

ST GILES CHURCH, SHIPBOURNE

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS
OF THE
PAROCHIAL CHURCH COUNCIL**

FOR THE YEAR ENDED 31 DECEMBER 2012

Rector:

The Reverend Andrew D. Procter
The Rectory
The Street
Plaxtol

Bank :

Santander Commercial Bank
Bootle

Independent Examiner:

Mr A Bristow F.C.A.

SAINT GILES CHURCH, SHIPBOURNE

Annual Report of the Parochial Church Council

for the year ended 31 December 2012

Objectives

The objectives of The Parochial Church Council (PCC) of St Giles, Shipbourne are to

- promote in the ecclesiastical parish of Shipbourne the whole mission of the Church, pastoral, evangelistic, social and ecumenical; and
- maintain in good order the fabric of St Giles, Shipbourne and its churchyard.

Review of the year

2012 has been a busy, eventful and successful year for our church. Some highlights of the ways in which we have worked to achieve the church's objectives are set out below.

Ministry and mission

The church continued to hold a service every Sunday morning at 9.30am. In addition Holy Communion, using the Book of Common Prayer, is celebrated at 8.00am twice a month. The normal attendance for an average Sunday was 51 (2011: 48). There were special services to celebrate Christmas, Easter and other church festivals. A service was held at Cannons Farm on 29 April to celebrate Rogation Sunday, and on Sunday 22 July, the service focussed on the Book of Common Prayer to celebrate the 350th anniversary of its publication. Back to Church Sunday on 30 September was successful with some 100 people attending the morning service at St Giles. In the afternoon, we had a joint "Messy Church" service with Plaxtol, which attracted 126 largely young people.

The Queen's Diamond Jubilee was enthusiastically celebrated with a Flower Festival in the Queen Mother's Racing Colours (she had a long association with Shipbourne), and two special Jubilee Services. The parish Carol Service on Christmas Eve was, once again, attended by over 200 people.

Those who regard themselves as regular members of the congregation apply to be on the Electoral Roll and in 2012 there were 144 (2011:133) names on the Roll. The church electoral roll is being renewed in 2013 and members of the congregation have been invited to apply to be included on the new register. The new register will be available for inspection at the Annual Parochial Church Meeting.

The Rector led various courses on Christianity during the year and these were open to all. Four courses of study into the Christian faith were held during the winter of 2011/12 including a Bible study group, a Christian listeners' course and the Alpha course. 10 people from the parish attended a diocesan healing course. A Bible study course was held in the autumn of 2012, starting with the Beatitudes.

A member of the PCC participated in the Shoreham Deanery Synod meetings and reported back to the PCC on the matters discussed.

Children

Children are an important part of the life of St Giles.

~ The *family service* held once a month is designed to involve children and their parents and is always well attended. The annual *Nativity and Christingle* service before Christmas was again well attended by children and their parents and included the traditional nativity tableau.

~ *Playchurch* is aimed at pre-school and primary school children up to the age of 6 and their parents. It is an opportunity for everyone with young ones to meet and worship at St Giles in a relaxed atmosphere. It is held once a month and lasts about 3/4 hour with Bible stories and craft activities for the children and is an opportunity for parents to have an informal discussion on the week's theme.

~ *Boomerang* is a club for all children aged 6 to 11 years. Meetings take place in the Village Hall and last about an hour. There are Bible stories, music, craft and games. The activities

have a scriptural theme and may include a Bible story. During the year children from both groups helped to search for and record flowers in the churchyard on four occasions.

~ *Messy Church* was held for the first time in September. It was led by Captain Graham Nunn of the Church Army and was attended by 126 people.

~ In conjunction with the Farmers' Market, there were two sessions open to all village children to search for mini beasts in the churchyard; a moth trap was set up over night to introduce the children to the mysteries of the moth world.

~ The Rector leads assembly once a month at *Shipbourne primary school*

Farmers' Market

Numbers attending the Farmers' market decreased by 8% over the year. Caused, we think, by a combination of recession and very poor weather. The number of stallholders also reduced slightly during the year. However, the variety and quality of produce available still enabled us to win 'Best Farmers' Market in Kent' for the fourth time (this made it three in a row !!). The publicity afforded by these awards resulted in the market being chosen to feature in two nationwide TV Food programmes. The Shipbourne Pound continues to thrive. Over £4,000 were purchased during the year which in effect enabled stallholders to sell an extra £4,000 worth of produce during the year. Further details of the market are shown on www.kfma.org.uk and then click on Shipbourne.

