

ST GILES CHURCH, SHIPBOURNE

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

FOR THE YEAR ENDED 31 DECEMBER 2019

Rector:

The Reverend Dr Peter Hayler
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 2019

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

2019 was a successful year for St Giles'. The PCC have had due regard to the guidance of the Charity Commission on public benefit. Some highlights of the ways in which we have worked to achieve the church's objectives and to provide benefit to members of the public are set out below.

Ministry and mission

Worship and discipleship

The church continued to hold a sung service every Sunday morning at 9.30am, and attendance statistics show incremental signs of growth: Parish Communion twice a month, with an average attendance of about 40 people, Matins (BCP 1662) once a month attended by an average of 36 people and a monthly family service with an average attendance 78 people, of whom up to a quarter were children. In addition, Holy Communion (BCP 1662), is celebrated at 8.00am twice a month.

There were special services to celebrate Christmas, Easter and other church festivals. Highlights of the year included the parish Carol Service on Christmas Eve, Mothering Sunday, the Easter Ceremonies on Holy Saturday, Easter Day, 'Versailles' Sunday, Harvest Festival and Remembrance Sunday. On two occasions we tried a new format using the 'irenic' worship style of Taize.

The church choir continued to be well supported and several children sing regularly with the choir at the Family Services and at Christmas. The church bells were rung each Sunday morning by a stalwart band of ringers. It would be fair to say that both choir and bell ringers are challenged by age and infirmity, and long for 'new blood'.

There were no baptisms during 2019, but five weddings between May and December. It was interesting to note that all the couples had or gained a 'qualifying connection' with the parish, rather than being habitually resident in it. There were 4 funerals and 3 interments of ashes.

We met on Wednesdays during Lent, both morning and evening groups, to discuss Jean Vanier's book 'Life's Great Questions' and, by popular demand, this gave rise to a new monthly study group, aptly (if rather unimaginatively) named 'Lent+', in which we have studied John Barton's 'How the Bible came to be', Elizabeth Ruth Obbard's 'Travelling Inwards' and the book of Nehemiah, as well as sharing a favourite Psalm and a favourite carol. Soup lunches with Midday Prayer were also held in church on alternate Thursdays during Lent, raising money towards the purchase of bibles for school leavers in July.

Our relationship with Shipbourne Primary School has continued to be fruitful. The Rector offers assemblies on a fortnightly basis and speaks at the school's end-of-term services in church, as well as presenting bibles for school leavers in the summer. Furthermore, he makes various contributions to the RE syllabus by invitation, such as talking about marriage and staging a mock wedding in church.

Children

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

The family service held once a month is designed to involve children actively in the service itself. They read the scripture, lead the prayers, deliver dramatized stories and skits to illustrate themes, help assemble picture boards and sometimes have the opportunity for craft, while their parents and other members of the congregation are able to enjoy the experience as well. This service is always well attended with an average congregation of 78. The number of children ranges between approximately 12 and 25. The Rector with his guitar introduces new songs which are much enjoyed by young and old alike while traditional hymns have their place. Special family services included the Mothering Sunday Service, the annual Nativity service before Christmas and the Service to commemorate the anniversary of the Treaty of Versailles in June. The latter two were attended by just over a hundred people. Another Family service of interest followed the gift by Sir Edward Cazalet of the mallet used to lay the foundation stone of the present St Giles when we celebrated the 140th anniversary of this event.

The Benefice Playchurch after an initial success failed to attract families which were able to attend regularly and too often no one attended at all. In December it was decided to change the focus to mothers with babies.

Community@11 operates at Plaxtol on the third Sunday each month and is an all age service. Primary and Secondary aged children from the Benefice are invited to attend with their families.

Visitors

The ministry of welcome is important in every church. A strength of St Giles' is that it receives an unusually large number of visitors. A visitors' book (renewed this year) constantly surprises us, witnessing to the appreciation of people from all over the world. The church building is open during daylight hours every day of the year and all are welcome to visit and to pause for prayer. Many of the walkers following the Greensand Way, which passes through the churchyard, come in and many sign the visitors' book with admiration for the beauty and peace of the building and its atmosphere.

