Are based next to All Saints Church, they operate a drop in centre on a Monday and have a scheme with Friends Without Borders. Current best estimates are that there are 200 people who have sought political asylum here, who are being housed in Home office accommodation. However given the nature of migrancy and immigration, the number of undocumented migrants are probably significantly higher. Two years ago Portsmouth joined the growing list of Cities of Sanctuary, there are now over 100 in the UK and Republic of Ireland.

## Charities

At the end of 2018 thirteen charities were chosen for the next year. Those we support every year were, the Bishop's Lent Appeal, Christian Aid, the Rowans (which alternates with Naomi House), A.C.S, Vouchers for the Homeless and the Children's Society. The other five were four that we had supported in the past and Medecins Sans Frontieres.

There were two charities in December as donations from the Prayer tree went to the Children's society and money in the envelopes went to Embrace the Middle East. There were two donations for the Dicese of Ho, the money from the Strawberry Tea and the envelope donations.

Information is put on the Charity notice board each month and also the letters of thanks which we receive.

To help boost the donations a charity coffee morning and raffle is held after the 10am mass on the last Friday of the month. A slice of home made cake and a coffee or tea is only £1 (bargain!) so come and join us.

|      |                       |                 |      |                         |        |
|------|-----------------------|-----------------|------|-------------------------|--------|
| Jan. | Medecine san Frontier | £107.30         | July | Help 4 Special Children | £95.45 |
| Feb. | The Rowans            | £88 .00         | Aug. | A.C.S                   | £106   |
| Mar. | Bishop's Lent App.    | £155 .00        | Sep. | MacMillan               | £132   |
| Apr. | M.U. Away from it All | £59.50          | Oct. | St. Barnabas            | £91.45 |
| May  | Christian Aid         | £210.25         | Nov. | Vouchers                |        |
| June | Diocese of Ho         | £200.00         | Dec. | Embrace the Middle East | £69    |
|      |                       | £84 (envelopes) |      | Children's Society      | £77.24 |

J. E. G

## HALL BOOKING OFFICER'S REPORT

2019 saw classes start and finish, as is the norm. We lost Baby Sensory to the Havelock Centre which has storage space available but we acquired a new class for toddlers, Adventure Babies.

We host two different ballet classes which seem to be very successful and which bring in a healthy income. We have also had a boom year for parties in 2019. There were 11 children's parties and one wedding dance practice spread out over the year at weekends, and which are lucrative because we charge £22.50 per hour for the Lewis Room and £30 if the Beloe Room is also hired.

It is good for our church to welcome these diverse groups of people into our church hall and it also provides us with a very useful source of income.

## **Choir and Music Report for APM 2020 - covering Calendar Year 2019**

Holy Spirit church maintains a strong liturgical and musical tradition. I am very grateful to all our stalwart and loyal choir members without whom the musical part of this could not be sustained. I am also very grateful to those singers from other churches who augment our choir for Solemn Evensongs and other special occasions and to the organists who deputize in my absence and /or accompany the choir enabling me to conduct especially Anthony Groves, Dacia Rendle and Philip Bailey.

As well as singing each Sunday Mass, the choir rehearses nearly every Wednesday, sings Solemn Choral evensongs on the first Sunday (or a major festival) in 8 or 9 months of the year together with the Advent Procession and Christmass Carols by Candlelight and sings for all the major services of the Easter Triduum and Solemn masses for feasts that fall on weekdays such as Candlemass, Ash Wednesday, the Ascension, Corpus Christi, All Saints, All Souls and the feast days after Christmass.

During 2019, the choir also sang in two concerts in Holy Spirit. On 19<sup>th</sup> October we had a Four Choirs' Concert with Holy Spirit, St. Mark's and St. Mary's Church choirs together with my Chamber Choir, Wyndcliffe Voices. At this concert, an anthem that I had written for Sue Kanavan was given its first performance. On December 11<sup>th</sup>, our choir with some friends from other choirs joined in a concert with the HMS Nelson Volunteer Band which raised money both for the RN and RM Charity and our church. Back in February, Ruth and I took part in a special Candlemass Service at our Cathedral.

During the year Judith Condley has joined us. She is a very welcome addition to the soprano line. Illness, holidays etc mean that not all the choir members are able to sing at every service so, as there is safety in numbers, we would still welcome additional members.

It has become an excellent tradition that members of other church choirs join us for Solemn Evensongs and other special occasions when they do not have services of their own. The choirs usually represented are St. Mark's (where I was a chorister in my youth), St Thomas's Cathedral Consort, Boxgrove Priory and St. Botolph Worthing (where Martin Didymus, formerly of this parish, regularly sings). Occasionally, friends from St. Mary's Portsea and Holy Trinity Fareham also join us.

