

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST LUKE, SEVENOAKS

England & Wales - Charity number 1127331

Details

Other names ST LUKE'S PCC, SEVENOAKS

Status Registered

Legal form Previously excepted

Registered 2008-12-30

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

Contact

Address 30 Eardley Road
Sevenoaks
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TN13 1XT

Phone 01732456788

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Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: St. Lukes PCC has the responsibility for co-operating with the Reverend Anne Bourne, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St. Lukes which is available to the community in general.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- Area of benefit: UNDEFINED
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£132,754	£122,126	-	-
2024-12-31	£128,994	£117,423	-	-
2023-12-31	£126,091	£117,888	-	-
2022-12-31	£94,700	£112,045	-	-
2021-12-31	£82,031	£114,415	-	-
2020-12-31	£88,808	£117,881	-	-

Trustees

Name	Role	Appointed
Rev ANNE CLARE BOURNE	Chair	2012-05-22
ANTHONY FREDERICK ADAMS		
Elizabeth Clark		2021-04-11
Elizabeth Peters		2019-04-07
Ian Bourne		2021-04-11
Jean Anne Picton-Bentley		2019-04-07
LAURENCE PEARCE		2015-04-29
Nicholas Donaldson		2016-05-01
Peter Fleming		2017-04-30
Rev Andrew David Finn		2021-04-11
Rev Mark Stephen Brigden		2021-04-11
Robin Simpson		2018-05-14

Accounts

**The Parish Church of St. Luke,
Sevenoaks**

Registered Charity number 1127331

**Annual Report
and
Financial Statements
of the
Parochial Church Council
for the year ended 31st December 2025**

Team Vicar:

Reverend Anne Bourne
St. Luke's House
30 Eardley Road
Sevenoaks
Kent
TN13 1XT

Banks:

Santander UK plc
BBAM,
Brindle Road,
Bootle,
Merseyside,
L30 4GB

Nat West
67 High Street,
Sevenoaks,
TN13 1LA

Independent Examiner:

James MB Wright
36 Granville Road
Sevenoaks
TN13 1EY

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Administrative Information

St. Luke's church is situated in Eardley Road, Sevenoaks. It is part of the Diocese of Rochester within the Church of England.

St. Luke's Church is registered with the Charity Commission as a charity, registered number 1127331

Objectives

St. Luke's PCC has the responsibility for co-operating with the Team Vicar, the Reverend Anne Bourne, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St. Luke's.

Public Benefit

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live in our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

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

Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.

Provision of pastoral care for people living in the parish.

Missionary and outreach work.

PCC Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year, the following served as members of the PCC

Team Vicar:	Rev. Anne Bourne (Chairman)
Reader:	Mr L. Pearce
Churchwardens:	Mr P. Fleming Mr I. Bourne
Deanery Synod Representatives:	Mr P. Fleming Mr L. Pearce
Other Members:	Mrs A Blakeley Mrs A. Clark Mrs M. Croft Mr N. Donaldson Mrs E Peters Ms. J Picton-Bentley
In attendance:	Mrs R. Ward (Safeguarding Officer)
Hon. Treasurer:	Mr A. Adams
Hon. Secretary:	Mr I. Funnell

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

PCC Committees

The PCC operates through a number of committees which meet between the full meetings of the PCC. Individual committee reports, which state the objectives of each committee, are set out in a separate document.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

Finance Committee

Oversees the general financial dimensions of the work of St. Luke's by monitoring income and expenditure, budgeting, maintaining appropriate financial controls and co-ordinating the annual review of the Christian Stewardship of money through planned giving.

Fabric Committee

During the past year we have continued with annual maintenance routines to ensure that the grounds and facilities of St Luke's are kept in good working order for the benefit of ourselves and our facility hirers.

Projects and works completed over the past year have been:

- Redecoration of all toilets, together with the installation of new taps, sinks, men's urinal, and hand towel dispensers.
- Installation of a new church hall dishwasher with water softener system, together with a new sink/draining unit with multi-functional taps/rinse sprayer.
- New kitchen fridge.
- Redecoration of the white main hall wall.
- Exterior re-staining and painting of the North and South porch doors.
- Replacement of 18 high level light bulbs within the church.
- Servicing of the main internal church door closure mechanism.

Projects that are ongoing:

- Investigation work is required to establish the cause of current water ingress within the church above the main entrance door.
- Investigation by a structural engineer is still sought to review the movement cracks above the office door.
- Replanting of the memorial flower bed outside church.

Other Items to note:

- We have transferred the servicing responsibilities of the hall heaters and hall/church boilers to T D Geer Limited, of Sevenoaks, for improved customer service.
- Plans previously submitted to the DAC for a new handrail for the lectern have now been put on hold due to differing opinions of materials to be used.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Achievements and Performance

Church Attendance and Electoral Roll

Attendance: The average number of communicants at normal Sunday services is 66 in 2025 (2024 - 61).

Some 36 children and young people attended Junior Church, Papa Youth and TOTS during the year, with an average of 12 per week attending Sunday services in 2025 (2024 - 12).

On Easter Day there were 140 communicants, (2024 - 122). At Christmas there were 290 communicants (2024 - 233) with 97 taking communion.

In 2025 we had 3 Baptisms (2024 - 1), no Weddings (2024 - 0) and 4 Funerals held in church (2024 - 3)

Electoral Roll: At March 2025 there were 137 persons on the Electoral Roll, of whom 12 lived within the Parish.

The worshipping community at the end of 2025 is 162 (2024 – 145). These are congregation members who are regular attendees, those who can no longer attend Sunday services but take communion at home or are on the electoral roll for our parish.

Review of the Year

In January we learnt that Jean Picton-Bentley had resigned as choir leader and that Alex Clark had kindly agreed to take her place. For the second half of the meeting Archdeacon Nick took the chair while we discussed the future of the West Sevenoaks team. It had been clear for a long time that St Mary's, Riverhead were determined to leave; as both we and St Mary's, Kippington are firmly attached to our own vicarages, it seemed to be best to dissolve the team and go it alone. The Archdeacon said he would convey our views to the Bishop.

In March Alex presented her meticulously prepared proposals for the introduction of choral scholarships, which were met with universal approval bordering on euphoria.

In May we learnt that Ian Bourne will chair a revived fabric committee; Nick Donaldson agreed to join him. We ratified a policy of dogs attending services, namely that well behaved dogs were welcome. This confirmed the status quo – Skippy was relieved, but the tsunami of canine visitors feared by some did not materialise.

In July the handrail (on the lectern) affair was finally put to bed. Rochester was being so awkward, and the current practice seemed to be working well, so it was decided to abandon all attempts to get a faculty for a handrail on the lectern.

In September we discussed and accepted draft proposals for the dissolution of the West Sevenoaks team. It was agreed to accept a quote for a new dishwasher and water softener in the kitchen. We learnt that John Mills would step down after many years of faithfully looking after the church garden. In future the work will be done by ad hoc working parties.