The church electoral roll

Those who regard themselves as regular members of the congregation can apply to be on the electoral roll. The church electoral roll is constantly updated throughout the year. This allows for changes to individual records (change of address etc) and the addition or removal of names on the roll. The roll is kept by the Electoral Roll Officer, currently Andrew Boorman, and is securely stored, accessed and edited in a digital format. Only members of the PCC have access to the data stored on the roll and this is restricted to church use.

At the end of 2019 there were 108 people on the roll (2018: 107 people), with one addition only and no deletions.

A redacted version of the current register is on display in the church and is available for inspection at the Annual Parochial Church Meeting.

The incumbent Electoral Roll Officer has performed the role for 8 years and is expecting to pass this responsibility to another PCC member in due course.

The Deanery Synod

The Rector and Nicholas Ward are members of the Shoreham Deanery Synod and attend meetings as representatives of the PCC. The Deanery Synod met four times in the year.

Our benefice link with All Saints' Chatham

The benefice continues to have a link with All Saints, Chatham, first established in 2018 in response to Bishop Brian Castle's Lent appeal on poverty. All Saints is situated in the most deprived area of the diocese. We have maintained our commitment to giving £2,500 per annum to help to meet the cost of their community activities and been able to add more to this from previously undisbursed funds. In addition, there is a monthly opportunity to contribute provisions and toiletries for distribution through Medway Foodbank and the Magpie Centre.

Shipbourne Farmers' Market

Value of the market

The market has both a community and economic value. It fulfils the original community objectives by providing a village centre and introducing many more people to visit the Church.

The Farmers' Market had the following objectives for 2019:

1. To reduce our carbon footprint;
2. Enhance the image of the market (through more social media); and
3. Increase sales of local produce. However, we are limited by parking, the size of the market and the impact of on line food sales.

With regards our objective to reduce our carbon footprint, we have made some progress in this area, by encouraging some stallholders to change their plastic bags to biodegradable ones and by having a small number of stallholders sell wares which require customers to bring their own packaging. Despite this progress, continuing to reduce our carbon footprint remains an area of focus for 2020.

We do not know the actual spend at the market as Stallholders are independent businesses. However, we do have a very accurate measurement of the number of visitors. By making some assumptions we believe the economic value of the market is around £160,000 per annum which, apart from helping to provide employment for 17+ persons, feeds back into the local economy.

Number of visitors

Year	Footfall	% change vs prior year	% change vs 2013
2013	7,436	-	-
2014	6,867	-8%	-8%
2015	6,956	1%	-6%
2016	6,912	-1%	-7%
2017	7,594	10%	2%
2018	7,240	-5%	-3%
2019	7,783	8%	5%

2019 not only confirmed the continued increase in footfall visiting the market but it was a record not seen since 2012. Our average footfall throughout for the past 5 years has risen from 150 per week to 165 per week this year. The weather was kind to us for the first 3 quarters of the year which helped boost our numbers, though the final quarter was not good but overall numbers still reasonable. In fact, December was our best ever month culminating in 319 visitors on the last Thursday of the month.

As we mentioned last year we believe this increase in numbers has been helped by social media, in particular by our e-newsletter which was written by Rachael Simpson who unfortunately died very recently.

We managed to reach the national finals of the Farm Retail awards in 2018 for the best Farmers' Market, and have reached the same level this year. Winning awards and increasing footfall enables us to attract new stallholders and it is through stallholders we earn our money. We have now an excellent mix of primary producers (meat, vegetables, fish, bread, cheese and game) plus some very interesting secondary producers including health drinks, soups, coffee, sparkling wine, soap plus a stall helping you eliminate unwanted plastic containers.

We have established an 'online Farmers' Market' called 'Click and Collect' enabling those who are unable to visit the market to order online. Stallholders then bring these orders to the market every Thursday morning and then they can be picked up in the evening at the Chaser and other local pubs. If enough volunteers can be co-opted it could also be extended to deliver to the elderly and sick. The establishment of 'Click and Collect' has meant that the Farmers' Market has been able to continue to operate to some extent during the Covid-19 pandemic.

We were unfortunate in applying for a grant last year but we shall try again this year.

The market made a profit of £2,480 and we have given £1,100 to Church funds.

Finally, we need more help. We appealed last year and we now have 2 very abled bodied volunteers helping us set the market up early on a Thursday morning. We now need more help to take it down again at 11am. We also need help from anyone with a marketing background and someone to help now and again re the servicing of signs and gazebos.