Shipbourne Newsletter

The PCC prepares the monthly parish Newsletter which is distributed without charge to every household in the parish. The Newsletter carries news of current events in the village, a report from the Parish Council and the County Councillor as well as church news. We have recently changed the format to A5 and added a number of articles of local interest including the weather, gardening and local history. The Newsletter and further information on St Giles are on the church web page at www.shipbourne.com/stgiles.htm

Other projects for the community

The PCC organised various events for the parish.

A *concert of choral music* was given by the Hermitage Ensemble from St Petersburg on 23 and 24 April; the choir performed traditional Orthodox church music and Russian folk music.

The *Queen's Diamond Jubilee* was celebrated in fine style with

- A dinner with live music for dancing on 1 June
- A flower festival in the Church from Saturday 2 to Monday 4 June; the theme was horse racing and the church was decorated in the Queen's racing colours
- A service of Hymns and Pimms held in the church on Sunday 3 June when the speakers recalled the links between the parish, Fairlawne and the royal family
- A family event on Shipbourne cricket ground on Monday 4 June with numerous entertainments, ending in a hog roast, the lighting of a Diamond Jubilee beacon and a firework display.
-

The *Church Fete*, held on the Common on Monday 27 August, was well attended. There was a good range of stalls and entertainments for children.

The *Harvest Supper* was held in the Home Farm barn by kind permission of the Fairlawne estate on 12 October. It was a joint event with Plaxtol parish and the 134 people who attended enjoyed a convivial meal.

Fabric and the restoration appeal

The PCC is responsible for the upkeep of St Giles Church and the surrounding churchyard of about an acre.

Work continued in the year on the long term restoration programme for St Giles church. The plan is to carry out underpinning work and stonework repairs in the next major phase of the programme.

- Consulting Engineers have examined the extensive cracks in the walls of the Lady Vane Chapel in the south transept. They recommended that the foundations to the south transept should be underpinned; when this has been done, the damaged stonework and the cracking can be repaired. They advised that the structure is not dangerous at present but it is clear that urgent action is required to prevent further damage.
- The last quinquennial report dated 2010 by the church's architect identified various areas of damaged stonework which should be repaired in the next two years. This will require the attention of a skilled stonemason and will involve the use of scaffolding.

Based on builders' preliminary estimates, it is estimated that these works will cost in excess of £200,000. The PCC intends to carry out the underpinning work and some stonework repairs in the south transept if possible in 2013, with finance from continuing fund raising and from the church's available reserves.

The high level stonework repairs will not be carried out until sufficient funds are available and the PCC will continue to seek grants and donations for this important work as well as continuing its programme of fund raising events.

A new, more efficient sound system was donated to the church and was installed during the year. A new flag was also donated and this was raised on the church's flag pole for the first time in May.

The PCC altered its policy for the management of the churchyard. The aim is to achieve an informal, rural appearance which balances the need to ensure that everyone can get to the graves easily and enjoy the peace of the churchyard while encouraging the wildlife and widening the diversity of plant life. We have decided:

- some areas around the edge of the churchyard will be managed under the "God's Acre" guidelines, so the grass will be cut only twice a year; these areas will be used by the children's groups for observing wildlife and wild flowers;
- The areas around the paths will be cut and strimmed regularly;
- In other areas of the churchyard priority will be given to cutting the grass between the graves, but the tops of the graves and other areas which need strimming will be cut less often.

The cost of maintaining the churchyard is met by a grant from the Borough Council, which was cut by 16% for the year 2012/13, and by a contribution from the PCC.

The Committee continued with its normal programme of repairs and maintenance of the fabric of the church and of the churchyard. Volunteers shared the work of cleaning the church on a regular basis and also assisted with maintaining the churchyard.

Giving

The PCC donates a proportion of its income, subject to meeting its own operating requirements and retaining an appropriate level of reserves in accordance with its reserves policy. Donations of £3,500 were made during 2012 out of 2011 income, to charities operating in the local area (The Bridge Trust and the Kenward Trust), charities having a Christian mission (Society for the Propagation of Christian Knowledge, Church Missionary Society, Mission Aviation Fellowship) and other charities (the Children's Society, the Leprosy Mission). A proposal will be made to the Annual Church Parochial Meeting on a distribution to be made out of 2012 income.

The donations of food received at the Harvest Festival focussed on tins and non perishable goods which we gave to the Medway Foodbank.