In November we agreed to purchase a card reader to facilitate casual giving, especially at special services like funerals and weddings. Ros Ward read a prepared report on our church culture suggesting that we could be more welcoming. It was decided that in the spring the cross in the garden would be replaced in memory of John Mills.

The dates of meetings for 2026 were agreed and are as follows:

Monday, 12th January
Tuesday, 17th March
Sunday, 3rd May (APCM)
Tuesday, 26th May
Monday, 13th July
Tuesday, 22nd September
Tuesday, 10th November

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Financial Review

Total incoming resources on ordinary unrestricted funds were £116,931 and are detailed in the financial statements.

£117,215 was expended to provide the Christian Ministry from St Luke's Church, including mission and ministry support to the Diocese.

The net result for the year was a deficit of £284 which has decreased the balance brought forward at the beginning of the year, and the balance carried forward at 31st December 2025 for unrestricted funds totalled £562,007.

No related party transactions have taken place during the year.

Safeguarding

The Parochial Church Council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and adults).

Risk Management

During the year we continued the on-going programme of identifying major risks which impact the work of the church in the Parish. This includes a child protection policy, a safeguarding culture report, a review of insurance and financial procedures for the handling of cash and the investment of surplus funds.

Approved by the Parochial Church Council on 17th March 2026 and signed on their behalf by Rev. Anne Bourne (PCC Chairman).

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS
INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST LUKE, SEVENOAKS

I report on the accounts for the year ended 31st December 2025 which are set out on pages 7 to 15.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (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 the procedures laid down in the General Directions given by the Charity Commissioners section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records 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.

James MB Wright
36 Granville Road
Sevenoaks
TN13 1EY

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 December 2025

	Note:	Unrestricted Funds £	Restricted Fund £	Total Funds 2025 £	Total Funds 2024 £
INCOMING RESOURCES					
Voluntary income	2	88,147	10,392	98,539	96,824
Activities for generating funds	2	29,860	-	29,860	29,089
Increase/(decrease) from investments	2	(1,076)	-	(1,076)	25,680
TOTAL INCOMING RESOURCES		116,931	10,392	127,323	151,593
RESOURCES EXPENDED					
Church activities	3	100,843	4,911	105,754	100,553
Church management and administration	3	16,372	-	16,372	16,870
TOTAL RESOURCES EXPENDED		117,215	4,911	122,126	117,423
NET MOVEMENT IN FUNDS		(284)	5,481	5,197	34,170
Balances brought forward 1 January 2025	14	562,291	-	562,291	528,121
Balances carried forward 31 December 2025	14	562,007	5,481	567,488	562,291

The notes on pages 9 to 15 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

BALANCE SHEET AT 31 DECEMBER 2025

	Note	2025 £	2024 £
FIXED ASSETS			
Investment	10	459,856	465,287
Equipment	<u>10</u>	<u>2,370</u>	<u>3,554</u>
		<u>462,226</u>	<u>468,841</u>
CURRENT ASSETS			
Debtors and prepayments	11	8,652	6,415
Cash at Bank and in hand		24,430	21,564
Cash on deposit with Diocese		1,001	732
Cash on deposit with CCLA		<u>94,381</u>	<u>90,295</u>
		<u>128,464</u>	<u>119,006</u>
CURRENT LIABILITIES			
Creditors and accruals	12	<u>1,646</u>	<u>876</u>
NET CURRENT ASSETS			
		126,818	118,130
TOTAL ASSETS LESS CURRENT LIABILITIES			
		589,044	586,971
LONG TERM LIABILITIES & PROVISIONS			
Quinquennial Repairs	13	21,490	18,872
Hall & kitchen equipment replacement	6	66	5,808
		<u>21,556</u>	<u>24,680</u>
TOTAL NET ASSETS			
		<u>567,488</u>	<u>562,291</u>
PARISH FUNDS			
Unrestricted	14	562,007	562,291
Restricted	14	<u>5,481</u>	<u>0</u>
		<u>567,488</u>	<u>562,291</u>

The notes on pages 9 to 15 form part of these accounts.

Approved by the Parochial Church Council on 17th March 2026 and signed on their behalf by
Rev. Anne Bourne (PCC Chairman).

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2025

1. ACCOUNTING POLICIES

1. The financial statements have been prepared under the historic cost convention as modified by the inclusion of fixed assets and investments at market value on an accruals basis and accord with the Charities Act 1993 and 2011 and the Church Accounting Regulations.
2. The statements report on all transactions, assets and liabilities for which the PCC is responsible.
3. Consecrated and beneficial property is excluded from the statements by S.96(2)c of the Charities Act 1993. No value is placed on moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal as the PCC considers these to be inalienable property.
4. The Taylor Memorial Hall is not included as an asset. The PCC considers that the Hall has no separate market value, as part of the structure of the church it is unsaleable.
Hall operating expenses do not include any allocation of costs such as quinquennial, mission and ministry support offer, stipend or other administrative overheads.
5. It is the policy of the church not to capitalise any expenditure on additions because they have negligible resale value.
6. Legacies received for the general purpose of the church are included as incoming resources.
7. Gift aid donations are reported in the year in which they are received, but any associated Income Tax refund is calculated and brought in as being receivable in the future.
8. The Church aims to have sufficient funds available to be able to meet any reasonably foreseeable circumstances and to avoid any immediate negative impact on its activities. It is therefore the intention to retain the equivalent of at least twelve months net operating costs.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2025 (continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
2. INCOMING RESOURCES					
Voluntary income					
Planned Giving:					
Donations		65,778	5,536	71,314	65,661
Tax recoverable	4	15,547	1,283	16,830	15,962
Special collections including Charity of the Month	14	-	3,573	3,573	4,699
Ordinary collections excluding Charity of the Month		3,094	-	3,094	2,750
Other donations & sundry income		3,728	-	3,728	2,752
Legacies		-	-	-	5,000
		<u>88,147</u>	<u>10,392</u>	<u>98,539</u>	<u>96,824</u>
Activities for generating funds					
Fees		649	-	649	1,462
Church Hall lettings	6	28,401	-	28,401	26,654
Crossway parish magazine		371	-	371	329
Events and functions	7	439	-	439	644
		<u>29,860</u>	<u>-</u>	<u>29,860</u>	<u>29,089</u>
Income from investments					
Dividends and interest	5	4,355	-	4,355	3,081
Gain/(loss) on revaluation	10	(5,431)	-	(5,431)	22,599
		<u>(1,076)</u>	<u>-</u>	<u>(1,076)</u>	<u>25,680</u>
Total incoming resources		<u>116,931</u>	<u>10,392</u>	<u>127,323</u>	<u>151,593</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2025 (continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
3. RESOURCES EXPENDED					
Church Activities					
Committed Giving	16	7,500	-	7,500	8,500
Special collections including Charity of the Month	16	-	3,573	3,573	4,699
Mission & Ministry Support		53,000	-	53,000	48,000
Other ministry costs		2,410	-	2,410	2,964
Church running & maintenance	8	11,891	-	11,891	10,472
Church improvements	9	-	-	-	-
Church hall running costs	6 & 8	10,306	-	10,306	11,282
Insurance		3,808	-	3,808	3,672
Vicarage		4,316	-	4,316	3,618
Choral Scholarships, choir & organists	8 & 15	1,612	1,338	2,950	1,346
Quinquennial fund	13	6,000	-	6,000	6,000
		<u>100,843</u>	<u>4,911</u>	<u>105,754</u>	<u>100,553</u>
Church Management and administration					
Secretarial and office	8	13,898	-	13,898	13,745
Printing and stationery		1,289	-	1,289	1,940
Depreciation	10	1,185	-	1,185	1,185
		<u>16,372</u>	<u>-</u>	<u>16,372</u>	<u>16,870</u>
Total resources expended		<u>117,215</u>	<u>4,911</u>	<u>122,126</u>	<u>117,423</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2025 (continued)