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. There are 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 We are grateful to the Parish Council for its continued financial support in this project.

Other projects for the community

In February we very sadly said goodbye to our Patron Sir Edward Cazalet with a lunch to say thank you for being there for so many years and offering us wise counsel on so many issues. At the same occasion, we welcomed our new Patron – Francis Read – who has been Shipbourne resident, a regular attendee at St Giles for many years and a great contributor to the church in so many ways.

In May, we had a wonderful concert "From War into Peace" with singers including Hal and Lara Cazalet, and Emily Ward. The songs and poems were based around the First World War and 110 people attended raising £1,000 for St Giles and £655 for the Royal British Legion.

In June, we had an event – “Shipbourne 1919 to 2019” – to celebrate the 100th anniversary of the Treaty of Versailles, commemorated by our War Memorial signifying the ending of the war across the world. We had a Flower Festival and exhibition in the church over the weekend, with all the organisations that existed at that time including the school and the Cricket Club plus the Shipbourne Farmers’ Market each decorating a window with historical information and flowers. It attracted over 200 visitors. On the Sunday we had a commemorative family church service in the morning, attended by over 100 people and a Hymns and Pimm’s service in the evening when members of the congregation were able to request a favourite hymn. After the service on Sunday morning, we had a picnic on the green with old-fashioned races for children and adults, such as the egg and spoon race and three-legged race. We had a traditional seed cake competition which had a good number of entries, and a bar. A good time was had by all! The monies raised from these various events were donated to the Royal British Legion and the restoration fund of the wall paintings above the altar in the church.

St Giles’ Fair on August Bank Holiday Monday was a great success, although the excessive heat meant we had to cancel the Dog Show, which has always attracted a good range of entries. All the stalls and the teas in the Village Hall did well, and again we were delighted to have the Sevenoaks and Tonbridge Training Band with us who played throughout the afternoon, greatly adding to the atmosphere. The barbecue was very popular with all the burgers and buns coming from the stall holders at the Shipbourne Farmers’ Market. The Fair raised over £3,000 for church funds.

Participation in the Kent Churches Ride and Stride event in September raised over £300 thanks to the sterling efforts of one churchgoer who managed to visit 21 churches.

In early October, we had the Harvest Supper together with Plaxtol Church. Thanks to the Fairlawne Estate, we held it in the wonderful Fairlawne Home Farm Barn, and 120 people had a thoroughly enjoyable evening, entertained by the Wealden Ramblers, and enjoying Shepherds’ Pies and Apple Crumbles cooked by parishioners. The event raised £800 for the Church funds.

Fabric and Restoration

The PCC is responsible for the upkeep of the fabric of the church and also for maintenance of the churchyard.

Fabric

No major projects have been undertaken in 2019/20, though there have been some minor ones. New LED lights were installed in the bell-chamber in the summer of 2019, completing the relighting of the interior of the church begun in 2018.

The bell-chamber has never had permanent electric lighting and the new installation enabled a working party of ringers, including some experts from St Peter and St Paul, Tonbridge, to carry out much needed maintenance to the wooden bell-frame for the first time since the bells were rehung in 1993. Some of the frame’s joints had begun to work loose and all were tightened, as were the through-bolts which hold the frame together. This work was done at nil cost to the PCC.

The gutters all around the church were cleared of debris in autumn 2019 by volunteer effort. Looking ahead, there are several projects which will need to be tackled (and the quinquennial inspection due to be carried out later in 2020 may reveal others).

First, we have been advised that the church heating boiler, while still working effectively, is nearing the end of its life and needs to be replaced. We have a faculty to do this work and have accepted a quotation from Kent Domestic Burners. The work is currently scheduled to be completed in May 2020.

Second, a blocked drain at the foot of the crypt steps has caused the Cazalet crypt (but not the Vane and Yates burial vaults) to flood on several occasions. The problem has been exacerbated by the exceptionally heavy rain during the winter which has raised the water table in the churchyard to such an extent that groundwater has been coming up through the crypt floor. An initial attempt by a contractor to remove the blockage failed. We have borrowed an electric pump with which to clear water from the crypt when necessary. At the time of writing builders are about to start work on diverting some of the down-pipes which drain the roof and exploring the layout of the drainage system about which little is known. We have an emergency faculty for this work. It is hoped that the drainage survey will enable the church architect to advise on what needs to be done to clear the blockage or, if that is impossible, to provide alternative drainage arrangements.

