

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
 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	
 Total Payments	<u>65,363.31</u>		<u>56,514.32</u>	
 Excess of receipts over payments		(5,760.61)		10,370.00
 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**

	2021 £	2020 £
<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**

	2021 £	2020 £
<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 £	2020 £
<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>
 £23,982.10 unrestricted Current Account, £10,497.30 restricted Organ Account, £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 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
 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	
 Total Payments	<u>65,363.31</u>		<u>56,514.32</u>	
 Excess of receipts over payments		(5,760.61)		10,370.00
 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 £	2020 £
<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>
 £23,982.10 unrestricted Current Account, £10,497.30 restricted Organ Account, £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**

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**1. Present:**

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**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
 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	
 Total Payments	<u>65,363.31</u>		<u>56,514.32</u>	
 Excess of receipts over payments		(5,760.61)		10,370.00
 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 £	2020 £
<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>
 £23,982.10 unrestricted Current Account, £10,497.30 restricted Organ Account, £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