- 4. Tax recoverable.** This represents the amounts of Income Tax reclaimable in respect of the Gift aid Income for the year.
- 5. Investment income** includes £240 (2024 £258) from the Kippington Church Charity. The CBF Investment Fund is held by the Rochester Diocesan Board of Finance as the custodian trustees. The PCC has the responsibility over the investment. At 31 December 2025 the market value was £8,302 (2024 - £8,648).
- 6. Church hall lettings.** The gross receipts were £28,401 (2024 - £26,654) and the operating expenses were £10,306 (2024 - £11,282). The operating expenses includes £2,000 (2024 - £1,000) by way of a provision for the replacement of hall and kitchen equipment. The total provision now stands at £66 (2024 - £5,808).

7. Events and Functions	<u>2025</u>	<u>2024</u>
	£	£
		<u>Unrestricted Funds</u>
Ride and Stride	274	498
Concerts	<u>165</u>	<u>146</u>
	<u>439</u>	<u>644</u>

8. Staff costs

During the year the PCC paid for the services of secretarial assistance, church and hall cleaners and organists (all part time) but none of these attracted social security costs.

The total expenditure in 2025 amounted to £21,201 (2024 £20,783) and amounts are included within the church running and maintenance, secretarial and office, church hall running costs, and choral scholarships, choir and organists.

9. Church improvements

During 2025 nothing was expended on improvements (2024 - £0).

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2025 (continued)

10. Fixed Assets

Investment

During 2011 14,456.47 shares were purchased in the CBF Church of England Investment Fund – Accumulation shares with CCLA Investment Management Limited at a cost of £250,000. During 2013 2,121.76 shares were sold raising £50,000 and during 2016, 1,573.26 shares were sold, also raising £50,000. During 2017, 1,379.82 shares were sold raising £50,000 and during 2020, 1,074.08 shares were sold raising another £50,000 and during 2022 894.06 shares were sold also raising £50,000. As at 31 December 2025 the value of the investment was £459,856 (2024 £465,287), resulting in an unrealised loss of £5,431 (2024 gain £22,599).

Equipment

During 2023 a new photocopier was purchased for £5,924 and is being depreciated over a five year period.

11. Debtors and prepayments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Utilities	-	-	-	500
Fees	234	-	234	-
Tax Recoverable	2,266	1,283	3,549	1,777
Insurance	3,993	-	3,993	3,808
Church Hall	-	-	-	330
Choral Scholarships	-	876	876	-
	<u>6,493</u>	<u>2,159</u>	<u>8,652</u>	<u>6,415</u>

12. Creditors and accruals

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Fees payable to Diocese	326	-	326	756
Events and Functions	320	-	320	120
Utilities	1,000	-	1,000	-
	<u>1,646</u>	<u>-</u>	<u>1,646</u>	<u>876</u>

13. Quinquennial Fund.

A fund is built up over a five-year period to provide for the costs of repairs required following the Diocese's Quinquennial inspection.

As at 31st December 2025 the total provision relating to the 2018/22 inspection was £3,490. During 2025 £3,382 was expended and work continues into 2026. A provision of £6,000 was made during 2025 representing the third year for the 2023/27 quinquennial and the provision for the next quinquennial is £18,000.

As at 31st December 2025 the total provision is £21,490.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2025 (continued)

14. FUNDS	Note	2025 £	2024 £
Unrestricted fund movements:			
Balances b/fwd 1 January 2025		562,291	528,121
Incoming resources	2	116,931	146,894
Resources expended	3	<u>(117,215)</u>	<u>(112,724)</u>
Balances c/fwd 31 December 2025		<u>562,007</u>	<u>562,291</u>
Restricted fund movements:			
Special collections including Charity of the Month			
Incoming resources	2	3,573	4,699
Resources expended	3	<u>(3,573)</u>	<u>(4,699)</u>
		-	-
Choral Scholarships			
Balance b/fwd 1 January 2025		-	-
Incoming resources	2 & 15	6,819	-
Resources expended	3 & 15	<u>(1,338)</u>	<u>-</u>
Balance c/fwd 31 December 2025		<u>5,481</u>	<u>-</u>
Total funds balances c/fwd 31 December 2025		<u>567,488</u>	<u>562,291</u>

15. Choral Scholarships

	Note	2025 £	2024 £
Incoming resources:			
In memory of Lyndall Hacker		5,000	-
In memory of Ian Flemming		406	-
In memory of John Mills		100	-
Other donations		30	-
Tax receivable		<u>1,283</u>	<u>-</u>
	14	<u>6,819</u>	<u>-</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2025 (continued)

15. Choral Scholarships (continued)

	Note	2025 £	2024 £
Resources expended:			
Scholars' Honorariums		734	-
Vocal Coaching		390	-
Hymn Books		<u>214</u>	<u>-</u>
	14	<u>1,338</u>	<u>-</u>

A choral scholarship scheme was set up by the choir director during 2025 to reaffirm and develop the long-standing musical tradition at St Luke's, Sevenoaks.

Choral scholars are expected to sing on the first and third Sunday of each month (excluding school summer holidays) and other annual festival services as agreed.

Choral scholars receive an honorarium and termly professional vocal coaching sessions.

16 OUTSIDE GIVING	Committed Giving	Special Collections	Direct Giving	Total
	£	£	£	£
Home Giving				
Alzheimer's Society	-	106	-	106
Dorothy Parrot Memorial Trust	500	269	20	789
Fare Share	500	83	20	603
Friends of Kent Churches	-	547	-	547
Phab	-	105	-	105
Porchlight	500	636	75	1,211
Prison Fellowship	500	216	-	716
Sevenoaks Area Youth Trust	500	130	15	645
St. Augustine's, Slade Green	1,000	39	50	1,089
The Children's Society	-	299	-	299
Universities & Colleges				
Christian Fellowship	500	167	-	667
Overseas Giving				
Amos Trust	500	145	150	795
Church Mission Society	1,000	42	-	1,042
Myanmar Earthquake Appeal;	-	-	105	105
New Life Nyambene	500	110	-	610
Sevenoaks Kenya Educational Trust	500	145	-	645
Zimbabwe, All Saints, Marondera	1,000	534	-	1,534
	<u>7,500</u>	<u>3,573</u>	<u>435</u>	<u>11,508</u>

The amounts given were £7,500 by way of committed giving, £3,573 from special collections including Charity of the Month and £435 directly. Total giving amounted to £11,508 (2024 £14,796).