These problems have diverted attention from the larger projects mentioned in the last report to carry out further stonework repairs and to restore the wall-paintings in the chancel. It is hoped to carry out at least one of those projects in 2020.

Churchyard

The present groundsman continues to maintain the churchyard to a very high standard. Visitors often comment on how well it is looked after. There have been several working parties during the year. Some areas of scrub which had long disfigured the churchyard south of the church and in the north east corner have been removed. But there remains a large area in the south west corner which needs to be tackled: much soil excavated when digging graves over many years has been dumped there which ought to be removed. It may be necessary to get a contractor to do this work which is probably beyond the capability of voluntary effort.

A local firm of funeral directors paid for one of the rows of memorial stones in the part of the churchyard where ashes are interred to be recessed into the turf, rather than lying on the surface. This is a great improvement and we should arrange for the other stones to be treated similarly.

The memorial bench set against the church's west wall was overhauled during the year and as a result its appearance is greatly improved.

Supporting other charities

For many years, the PCC of St Giles' Church have been keen to maintain a tithe (10%) of its unrestricted income in charitable giving. There is now an 'Away-Giving' sub-committee of the PCC that makes recommendations, and a more recent development is to try to concrete the links we have with charities through inviting visiting speakers. This year we welcomed the Warden of St Barnabas' College, an Almshouse for retired clergy, and the fundraising manager for Porchlight, which works to provide support to homeless people. By far the largest commitment in our 'away-giving' continues to be in support of our link parish, All Saints', Chatham and their much-needed social ministry through the Magpie Centre. This link was established some years ago in response to the former Bishop of Tonbridge's Lent appeal on poverty, and we are pleased to have maintained this link, and to have developed it more recently in the area of monthly and seasonal foodbank donations.

Finance

Accounts for the Shipbourne Farmers' Market for the year ended 31st December 2019 are consolidated with the St Giles' Church accounts in the financial statements presented in the Annual Report. Apart from the proceeds from the provision of tea and coffees at the Shipbourne Farmers' Market, St. Giles' Church derives no direct financial benefit from the Shipbourne Farmers' 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.

Total income in the year was £82,636 (2018: £92,696), with the decrease compared to 2018 the result of exceptional income of £22,947 from the Roux Dinner being included last year. Shipbourne Farmers' Market income of £8,096 in 2019 was £1,130 higher than 2018 as a result of higher stall fees. Whilst overall there was a reduction in funds raised from events in the year, there was an increase in collections and gift-aided donations. The main driver of this was a change in recognition in Gift Aid from the UK government, whereby in the current year this is recognised on an accruals-basis, as opposed to simply when received. Consolidated expenditure of £61,659 (2017: £76,977) was £15,318 lower than last year because of the inclusion of the costs of the Roux Dinner in the prior year. Expenditure in the year on church running and maintenance at £15,861 was £2,496 lower than in 2018 when, amongst other things, the lych-gate repairs were completed.

Given the results in the year, the PCC feels able to continue to recommend 'tithing' part of its income for charitable purposes and a sum of £5,000 was appropriated from the year's income for this. The accumulated surplus on the General Fund at the year-end amounted to £100,230, an increase of £16,013 for the year. Much of the surplus is earmarked for use in the restoration programme as described below.

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 in the event of unexpected additional expenditure or a shortfall in income. The remaining balance of unrestricted reserves is retained to meet the costs of future work on the fabric of the church, including restoration of the external stonework and the wall paintings in the chancel, as required in the 2015 quinquennial report prepared by the Church's architect.

Risk Management

The PCC reviews periodically the risks affecting its activities, considers the measures taken to minimise these risks and whether any further actions should be taken. The PCC consider that the major risks are that:

- The PCC could in future have insufficient funds to carry on its work, because of a fall in income or an unexpected increase in costs; and
- the fabric of the church could be damaged by storm, subsidence or other cause.

Coronavirus

In March 2020, the UK Government ordered all households to remain at home unless absolutely necessary, as a result of a Coronavirus pandemic which has affected most countries in the world. The outbreak of the Coronavirus (also referred to as Covid-19) has resulted in the closure of all churches with effect from 24 March 2020 until further notice. At the date of approval of this Annual Report, St Giles' continues to remain closed, with all services suspended.