Finance

Total incoming resources in the year were £69,091 (2011: £75,633), the decrease of £6,542 reflecting the presence of a substantial one-off individual donation in 2011 and lower income from the Farmers' Market. Income in the year was, however, in excess of budget. Resources used of £55,626 (2010: £61,999) were £6,373 lower than last year principally because expenditure in 2011 included final amounts paid on the roof and stone repairs.

Revenue from normal church resources (General Fund) amounted to £59,399 (2011: £64,587) being a decrease of £5,188 on last year, due to the one-off donation in 2011. The level of regular giving in the year has continued to bring much needed stability to the Church's day to day finances. In addition, a number of very successful events were again organised to raise funds for the Church through involvement of the local community, as described above, and these raised £6,410 (2011: £5,486). Expenditure on normal church activities in 2012 was £50,174 (2011: £50,256). Costs were once again held at the same level as the previous year and the PCC feels able to continue to recommend 'tithing' part of its income for charitable purposes. The accumulated surplus on the General Fund at the year end amounted to £53,108, an increase of £7,825 for the year, reflecting a surplus for the year of £9,225 (2011: £14,331) and a transfer to the diocesan repair fund of £1,400. Much of the surplus, as is mentioned above, is earmarked for use in the restoration programme.

Accounts for the Farmers' Market for the year ended 31st December 2012 are consolidated. Apart from the proceeds from the church stall and the provision of tea and coffees, St. Giles Church derives no direct financial benefit from the market, all surpluses being donated to agricultural charities here and abroad. Owing to the level of control exercised by the Church, however, it is necessary to incorporate these accounts into the official accounts published by the Church.

It is the policy of St. Giles to maintain in the General Fund free reserves at a level which equates to between three and six months unrestricted expenditure. This would provide sufficient funds to cover day to day running costs. Unrestricted funds were maintained in excess of this level.

Risk Management

During the year, the PCC reviewed the risks affecting its activities and has taken steps to ensure that appropriate measures have been taken to minimise these risks.

Structure, Governance and Management

The PCC of St. Giles, Shipbourne is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a charity exempted by order from registration with the Charity Commission. St. Giles Church is part of a benefice that also includes Plaxtol Parish Church. It is part of the Diocese of Rochester within the Church of England.

St. Giles Church is situated at Stumble Hill, Shipbourne, Kent TN11 9PF. The address for correspondence is The Rectory, The Street, Plaxtol, Kent TN15 0QG.

The members of the PCC are the trustees of the charity and are either appointed ex-officio or elected at the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year the following served as members of the PCC:

Rector	The Rev. Andrew D. Procter	Chairman
Church Wardens	Mrs. Monica Long (to 23 April 2012)	
	Mrs Viv Packer (from 23 April 2012)	
	Mr. John Boyd	
Secretary	Mrs Mary Perry	
Treasurer	Mr Martyn Williams	
Deanery Synod	Mr. Nicholas Ward	
Elected members	Mr Andrew Boorman	
	Mr. Rodney Levett	
	Mrs Kathy Mahoney	(elected 23 April 2012)
	Mrs Debbie Mason	(elected 23 April 2012)
	Mrs. Elizabeth Moore	
	Mrs Viv Packer	

Miss Lynette Sargent
Co-opted member Mrs Jackie Raven

The PCC met six times during 2012 to plan worship, discuss the care of the church building and to prepare other community activities.

The PCC has five sub-committees:-

~ Finance Committee, chaired by the Rector, oversees the finances of St. Giles, monitors income and expenditure, budgets and financial controls.

~ Standing Committee, chaired by the Rector, transacts the business of the PCC between its meetings, subject to any directions given by the Council. There are joint meetings with the Standing Committee of Plaxtol PCC to discuss financial and administrative aspects of the ministry, which are shared by the two parishes.

~ Farmers' Market Committee, chaired by Bob Taylor, oversees the running of the St. Giles Farmers' Market.

~ Fabric Restoration Committee, chaired by John Boyd, monitors the fabric of the Church and the upkeep of the churchyard; oversees the regular maintenance of the fabric; manages major works under the restoration appeal programme; and advises on raising funds for restoration projects.

~ Buildings Development Committee, chaired by John Boyd, works on plans for improving the facilities of St Giles in the longer term.

Many people continue to assist the work of St Giles by giving generously of their time and skills and by making donations. The church would not be able to continue its work without their assistance. The PCC are deeply grateful to all these individuals for their continuing generous support.

Signed on behalf of the PCC on 24 April 2013



The Reverend Andrew D. Procter

Independent Examiner's Report to the PCC of St Giles, Shipbourne

This report on the Financial Statements of the PCC for the year ended 31 December 2012, which are set out on pages 6 to 11, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As the members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given under section 145(5)(b) of the Act and to be found in the Church guidance, 2006.edition. 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.