Accounts

**The Parish Church of St. Luke,
Sevenoaks**

Registered Charity number 1127331

**Annual Report
and
Financial Statements
of the
Parochial Church Council
for the year ended 31st December 2024**

Team Vicar:

Reverend Anne Bourne
St. Luke's House
30 Eardley Road
Sevenoaks
Kent
TN13 1XT

Banks:

Santander UK plc
BBAM,
Brindle Road,
Bootle,
Merseyside,
L30 4GB

Nat West
67 High Street,
Sevenoaks,
TN13 1LA

Independent Examiner:

James MB Wright
36 Granville Road
Sevenoaks
TN13 1EY

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Administrative Information

St. Luke's church is situated in Eardley Road, Sevenoaks. It is part of the Diocese of Rochester within the Church of England.

St. Luke's Church is registered with the Charity Commission as a charity, registered number 1127331

Objectives

St. Luke's PCC has the responsibility for co-operating with the Team Vicar, the Reverend Anne Bourne, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St. Luke's.

Public Benefit

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live in our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

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

Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.

Provision of pastoral care for people living in the parish.

Missionary and outreach work.

PCC Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year, the following served as members of the PCC

Team Vicar:	Rev. Anne Bourne (Chairman)
Reader:	Mr L. Pearce
Churchwardens:	Mr P. Fleming Mr I. Bourne
Deanery Synod Representatives:	Mr P. Fleming Mr L. Pearce
Other Members:	Mrs E. Peters Mrs J. Bates Ms. J Picton-Bentley Mrs M. Croft Mr N. Donaldson Mrs A.Clark
In attendance:	Mrs R. Ward (Safeguarding Officer)
Hon. Treasurer:	Mr A. Adams
Hon. Secretary:	Mr I. Funnell
Team Rector:	Rev. M. Bridgen (until May 2024)
Team Curate:	Rev. S. Osei-Mensah

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

PCC Committees

The PCC operates through a number of committees which meet between the full meetings of the PCC. Individual committee reports, which state the objectives of each committee, are set out in a separate document.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

Finance Committee

Oversees the general financial dimensions of the work of St. Luke's by monitoring income and expenditure, budgeting, maintaining appropriate financial controls and co-ordinating the annual review of the Christian Stewardship of money through planned giving.

Fabric Committee

During the year we have continued our annual maintenance routines to ensure the gullies and gutters remain clear of leaf fall thus preventing water ingress. We are currently obtaining quotes for repairs to the mortar and flashing around the church as per the quinquennial inspection.

The church hall roof section that had caused water to ingress into the office was replaced and in a recent storm we have had further water ingress. This has meant we are not able at present to look at decorating the Church office or fixing the dimmer switches. We are awaiting a structural engineer to look at several cracks that have appeared around the building and may be impacting on this. We are planning to replace the gent's urinal as well as new sinks and taps in each of the toilets in the coming year.

Further to our submission to the DAC for a handrail on the lectern we are now having to consider a replacement in iron work and are continuing to work on this thanks to the efforts of Nick Donaldson.

Achievements and Performance

Church Attendance and Electoral Roll

Attendance: The average number of communicants at normal Sunday services is 61 in 2024 (2023 was 58).

Some 32 children and young people attended Junior Church, Papa Youth and TOTS during the year, with an average of 12 per week attending Sunday services in 2024 (2023 was 9).

On Easter Day there were 122 communicants, (2023 – 125). At Christmas there were 233 attendees (2023 – 224) with 79 taking communion.

In 2024 we had 1 Baptism (2023 – 2), no Weddings (2023 – 0) and 3 Funerals held in church (2023 – 2)
Electoral Roll: At March 2024 there were 131 persons on the Electoral Roll, of whom 28 lived within the Parish.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Review of the Year

In January we discussed the church cleaners, looking forward to Sue returning to work on February 4th after an absence due to ill health and thanking Janet Bates, Sylvia Hardy and Kate Magee for filling in while Sue was ill and kindly offering to continue with their mops and buckets to help Sue settle in again.

In March we heard and approved Tony's Treasurer's report and were pleased to hear we were in a strong financial position. We expressed our thanks to our regular organist, Mark Edwards, who gives his services *pro bono*, while others receive a fee of £70.

In May we welcomed Alex Clark onto the PCC. We replaced one of our charities, The Bridge Trust, which seemed to be moribund, with Porchlight, who work in the same area, supporting the homeless.

In July we discussed a letter Anne had received from a parishioner, suggesting that the main service should be Matins or when not appropriate sung evensong once a month. Judging from attendance figures, we thought this would be unpopular and decided to continue with the present policy of having Matins 4 times a year, when there is a 5th Sunday in the month.

In September we agreed to add a clause to our policy of supporting charities, that a request for additional funds should be made in writing with a detailed explanation, should not exceed £1,000 and should be limited to once in 3 years. This seemed to be fair to all the charities we support. We had received a request from All Saints, Marondera to help them repair their church hall roof. Fortunately, we were holding £1,000 which was due to them because there were problems in ensuring the money got into the right hands; combined with an *ex gratia* grant of £1,000, this was enough to pay for the roof repair.

In November we reflected on a very successful Harvest Lunch, masterminded by Vicky and Janet. We agreed to increase what we pay in Mission and Ministry Support to £53,000 a year (2024 : £48,000). We decided to return to the pre-Covid practice of receiving Communion at the altar rail for a trial period of a month.

A letter from the Bishop of Rochester dated 4th November 2024 stated that "we will need to proceed with the suspension of the benefice to make any changes to current structures".

The dates of meetings for 2025 were agreed and are as follows:

Tuesday, 28th January
Monday, 17th March
Sunday, 27th April (APCM)
Tuesday, 20th May
Tuesday, 14th July
Tuesday, 9th September
Tuesday, 11th November

Financial Review

Total incoming resources on ordinary unrestricted funds were £146,894 and are detailed in the financial statements.

£112,724 was expended to provide the Christian Ministry from St Luke's Church, including mission and ministry support to the Diocese.

The net result for the year was a surplus of £34,170 which has increased the balance brought forward at the beginning of the year, and the balance carried forward at 31st December 2024 for unrestricted funds totalled £562,291.

No related party transactions have taken place during the year.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Safeguarding

The Parochial Church Council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and adults).

Risk Management

During the year we continued the on-going programme of identifying major risks which impact the work of the church in the Parish. This includes a child protection policy, a review of insurance and financial procedures for the handling of cash and the investment of surplus funds.

Approved by the Parochial Church Council on 17th March 2025 and signed on their behalf by Rev. Anne Bourne (PCC Chairman).