Despite the lockdown, the Rector has uploaded various materials onto the St Giles' website on a weekly basis, including pre-recorded video clips including sermons and prayer and written materials. The website can be found at www.shipbourne.com. Regular church activities have been suspended, including physical meetings of the PCC, but the Newsletter can be found on the St Giles' website.

The team that runs the Farmers' Market were able to establish an online 'click and collect' service very quickly, and this has operated successfully since the start of the lockdown. The market stalls which normally operate inside the Church and in the churchyard are at present unable to do so.

From an economic perspective, St Giles' has strong reserves as a result of prudent financial management in past years and expects to be able to meet its financial obligations for the foreseeable future. Whilst income in the form of giving and fees has fallen since the lockdown began, the Church community has been encouraged to continue to give financial support to St Giles' whilst the pandemic continues.

Safeguarding

Last year we started catching up with many demands from Rochester to bring us into line with national requirements from the Church of England guidance as set out in the House of Bishops' Policy, Protecting all God's Children. This has been developed by the National Safeguarding Team (NST). The NST is also leading the Church of England's engagement with the Independent Inquiry into Child Sexual Abuse (IICSA).

We are challenged to be effective in protecting our vulnerable members and being available to bring healing to those that have been abused.

It's been a major step-change in the way things have been done previously and a challenge to work out how to get to grips with DBS checks (disclosure and barring service) and safer recruitment. We are supported by the Ven Julie Conalty, Archdeacon of Tonbridge and Rochester bishops lead on safeguarding, to come up to speed with getting everything done in good time and the legal ramifications of our responsibilities.

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 within the Deanery of Shoreham and 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. Dr. Peter Hayler
Church Wardens	Ms Cath Jackson Sir Paul Britton
Secretary	Mrs Mary Perry
Treasurer	Mr Peter Sandland
Deanery Synod	Mr Nicholas Ward
Elected members	Mr Andrew Boorman Mr Rodney Levett Mrs Kathy Mahoney Mrs Debbie Mason Mrs Sandy Oram Mr Francis Read Mrs Vivienne Packer

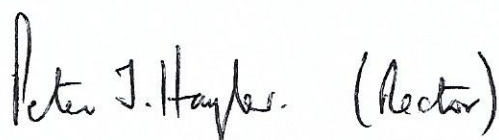
The PCC met five times during 2019 to plan worship, discuss the care of the church building and to prepare other community activities.

The PCC has four sub-committees:

- Away-Giving Subcommittee, that considers the charities to whom we contribute, and seeks to enhance the link with these charities through current information and the invitation of visiting speakers.
- 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 Shipbourne Farmers' Market.
- Fabric Restoration Committee, chaired by Sir Paul Britton, 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.

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 16 May 2020

A handwritten signature in black ink that reads "Peter J. Hayler. (Rector)". The signature is written in a cursive style.

Peter Hayler

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 2019, which are set out on pages 9 to 14, 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 2011 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 an audit is not required for this year under section 144(2) of the 2011 Act and that an independent examination is needed. It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 2011 Act; and
 - to prepare financial statements which accord with the accounting records and comply with the requirements of the 2011 Act 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
Chartered Accountant
Budds Oast
Shipbourne, Kent.

PAROCHIAL CHURCH COUNCIL OF ST. GILES, SHIPBOURNE

STATEMENT OF FINANCIAL ACTIVITIES

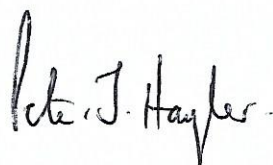
For the year ended 31 December 2019

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	2019	2018
INCOMING RESOURCES						
		£	£	£	£	£
Voluntary income	2(a)	60,632	-	-	60,632	53,506
Activities for generating funds	2(b)	5,479	-	1,095	6,574	5,276
Income from investments	2(c)	-	899	-	899	873
Income from church activities	2(d)	6,435	-	8,096	14,531	33,041
TOTAL INCOMING RESOURCES		72,546	899	9,191	82,636	92,696
RESOURCES EXPENDED						
Church activities	3(a)	56,043	-	5,616	61,659	76,977
Raising funds	3(b)	-	-	-	-	-
TOTAL RESOURCES EXPENDED		56,043		5,616	61,659	76,977
NET INCOMING RESOURCES		16,503	899	3,575	20,978	15,719
TRANSFERS BETWEEN FUNDS		(1,400)	1,400	-	-	-
GAINS AND LOSSES ON INVESTMENTS						
- Realised		-	-	-	-	-
- Unrealised		4,295	-	-	4,295	(349)
NET MOVEMENT IN FUNDS		19,399	2,299	3,575	25,273	15,370
Total funds brought forward at 1 January		107,180	34,564	20,705	162,449	147,079
Total funds carried forward		126,579	36,863	24,280	187,723	162,449