I have written before that Holy Spirit is unusual in that it maintains an Anglican choral tradition within a fully Catholic liturgical framework. An example of this is our Solemn Choral Evensongs which follow the BCP words and order with Anglican Cathedral music but followed with Solemn Benediction. On Sundays we rotate through five congregational settings of the 'ordinary of the mass'. That is the Kyrie, Gloria, Sanctus, Benedictus and Agnus Dei. All of which were written in the last 30 years. In most months the 3<sup>rd</sup> or 4<sup>th</sup> Sunday will have a mediaeval plainsong setting. We thus use music ranging from the 10<sup>th</sup> to the 21<sup>st</sup> centuries. On some Sundays which are important Feasts such as Christ the King and Dedication, and at all weekday sung masses, we sing a special choral setting of some or all parts of the ordinary. We usually sing a choir motet or anthem during communion. During Advent and Lent, the penitential nature of those seasons is marked by having no pre-service voluntaries and by singing much unaccompanied plainsong both for the ordinary and the psalm. The organ voluntary before the service is then replaced with a choir piece.

All the music: hymns, settings, choir items and organ voluntaries, are chosen to reflect the readings and theme in each service as far as possible.

The music lists continue to be published on the website. Thank you to Mike Bridgman, our webmaster, for putting these on. Printed lists are also displayed in the Meet and Greet area and in the Sacristy. I have recently taken to including the final organ voluntaries on these lists. The organ music is part of the service and I hope you will take note of what is being played and perhaps (as many already do) listen to it.

Philip G. Drew

23<sup>rd</sup> February 2020



## 200 CLUB REPORT – 2018 – 2019

In the report given last year it was reported that the number of membership shares sold amounted to 263 (@ £12.00 each) since when the level has risen to 297.

However recent trends seem to indicate that there will be a drop in our membership total for the future year 2019/2020 owing to the following:-

- a) A lack of new and/or younger folk
- b) A loss for various reasons of some of our elderly members.

On a brighter note the income figures that cover the current report reached £3564.00 ie., 297 shares sold at £12.00 each. Split as to £1782.00 for Church funds and £1782.00 to cover the monthly draw prizes.

### Monthly Draw.

The dates for the monthly draw are the First Sunday in every month and the amounts are also set out as :-

October, November, January, February; April, May; July, August (8 months)

1<sup>st</sup> £35.00. 2<sup>nd</sup> £20.00 3<sup>rd</sup> £15.00 and 4<sup>th</sup> £10.00

December, March, June, September (4 months)

1<sup>st</sup> £150.00, 2<sup>nd</sup> £100.00, 3<sup>rd</sup> £50.00, 4<sup>th</sup> £30.00 5<sup>th</sup> £15.00

Purchases made on behalf of the Church (paid or committed since 2014.) are:-

Radio mics; Gardening; New tables for the Hall; Washing machine for kitchen; Crockery; Kitchen cupboards; Repair of silverware & Gospel book; Coffee pots; Electric iron; Box for Memorial book; Contingency fund for Royal Personage; Microphone system; Flower fund; and kitchen repairs. Approximate total £6000.00)

There are a number of additional projects in the pipeline awaiting approval or consideration.

At present the Prize fund reverts to NIL at the end of every year whilst the funds collected for the Church is a rolling amount and any funds not spent are carried forward for use when required. The balance of funds held at present is £4990.00.

Once again I wish to thank all members for their continued generosity which allows this important project to remain alive and flourishing. At the same time I thank my assistant Eve Benford for her timely support.

Finally, the original target of establishing a "100" Club in 2014 has been exceeded. However I do feel that for the reasons contained within my opening paragraph we must not be disappointed should we see a period of non-growth, perhaps even a slight reversal in the next year or so as we need to be realistic !

Brian Porter (Co-ordinator)



## Parish Safeguarding Report

Jan – Dec 2019

The Parish Safeguarding statement was reviewed and agreed by the PCC in May 2019.

An addition was made to the Hall booking forms asking about hall user's own Safeguarding procedures and offering them to adopt our existing statement if required.

DBS checks were reviewed and renewed where needed for key members of the Parish community working with vulnerable groups.

The Diocese adopted a new DBS checking process based solely online. I registered with this service as key DBS verifier and it has now been used with several people in the parish to undertake DBS checks. This process is much quicker than original paper checks and issues around people without access to computers or IT skills were addressed by me undertaking checks on a one to one basis using my own computer.

The idea of a Messy Church event for children was agreed by the PCC and the DBS checking process for children's volunteer workers was started. By the end of the year 5 people had current checks completed with 2 still to be finalised in early January.

I attended PCC meetings where possible and Safeguarding remains a standing item on the agenda for each meeting.

Angela Etherington and Ruth Dash



## **Independent Examiners Report to the PCC, Holy Spirit, Southsea**

This report on the account of the PCC for the year ended 31<sup>st</sup> December 2020, which are set out on pages 1 to 3, is in respect of an examination carried out under Regulation 3 (3) of the Church Accounting Regulation 1997 and Section 43 of the Charities Act 1993.

### **Respective Responsibilities of Trustees and Examiner**

As the members of the PCC, you are responsible for the preparation of the account, you consider that the audit requirement of Regulation 3 (30) of the Church Account Regulations 1997 and Section 43 (2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25 of the Church Account Regulations 1997 and Regulations 1995.

### **Basis of Independent Examiners Report**

My examination was carried out in accordance with the general directions given by the Charity Commission under Section 43 (7)(b) of the Act and to be found in the guidance from CBF. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiners Statement**

In connection with my examination no matter has come to my attention:

which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the 1993 Charities Act, to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or to which in my opinion attention should be drawn in order to enable proper understanding of the accounts to be reached.

(Signed)



Helena Cole