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS
INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST LUKE, SEVENOAKS

I report on the accounts for the year ended 31st December 2024 which are set out on pages 6 to 14.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (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 the procedures laid down in the General Directions given by the Charity Commissioners section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records 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.

James MB Wright
36 Granville Road
Sevenoaks
TN13 1EY

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2024

	Note:	Unrestricted Funds £	Restricted Fund £	Total Funds 2024 £	Total Funds 2023 £
INCOMING RESOURCES					
Voluntary income	2	92,125	4,699	96,824	92,155
Activities for generating funds	2	29,089	-	29,089	30,635
Increase/(decrease) from investments	2	25,680	-	25,680	53,013
TOTAL INCOMING RESOURCES		146,894	4,699	151,593	175,803
RESOURCES EXPENDED					
Church activities	3	95,854	4,699	100,553	101,082
Church management and administration	3	16,870	-	16,870	16,806
TOTAL RESOURCES EXPENDED		112,724	4,699	117,423	117,888
NET MOVEMENT IN FUNDS		34,170	0	34,170	57,915
Balances brought forward 1 January 2024	14	528,121	0	528,121	470,206
Balances carried forward 31 December 2024	14	562,291	0	562,291	528,121

The notes on pages 9 to 15 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

BALANCE SHEET AT 31 DECEMBER 2024

	Note	2024 £	2023 £
FIXED ASSETS			
Investment	10	465,287	442,688
Equipment	<u>10</u>	<u>3,554</u>	<u>4,739</u>
		<u>468,841</u>	<u>447,427</u>
CURRENT ASSETS			
Debtors and prepayments	11	6,415	8,481
Cash at Bank and in hand		21,564	28,646
Cash on deposit with Diocese		732	474
Cash on deposit with CCLA		<u>90,295</u>	<u>67,472</u>
		<u>119,006</u>	<u>105,073</u>
CURRENT LIABILITIES			
Creditors and accruals	12	<u>876</u>	<u>300</u>
NET CURRENT ASSETS			
		118,130	104,773
TOTAL ASSETS LESS CURRENT LIABILITIES			
		586,971	552,200
LONG TERM LIABILITIES & PROVISIONS			
Quinquennial Repairs	13	18,872	19,271
Hall & kitchen equipment replacement	6	5,808	4,808
		<u>24,680</u>	<u>24,079</u>
TOTAL NET ASSETS		<u>562,291</u>	<u>528,121</u>
PARISH FUNDS			
Unrestricted	14	562,291	528,121
Restricted	14	0	0
		<u>562,291</u>	<u>528,121</u>

The notes on pages 9 to 15 form part of these accounts.

Approved by the Parochial Church Council on 17th March 2025 and signed on their behalf by
Rev. Anne Bourne (PCC Chairman).

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2024

1. ACCOUNTING POLICIES

1. The financial statements have been prepared under the historic cost convention as modified by the inclusion of fixed assets and investments at market value on an accruals basis and accord with the Charities Act 1993 and 2011 and the Church Accounting Regulations.
2. The statements report on all transactions, assets and liabilities for which the PCC is responsible.
3. Consecrated and beneficial property is excluded from the statements by S.96(2)c of the Charities Act 1993. No value is placed on moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal as the PCC considers these to be inalienable property.
4. The Taylor Memorial Hall is not included as an asset. The PCC considers that the Hall has no separate market value, as part of the structure of the church it is unsaleable.
Hall operating expenses do not include any allocation of costs such as quinquennial, mission and ministry support offer, stipend or other administrative overheads.
5. It is the policy of the church not to capitalise any expenditure on additions because they have negligible resale value.
6. Legacies received for the general purpose of the church are included as incoming resources.
7. Gift aid donations are reported in the year in which they are received, but any associated Income Tax refund is calculated and brought in as being receivable in the future.
8. The Church aims to have sufficient funds available to be able to meet any reasonably foreseeable circumstances and to avoid any immediate negative impact on its activities. It is therefore the intention to retain the equivalent of at least twelve months net operating costs.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2024 (continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
2. INCOMING RESOURCES					
Voluntary income					
Planned Giving:					
Regular donations		65,661	-	65,661	66,421
Tax recoverable	4	15,962	-	15,962	16,381
Special collections including Charity of the Month	14	-	4,699	4,699	4,811
Ordinary collections excluding Charity of the Month		2,750	-	2,750	2,427
Donations & sundry income		2,752	-	2,752	2,115
Legacies		5,000	-	5,000	-
		92,125	4,699	96,824	92,155
Activities for generating funds					
Fees		1,462	-	1,462	401
Church Hall lettings	6	26,654	-	26,654	29,093
Crossway parish magazine		329	-	329	543
Events and functions	7	644	-	644	598
		29,089	-	29,089	30,635
Income from investments					
Dividends and interest	5	3,081	-	3,081	3,301
Gain/(loss) on revaluation	10	22,599	-	22,599	49,712
		25,680	-	25,680	53,013
Total incoming resources		146,894	4,699	151,593	175,803

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2024 (continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
3. RESOURCES EXPENDED					
Church Activities					
Committed Giving	15	8,500	-	8,500	9,953
Special collections including Charity of the Month	15	-	4,699	4,699	4,811
Mission & Ministry Support		48,000	-	48,000	48,000
Other ministry costs		2,964	-	2,964	2,712
Church running & maintenance	8	10,472	-	10,472	10,819
Church improvements	9	-	-	-	-
Church hall running costs	6 & 8	11,282	-	11,282	10,002
Insurance		3,672	-	3,672	3,487
Vicarage		3,618	-	3,618	3,406
Organist and choir	8	1,346	-	1,346	1,892
Quinquennial fund	13	6,000	-	6,000	6,000
		<u>95,854</u>	<u>4,699</u>	<u>100,553</u>	<u>101,082</u>
Church Management and administration					
Secretarial and office	8	13,745	-	13,745	13,077
Printing and stationery		1,940	-	1,940	2,544
Depreciation	10	1,185	-	1,185	1,185
		<u>16,870</u>	<u>-</u>	<u>16,870</u>	<u>16,806</u>
Total resources expended		<u>112,724</u>	<u>4,699</u>	<u>117,423</u>	<u>117,888</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2024 (continued)

- 4. Tax recoverable.** This represents the amounts of Income Tax reclaimable in respect of the Gift aid Income for the year.
- 5. Investment income** includes £258 (2023 £243) from the Kippington Church Charity. The CBF Investment Fund is held by the Rochester Diocesan Board of Finance as the custodian trustees. The PCC has the responsibility over the investment. At 31 December 2024 the market value was £8,648 (2023 - £8,454).
- 6. Church hall lettings.** The gross receipts were £26,654 (2023 - £29,093) and the operating expenses were £11,282 (2023 - £9,002). The operating expenses include £1,000 (2023 - £1,000) by way of a provision for the replacement of hall and kitchen equipment. The total provision now stands at £5,808 (2023 - £4,808).