PAROCHIAL CHURCH COUNCIL OF ST. GILES, SHIPBOURNE
BALANCE SHEET AT 31 DECEMBER 2019

	Note	2019 £	2018 £
FIXED ASSETS - Investments	4	27,258	22,963
CURRENT ASSETS			
Debtors	5	11,891	2,623
Cash with bankers		26,236	107,590
Funds on deposit at CCLA		90,000	-
Cash with Diocese - Repair Fund		36,863	34,564
Share of Benefice surplus		559	1,488
		<u>165,549</u>	<u>146,265</u>
LIABILITIES			
Creditors - amounts falling due within one year	6	(5,085)	(6,779)
NET CURRENT ASSETS		<u>160,464</u>	<u>139,486</u>
TOTAL NET ASSETS		<u>187,723</u>	<u>162,449</u>
PARISH FUNDS	7		
Unrestricted		126,579	107,180
Designated		36,863	34,564
Restricted		24,280	20,705
		<u>187,723</u>	<u>162,449</u>

Approved by the Parochial Church Council on 16 May 2020 and signed on its behalf by



Peter Hayler, Rector



Peter Sandland, Treasurer

PAROCHIAL CHURCH COUNCIL OF ST. GILES SHIPBOURNE

Notes to the Financial Statements for the year ended 31st December 2019

1. Accounting Policies

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations' 'true and fair view' provisions, together with the Charities SORP (FRS102) (second edition – October 2019) Accounting and Reporting by Charities: Statement of Recommended Practice.

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: These are included in the Statement of Financial Activities (SOFA) when the PCC becomes legally entitled to the benefit of use of the resources; and inflow of economic benefit is probable; and the monetary value can be measured with sufficient reliability.

Planned giving, collections and donations are recognised when receivable, and associated tax refunds are recognised in the year to which they relate. Dividends are accounted for when received and interest accrued. All other income is recognised when receivable. All incoming resources are accounted for gross.

Expenditure: Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

Grants and donations are accounted for when awarded by the PCC. 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 2019.

PAROCHIAL CHURCH COUNCIL OF ST. GILES, SHIPBOURNE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019 (continued)

	Unrestricted	Designated	Restricted	TOTAL FUNDS	
				2019	2018
	£	£	£	£	£
2 INCOMING RESOURCES					
2(a) Voluntary Income					
Gift-aided donations	36,289	-	-	36,289	39,038
Income tax and VAT recovered	18,938	-	-	18,938	8,939
Collections (open plate) at all services	5,404	-	-	5,404	5,029
Legacies	-	-	-	-	500
	<u>60,632</u>	<u>-</u>	<u>-</u>	<u>60,632</u>	<u>53,506</u>
2(b) Activities for Generating Funds					
Donations (Bell Fund)	-	-	185	185	89
August Fair	3,438	-	-	3,438	2,794
Harvest Supper	678	-	-	678	748
Friends of Kent Churches bike ride	344	-	-	344	190
War into Peace concert	-	-	910	910	-
Versailles commemorations	335	-	-	335	-
Other Income	684	-	-	684	1,455
	<u>5,479</u>	<u>-</u>	<u>1,095</u>	<u>6,574</u>	<u>5,276</u>
2(c) Income from Investments					
Dividends and interest	-	899	-	899	873
	<u>-</u>	<u>899</u>	<u>-</u>	<u>899</u>	<u>873</u>
2(d) Income from church activities					
Fees for weddings and funerals	6,435	-	-	6,435	3,128
Ancillary Trading - Farmers' Market	-	-	8,096	8,096	29,913
	<u>6,435</u>	<u>-</u>	<u>8,096</u>	<u>14,531</u>	<u>33,041</u>
TOTAL INCOMING RESOURCES	<u>72,546</u>	<u>899</u>	<u>9,191</u>	<u>82,636</u>	<u>92,696</u>