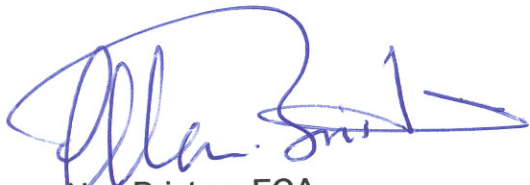
Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the Act; and
 - to prepare financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met;
- or

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



Alan Bristow FCA
Chartered Accountant
Budds Oast
Shipbourne
Kent

PAROCHIAL CHURCH COUNCIL OF ST. GILES, SHIPBOURNE
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2012

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	2012	2011
INCOMING RESOURCES		£	£	£	£	£
Incoming resources from donors	2(a)	49,622			49,622	55,628
Other voluntary incoming resources	2(b)	9,763		1,915	11,678	11,126
Income from investments	2(c)	14	773		787	772
Income from charitable and ancillary trading	2(d)			7,004	7,004	8,107
TOTAL		59,399	773	8,919	69,091	75,633
RESOURCES USED						
Activities relating to the work of the church	3(a)	50,140		5,452	55,592	61,953
Church management and administration	3(b)	34			34	46
TOTAL RESOURCES USED		50,174		5,452	55,626	61,999
NET INCOMING/(OUTGOING) RESOURCES		9,225	773	3,467	13,465	13,634
TRANSFERS BETWEEN FUNDS		(1,400)	1,400		0	
GAINS AND LOSSES ON INVESTMENTS						
-realised						
-unrealised		1,458			1,458	(900)
NET MOVEMENT IN FUNDS		9,283	2,173	3,467	14,923	12,734
Balances brought forward at 1 January		59,967	19,426	14,369	93,762	81,028
Balances carried forward at 31 December		69,250	21,599	17,836	108,685	93,762

PAROCHIAL CHURCH COUNCIL OF ST. GILES, SHIPBOURNE
BALANCE SHEET AT 31 DECEMBER 2012

	Note	2012 £	2011 £
FIXED ASSETS - Investments	4	16,142	14,684
CURRENT ASSETS			
Cash with Bankers		69,819	58,181
Cash with Diocese - Repair Fund		21,599	19,426
Other Bequest Accounts		136	136
Debtors	5	3,570	2,788
Joint Account		2,447	2,507
		97,571	83,038
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	6	(5,028)	(3,960)
NET CURRENT ASSETS		92,543	79,078
TOTAL NET ASSETS		108,685	93,762
PARISH FUNDS	7		
Unrestricted		69,250	59,967
Designated		21,599	19,426
Restricted		17,836	14,369
		108,685	93,762

Approved by the Parochial Church Council on 18 March 2013 and signed on its behalf by



Reverend Andrew D. Procter



Martyn Williams
Treasurer

PAROCHIAL CHURCH COUNCIL OF ST. GILES SHIPBOURNE

Notes to the Financial Statements for the year ended 31st December 2012

1. Accounting Policies

The financial statements have been prepared in accordance with the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities (SORP 2005), issued in March 2005, UK Accounting Standards and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value as at the 31st December 2012. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body nor those that are informal gatherings of Church members.

Funds

Restricted Funds represent donations or grants received for a specific purpose or invited by the PCC for a specific object. The funds may only be expended on the specific purpose for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

Unrestricted Funds are general funds which can be used for PCC ordinary purposes.

Incoming resources: Planned giving, collections, donations and associated tax refunds are recognised when received. Dividends are accounted for when received and interest accrued. All other income is recognised when receivable. All incoming resources are accounted for gross.

Resources expended: Grants and donations are accounted for when awarded by the PCC. The diocesan parish share is accounted for when paid. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Assets: Consecrated and benefice property of any kind is excluded from the accounts in accordance with the provisions of the Charities Act 2011. Moveable church furnishings, held on special trust by the PCC and listed in the Church's inventory, require a faculty for disposal. For anything acquired prior to 2000, there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000, so such expenditure has been written off when incurred. Investments are valued at market value as at 31st December 2012.