7. Events and Functions	<u>2024</u>	<u>2023</u>
	£	£
		<u>Unrestricted Funds</u>
Cycle Ride	498	598
Other	<u>146</u>	<u>-</u>
	<u>644</u>	<u>598</u>

8. Staff costs

During the year the PCC paid for the services of secretarial assistance, church and hall cleaners and organists (all part time) but none of these attracted social security costs.

The total expenditure in 2024 amounted to £20,783 (2023 £20,210) and amounts are included within the church running and maintenance, secretarial and office, church hall running costs, and organist and choir.

9. Church improvements

During 2024 nothing was expended on improvements (2023 - £0).

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2024 (continued)

10. Fixed Assets

Investment

During 2011 14,456.47 shares were purchased in the CBF Church of England Investment Fund – Accumulation shares with CCLA Investment Management Limited at a cost of £250,000. During 2013 2,121.76 shares were sold raising £50,000 and during 2016, 1,573.26 shares were sold, also raising £50,000. During 2017, 1,379.82 shares were sold raising £50,000 and during 2020, 1,074.08 shares were sold raising another £50,000 and during 2022 894.06 shares were sold also raising £50,000. As at 31 December 2024 the value of the investment was £465,287 (2023 £442,688), resulting in an unrealised gain of £22,599 (2023 £49,712).

Equipment

During 2023 a new photocopier was purchased for £5,924 and is being depreciated over a five year period.

11. Debtors and prepayments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Utilities	500	-	500	-
Events and Functions	-	-	-	598
Tax Recoverable	1,777	-	1,777	2,732
Insurance	3,808	-	3,808	3,671
Church Hall	330	-	330	1,480
	<u>6,415</u>	<u>-</u>	<u>6,415</u>	<u>8,481</u>

12. Creditors and accruals

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Fees payable to Diocese	756	-	756	-
Events and Functions	120	-	120	300
	<u>876</u>	<u>-</u>	<u>876</u>	<u>300</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2024 (continued)

13. Quinquennial Fund.

A fund is built up over a five-year period to provide for the costs of repairs required following the Diocese's Quinquennial inspection.

As at 31st December 2024 the total provision relating to the 2018/22 inspection was £6,872. During 2024 £6,399 was expended and work continues into 2025. A provision of £6,000 was made during 2024 representing the second year for the 2023/27 quinquennial and the provision for the next quinquennial is £12,000.

As at 31st December 2024 the total provision is £18,872.

14. FUNDS	Note	2024 £	2023 £
Unrestricted fund movements:			
Balances b/fwd 1 January 2024		528,121	470,206
Incoming resources	2	146,894	170,992
Resources expended	3	<u>(112,724)</u>	<u>(113,077)</u>
Balances c/fwd 31 December 2024		<u>562,291</u>	<u>528,121</u>
Restricted fund movements:			
Special collections including Charity of the Month			
Incoming resources	2	4,699	4,811
Resources expended	3	<u>(4,699)</u>	<u>(4,811)</u>
		-	-
Festival provision:			
Balance b/fwd 1 January 2024		-	-
Incoming resources	2	-	-
Resources expended	3	<u>-</u>	<u>-</u>
Balance c/fwd 31 December 2024		<u>-</u>	<u>-</u>
Total funds balances c/fwd 31 December 2024		<u>562,291</u>	<u>528,121</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2024 (continued)

15 OUTSIDE GIVING	Committed Giving	Special Collections	Direct Giving	Total
	£	£	£	£
Home Giving				
Bradbourne RDA	-	68	-	68
Crisis	-	364	-	364
Dorothy Parrot Memorial Trust	500	235	100	835
Fare Share	500	143	25	668
Friends of Kent Churches	-	764	232	996
Phab	-	74	-	74
Porchlight	500	384	15	899
Prison Fellowship	500	251	-	751
Sevenoaks Area Youth Trust	500	153	75	728
Sevenoaks Welcomes Refugees	-	68	-	68
St. Augustine's, Slade Green	1,000	229	-	1,229
The Children's Society	-	333	-	333
Universities & Colleges				
Christian Fellowship	500	166	50	716
Overseas Giving				
Amos Trust	500	120	300	920
Annie Emmanuel's Street Rescue Project	-	385	290	675
Christian Aid	-	-	310	310
Church Mission Society	1,000	31	-	1,031
Mary's Meals	-	112	-	112
New Life Nyambene	500	128	25	653
Sevenoaks Kenya Educational Trust	500	208	175	883
Zimbabwe, All Saints, Marondera	2,000	483	-	2,483
	8,500	4,699	1,597	14,796

The amounts given were £8,500 by way of committed giving, £4,699 from special collections including Charity of the Month and £1,597 directly. Total giving amounted to £14,796 (2023 £15,789).

Accounts

**The Parish Church of St. Luke,
Sevenoaks**

Registered Charity number 1127331

**Annual Report
and
Financial Statements
of the
Parochial Church Council
for the year ended 31st December 2023**

Team Vicar:

Reverend Anne Bourne
St. Luke's House
30 Eardley Road
Sevenoaks
Kent
TN13 1XT

Banks:

Santander UK plc
BBAM,
Brindle Road,
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L30 4GB

Nat West
67 High Street,
Sevenoaks,
TN13 1LA

Independent Examiner:

James MB Wright
36 Granville Road
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PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

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Public Benefit

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live in our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

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

Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.

Provision of pastoral care for people living in the parish.

Missionary and outreach work.

PCC Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year, the following served as members of the PCC

Team Vicar:		Rev. Anne Bourne (Chairman)
Reader:		Mr L. Pearce
Churchwardens:		Mr P. Fleming Ms J. Picton-Bentley
Deanery Synod Representatives:		Mr P. Fleming Mr L. Pearce
Members:	2021	Mr I. Bourne Mrs E. Peters Mr R. Simpson
	2022	Mrs J. Bates
	2023	Mrs M. Croft Mr N. Donaldson
In attendance:		Mrs R. Ward (Safeguarding Officer)
Hon. Treasurer:		Mr A. Adams
Hon. Secretary:		Mr I. Funnell
Team Rector:		Rev. M. Bridgen

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Team Curate: Rev. S. Osei-Mensah

Joint Council: Nick Donaldson and Janet Bates were proposed and elected to serve on the Joint Council for a period of two years from 2021. This has not met during 2023.

PCC Committees

The PCC operates through a number of committees which meet between the full meetings of the PCC. Individual committee reports, which state the objectives of each committee, are set out in a separate document.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

Finance Committee

Oversees the general financial dimensions of the work of St. Luke's by monitoring income and expenditure, budgeting, maintaining appropriate financial controls and co-ordinating the annual review of the Christian Stewardship of money through planned giving.

Fabric Committee

We have been proactive in our maintenance routine during the year and have ensured that the gutters and gulleys are cleared after the leaf fall thus hopefully preventing water ingress. Following the quinquennial inspection and drain survey we have had the main drain down the Vicarage drive sleeved to repair the cracks that have appeared and hopefully preventing further deterioration.