PAROCHIAL CHURCH COUNCIL OF ST. GILES, SHIPBOURNE

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2019 (continued)

3 RESOURCES USED

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
	£	£	£	2019 £	2018 £
3(a) Church Activities					
<i>Charitable giving</i>					
Friends of Rochester Cathedral	20	-	-	20	20
Scotts Project	-	-	-	-	500
All Saints' Church, Chatham	3,000	-	-	3,000	2,500
Rochester DBF Poverty & Hope Appeal	-	-	-	-	96
Rochester Diocese Tanzania Appeal	100	-	-	100	100
Shipbourne School	-	-	-	-	826
Royal Agricultural Benevolent Association	-	-	-	-	2,500
College of St Barnabas	1,000	-	-	1,000	-
Bridge Trust	500	-	-	500	-
Porchlight	500	-	-	500	-
Demelza	500	-	-	500	-
YMCA	500	-	-	500	-
Friend of Kent Churches	10	-	-	10	-
Royal British Legion	30	-	-	30	-
Aquinoe Learning Centre	500	-	-	500	-
Nourish Community Food Bank	-	-	-	-	3,000
Various	-	-	-	-	10
To be allocated	(1,660)	-	-	(1,660)	2,947
	5,000	-	-	5,000	12,499
Ministry: diocesan pledged offer	32,907	-	-	32,907	32,042
Church running and maintenance	15,861	-	-	15,861	18,357
Printing and stationery	2,274	-	-	2,274	1,745
Restoration	-	-	-	-	-
Farmers' Market costs	-	-	5,616	5,616	12,334
Miscellaneous	-	-	-	-	-
	56,043	-	5,616	61,659	76,977
3(b) Raising funds					
	-	-	-	-	-
	-	-	-	-	-
TOTAL RESOURCES USED	56,043	-	5,616	61,659	76,977

4 INVESTMENTS

Market Value - 1st January	22,963	23,312
Revaluation gain/(reduction)	4,295	(349)
Market Value - 31st December	27,258	22,963

The investments represent the assets of two trust funds held by the Rochester Diocesan Society and Board of Finance as custodian trustee which are invested in the CBF Church of England Investment Fund. At 31 December 2019 the holding was 1,422 shares with a book cost of £3,997 and a market value of £27,258. These are unrestricted funds.

PAROCHIAL CHURCH COUNCIL OF ST. GILES, SHIPBOURNE

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2019 (continued)

	2019 £	2018 £
5 DEBTORS AND PREPAYMENTS		
HMRC - Gift Aid claim	7,026	-
Payments in advance	4,865	2,623
	<u>11,891</u>	<u>2,623</u>
		£

6 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

<i>Creditors</i>		
Expenses	278	312
Charities	4,807	6,467
	<u>5,085</u>	<u>6,779</u>

7 FUND DETAILS

	Balance 1.1.2019 £	Income £	Expenditure £	Transfers £	Balance 31.12.2019 £
Unrestricted					
General Fund	84,217	72,546	(56,043)	(1,400)	99,320
Hollam's Bequest	14,372	2,689	-	-	17,061
Cazalet Bequest	8,591	1,607	-	-	10,198
	<u>107,180</u>	<u>76,841</u>	<u>(56,043)</u>	<u>(1,400)</u>	<u>126,579</u>
Restricted					
Restoration Appeal	1,227	-	-	-	1,227
Funds raised for renovation of wall paintings	9,195	910	-	-	10,105
Bell Fund	567	185	-	-	752
Farmers' Market	9,716	8,096	(5,616)	-	12,196
	<u>20,705</u>	<u>9,191</u>	<u>(5,616)</u>	<u>-</u>	<u>24,280</u>
Designated					
Church Repair Fund	34,564	899	-	1,400	36,863
	<u>162,449</u>	<u>86,932</u>	<u>(61,659)</u>	<u>-</u>	<u>187,723</u>

8. Analysis of Net Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2019 £
Investments	27,258	-	-	27,258
Current Assets	104,405	36,863	24,280	165,549
Liabilities: Amounts falling due within one year	(5,085)	-	-	(5,085)
	<u>126,579</u>	<u>36,863</u>	<u>24,280</u>	<u>187,723</u>