PAROCHIAL CHURCH COUNCIL OF ST. GILES, SHIPBOURNE

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2012 (continued)

	Unrestricted	Designated	Restricted	TOTAL FUNDS	
				2012	2011
	£	£	£	£	£
2 INCOMING RESOURCES					
2(a) Voluntary Income					
Gift Aided	34,651			34,651	43,622
Income tax recovered	10,838			10,838	8,587
Collections (open plate) at all services	4,133			4,133	3,419
	<u>49,622</u>			<u>49,622</u>	<u>55,628</u>
2(b) Activities for Generating Funds					
Donations(Appeal)			1,915	1,915	2,181
Fees	2,448			2,448	2,347
August Fair	2,905			2,905	3,707
Harvest Supper	853			853	583
Jubilee/Summer Dance	1,783			1,783	580
Concert	639			639	616
Friends of Kent Churches Bike ride	230			230	209
Other Income	905			905	903
	<u>9,763</u>		<u>1,915</u>	<u>11,678</u>	<u>11,126</u>
2(c) Income from Investments					
Dividends and interest	14	773		787	772
	<u>14</u>	<u>773</u>		<u>787</u>	<u>772</u>
2(d) Other Income Resources					
Ancillary Trading - Farmers' Market			7,004	7,004	8,107
			<u>7,004</u>	<u>7,004</u>	<u>8,107</u>
TOTAL INCOMING RESOURCES	<u>59,399</u>	<u>773</u>	<u>8,919</u>	<u>69,091</u>	<u>75,633</u>

PAROCHIAL CHURCH COUNCIL OF ST. GILES, SHIPBOURNE

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2012

3 RESOURCES USED

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2012 £	2011 £
3(a) Church Activities					
<i>Charitable giving</i>					
Friends of Rochester Cathedral	25			25	20
Churches together in Sevenoaks				-	20
Hospice in the Weald				-	580
Mission Aviation Fellowship				-	500
The Children's Society				-	500
SPCK				-	500
The Leprosy Mission				-	500
CMS				-	500
The Bridge Trust				-	500
The Kenward Trust				-	500
To be allocated	4,000			4,000	-
	4,025	-	-	4,025	4,120
Contribution to stipend and expenses-paid into Joint account with Plaxtol see separate accounts	22,633			22,633	22,986
Parish Share	8,000			8,000	10,000
Church Running and Maintenance	15,113			15,113	12,119
Church Music	369			369	519
Restoration			736	736	5,426
Farmers' Market Costs			4,716	4,716	4,717
Miscellaneous				-	2,066
	50,140		5,452	55,592	61,953
3(b) Church management and administration					
Administration	34			34	46
	34	-	-	34	46
TOTAL RESOURCES USED	50,174		5,452	55,626	61,999

4 INVESTMENTS

Market Value - 1st January	14,684	15,584
Revaluation Gain/(Reduction)	1,458	(900)
Market Value - 31st December	16,142	14,684

Income from these investments is transferred to the Church Repair Fund

PAROCHIAL CHURCH COUNCIL OF ST. GILES, SHIPBOURNE

NOTES TO THE FINANCIAL STATEMENTS (continued) For the year ended 31 December 2012

	2012 £	2011 £
5 DEBTORS		
HMRC - Gift Aid Claim	314	
Listed Places of Worship VAT Claim		
Organ Appeal - Grant from Church Buildings Council		
Payments in Advance	3,256	2,788
	<u>3,570</u>	<u>2,788</u>

£

6 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

<i>Creditors</i>		
Expenses	1,028	460
Charities	4,000	3,500
	<u>5,028</u>	<u>3,960</u>

7 FUND DETAILS

	Balance 1.1.2012 £	Income £	Expenditure £	Transfers £	Balance 31.12.2012 £
Unrestricted					
General Fund	45,283	59,399	(50,174)	(1,400)	53,108
Hollam's Bequest	9,190	913			10,103
Cazalet Bequest	5,494	545			6,039
	<u>59,967</u>	<u>60,857</u>	<u>(50,174)</u>	<u>(1,400)</u>	<u>69,250</u>
Restricted					
Restoration Appeal	10,129	1,915	(736)		11,308
Upkeep of Graves	136				136
Organ Restoration					0
Farmers' Market	4,104	7,004	(4,716)		6,392
	<u>14,369</u>	<u>8,919</u>	<u>(5,452)</u>		<u>17,836</u>
Designated					
Church Repair Fund	19,426	773		1,400	21,599
	<u>93,762</u>	<u>70,549</u>	<u>(55,626)</u>		<u>108,685</u>

8. Analysis of Net Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2012 £
Investments	16,142			16,142
Current Assets	58,136	21,599	17,836	97,571
Liabilities: Amounts falling due within one year	(5,028)			(5,028)
	<u>69,250</u>	<u>21,599</u>	<u>17,836</u>	<u>108,685</u>