The twenty plus year old hall roof has continued to be problematic with leaks during the year and water ingress has now affected our lighting dimmer system. The PCC are now looking at replacing the flat section in the coming months before any consideration is given to repairing the failing dimmers. The Fire service attended and surveyed the premises. No new alarm system was needed but they fitted free of charge some extra smoke detectors. The gent's urinal had a blockage problem which eventually was able to be cleared but highlighted the need for occasional more thorough cleaning of the toilets by our cleaner.

Achievements and Performance

Church Attendance and Electoral Roll

Attendance: The average number of communicants at normal Sunday services is 58 in 2023 (2022 was 53). An average of 4 participants logged into the 10.15 services by Zoom each week (this figure shows only how many devices were logged in not individuals in each household, which is undoubtedly higher). No 8am services have been online.

Some 30 children and young people attended Junior Church, Papa Youth and TOTS during the year, with an average of 9 per week attending Sunday services in 2023 (2022 was 8).

On Easter Day there were 125 communicants, (2022 – 70). At Christmas there were 224 communicants (2022 – 85) with 85 taking communion.

In 2023 we had 2 Baptisms (2022 – 2), no Weddings (2022 – 0) and 2 Funerals held in church (2022 – 2)

Electoral Roll: At March 2023 there were 123 persons on the Electoral Roll, of whom 22 lived within the Parish.

The worshipping community at the end of 2023 is 150 (2022 – 132).

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Review of the Year

In January we rejoiced in our new website, thanking those who had worked so hard to bring this about. We also thanked Ruth Mancktelow, who resigned after leading the flower arranging team for 28 years and our faithful organist Mark Edwards who gives his services pro bono. Sadly, we learnt of the resignation of Rev. Andy Finn as vicar of Riverhead church, the cure of souls passing to Rev. Mark Bridgen, ably assisted by Rev. Anne Bourne.

In March we agreed, subject to approval at the APCM, to make some changes to our charitable giving. We will support 12 charities, chosen by the congregation, for the next 3 years. We learnt that the new copier in the office was working well and making Sue's life easier.

In May the new PCC elected Nick Donaldson to the Standing Committee, joining the vicar, churchwardens, treasurer and secretary. Anne had received an email pointing out the dangerous nature of the lectern (lacking a handrail); it was decided that the lectern should not be used at all until the matter was resolved (by adding a handrail). With the retreat of Covid, it was felt that the time was right for a return to receiving Holy Communion in the traditional way, taking the wine from a common chalice. However, the option of intincted wafers would still be available.

In July we reflected on the improved safety of the post-church coffee sessions; a slight change in the position of the serving tables had reduced the chance of a kamikaze child colliding with a frail senior citizen. We praised the Rottweiler-like work of Sue in the office in chasing bad debts re hire of the hall. We agreed to pay the 2 ladies who clean the church during a period of absence through ill health; in the meantime, Sylvia and Janet will wield duster, broom and mop.

In September we agreed to make Tony Adams plenipotentiary in the matter of renewing or changing gas and electricity contracts; otherwise, there is a danger that bureaucratic delay prevents us getting the best contracts. Informed by Peter Fleming, we learnt that the church drain needs an inner sleeve to reinforce it; we agreed to the expense, hopefully preventing a much bigger bill in the future if that work is not carried out.

In November, advised by Tony, we agreed to pay £48,000 in parish share (the same as last year). We learnt from Anne that, as an experiment, the children's area will be moved nearer to the front of the church. We agreed that the collection from the carol service should go to Crisis.

The dates of meetings for 2024 were agreed and are as follows:

Tuesday, 30th January
Tuesday, 5th March
Sunday, 21st April (APCM)
Monday, 20th May
Tuesday, 16th July
Monday, 16th September
Tuesday, 19th November

Financial Review

Total incoming resources on ordinary unrestricted funds were £170,992 and are detailed in the financial statements.

£113,077 was expended to provide the Christian Ministry from St Luke's Church, including mission and ministry support to the Diocese.

The net result for the year was a surplus of £57,915 which has increased the balance brought forward at the beginning of the year, and the balance carried forward at 31st December 2023 for unrestricted funds totalled £528,121.

No related party transactions have taken place during the year.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Safeguarding

The Parochial Church Council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and adults).

Risk Management

During the year we continued the on-going programme of identifying major risks which impact the work of the church in the Parish. This includes a child protection policy, a review of insurance and financial procedures for the handling of cash and the investment of surplus funds.

**Approved by the Parochial Church Council on 5th March 2024 and signed on their behalf by
Rev. Anne Bourne (PCC Chairman).**

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS
INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST LUKE, SEVENOAKS

I report on the accounts for the year ended 31st December 2023 which are set out on pages 6 to 14.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (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 the procedures laid down in the General Directions given by the Charity Commissioners section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records 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.

James MB Wright
36 Granville Road
Sevenoaks
TN13 1EY

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2023

	Note:	Unrestricted Funds £	Restricted Fund £	Total Funds 2023 £	Total Funds 2022 £
INCOMING RESOURCES					
Voluntary income	2	87,344	4,811	92,155	66,452
Activities for generating funds	2	30,635	-	30,635	26,918
Increase/(decrease) from investments	2	53,013	-	53,013	(40,218)
TOTAL INCOMING RESOURCES		170,992	4,811	175,803	53,152
RESOURCES EXPENDED					
Church activities	3	96,271	4,811	101,082	97,728
Church management and administration	3	16,806	-	16,806	14,317
TOTAL RESOURCES EXPENDED		113,077	4,811	117,888	112,045
NET MOVEMENT IN FUNDS		57,915	0	57,915	(58,893)
Balances brought forward 1 January 2023	14	470,206	0	470,206	529,099
Balances carried forward 31 December 2023	14	528,121	0	528,121	470,206

The notes on pages 9 to 15 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

BALANCE SHEET AT 31 DECEMBER 2023

	Note	2023 £	2022 £
FIXED ASSETS			
Investment	10	442,688	392,976
Equipment	<u>10</u>	<u>4,739</u>	<u>0</u>
		<u>447,427</u>	<u>392,976</u>
CURRENT ASSETS			
Debtors and prepayments	11	8,481	9,177
Cash at Bank and in hand		28,646	17,238
Cash on deposit with Diocese		474	231
Cash on deposit with CCLA		<u>67,472</u>	<u>84,414</u>
		<u>105,073</u>	<u>111,060</u>
CURRENT LIABILITIES			
Creditors and accruals	12	<u>300</u>	<u>300</u>
NET CURRENT ASSETS			
		104,773	110,760
TOTAL ASSETS LESS CURRENT LIABILITIES			
		552,200	503,736
LONG TERM LIABILITIES & PROVISIONS			
Quinquennial Repairs	13	19,271	29,722
Hall & kitchen equipment replacement	6	4,808	3,808
		<u>24,079</u>	<u>33,530</u>
TOTAL NET ASSETS		<u>528,121</u>	<u>470,206</u>
PARISH FUNDS			
Unrestricted	14	528,121	470,206
Restricted	14	0	0
		<u>528,121</u>	<u>470,206</u>

The notes on pages 9 to 15 form part of these accounts.

Approved by the Parochial Church Council on 5th March 2024 and signed on their behalf by
Rev. Anne Bourne (PCC Chairman).

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2023

1. ACCOUNTING POLICIES

1. The financial statements have been prepared under the historic cost convention as modified by the inclusion of fixed assets and investments at market value on an accruals basis and accord with the Charities Act 1993 and 2011 and the Church Accounting Regulations.
2. The statements report on all transactions, assets and liabilities for which the PCC is responsible.
3. Consecrated and beneficial property is excluded from the statements by S.96(2)c of the Charities Act 1993. No value is placed on moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal as the PCC considers these to be inalienable property.
4. The Taylor Memorial Hall is not included as an asset. The PCC considers that the Hall has no separate market value, as part of the structure of the church it is unsaleable.
Hall operating expenses do not include any allocation of costs such as quinquennial, mission and ministry support offer, stipend or other administrative overheads.
5. It is the policy of the church not to capitalise any expenditure on additions because they have negligible resale value.
6. Legacies received for the general purpose of the church are included as incoming resources.
7. Gift aid donations are reported in the year in which they are received, but any associated Income Tax refund is calculated and brought in as being receivable in the future.
8. The Church aims to have sufficient funds available to be able to meet any reasonably foreseeable circumstances and to avoid any immediate negative impact on its activities. It is therefore the intention to retain the equivalent of at least twelve months net operating costs.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2023 (continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
2. INCOMING RESOURCES					
Voluntary income					
Planned Giving:					
Regular donations		66,421	-	66,421	45,760
Tax recoverable	4	16,381	-	16,381	8,313
Special collections including Charity of the Month	14	-	4,811	4,811	3,623
Ordinary collections excluding Charity of the Month		2,427	-	2,427	3,229
Donations & sundry income		2,115	-	2,115	4,277
Legacies		-	-	-	1,250
		<u>87,344</u>	<u>4,811</u>	<u>92,155</u>	<u>66,452</u>
Activities for generating funds					
Fees		401	-	401	1,355
Church Hall lettings	6	29,093	-	29,093	24,758
Crossway parish magazine		543	-	543	448
Events and functions	7	598	-	598	357
		<u>30,635</u>	<u>-</u>	<u>30,635</u>	<u>26,918</u>
Income from investments					
Dividends and interest	5	3,301	-	3,301	1,330
Gain/(loss) on revaluation	10	49,712	-	49,712	(41,548)
		<u>53,013</u>	<u>-</u>	<u>53,013</u>	<u>(40,218)</u>
Total incoming resources		<u>170,992</u>	<u>4,811</u>	<u>175,803</u>	<u>53,152</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2023 (continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
3. RESOURCES EXPENDED					
Church Activities					
Committed Giving	15	9,953	-	9,953	9,991
Special collections including Charity of the Month	15	-	4,811	4,811	3,623
Mission & Ministry Support		48,000	-	48,000	48,000
Other ministry costs		2,712	-	2,712	2,555
Church running & maintenance	8	10,819	-	10,819	9,725
Church improvements	9	-	-	-	-
Church hall running costs	6 & 8	10,002	-	10,002	11,277
Insurance		3,487	-	3,487	3,308
Vicarage		3,406	-	3,406	3,468
Organist and choir	8	1,892	-	1,892	1,781
Quinquennial fund	13	6,000	-	6,000	4,000
		<u>96,271</u>	<u>4,811</u>	<u>101,082</u>	<u>97,728</u>
Church Management and administration					
Secretarial and office	8	13,077	-	13,077	12,243
Printing and stationery		2,544	-	2,544	2,074
Depreciation	10	1,185	-	1,185	-
		<u>16,806</u>	<u>-</u>	<u>16,806</u>	<u>14,317</u>
Total resources expended		<u>113,077</u>	<u>4,811</u>	<u>117,888</u>	<u>112,045</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2023 (continued)

- 4. Tax recoverable.** This represents the amounts of Income Tax reclaimable in respect of the Gift aid Income for the year.
- 5. Investment income** includes £243 (2022 £235) from the Kippington Church Charity. The CBF Investment Fund is held by the Rochester Diocesan Board of Finance as the custodian trustees. The PCC has the responsibility over the investment. At 31 December 2023 the market value was £8,454 (2022 - £7,727).
- 6. Church hall lettings.** The gross receipts were £29,093 (2022 - £24,758) and the operating expenses were £9,002 (2022 - £11,277). The operating expenses include £1,000 (2022 - £-) by way of a provision for the replacement of hall and kitchen equipment. The total provision now stands at £4,808 (2022 - £3,808).

7. Events and Functions

	<u>2023</u>	<u>2022</u>
	£	£
	<u>Unrestricted Funds</u>	
Cycle Ride	<u>£598</u>	<u>£357</u>

8. Staff costs

During the year the PCC paid for the services of secretarial assistance, church and hall cleaners and organists (all part time) but none of these attracted social security costs.

The total expenditure in 2023 amounted to £20,210 (2022 £19,323) and amounts are included within the church running and maintenance, secretarial and office, church hall running costs, and organist and choir.

9. Church improvements

During 2023 nothing was expended on improvements (2022 - £0).

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2023 (continued)

10. Fixed Assets

Investment

During 2011 14,456.47 shares were purchased in the CBF Church of England Investment Fund – Accumulation shares with CCLA Investment Management Limited at a cost of £250,000. During 2013 2,121.76 shares were sold raising £50,000 and during 2016, 1,573.26 shares were sold, also raising £50,000. During 2017, 1,379.82 shares were sold raising £50,000 and during 2020, 1,074.08 shares were sold raising another £50,000 and during 2022 894.06 shares were sold also raising £50,000. As at 31 December 2023 the value of the investment was £442,688 (2022 £392,976), resulting in an unrealised gain of £49,712 (2022 loss of £41,548).

Equipment

During 2023 a new photocopier was purchased for £5,924 and is being depreciated over a five year period.

11. Debtors and prepayments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Events and Functions	598		598	-
Tax Recoverable	2,732	-	2,732	2,161
Insurance	3,671	-	3,671	3,487
Church Hall	1,480	-	1,480	3,529
	<u>8,481</u>	<u>-</u>	<u>8,481</u>	<u>9,177</u>

12. Creditors and accruals

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Church Hall Running Costs	-	-	-	300
Events and Functions	300	-	300	-
	<u>300</u>	<u>-</u>	<u>300</u>	<u>300</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2023 (continued)

13. Quinquennial Fund.

A fund is built up over a five-year period to provide for the costs of repairs required following the Diocese's Quinquennial inspection.

As at 31st December 2023 the total provision relating to the 2018/22 inspection was £13,271. During 2023 £16,451 was expended and work continues into 2024. A provision of £6,000 was made during 2023 representing the first year for the 2023/27 quinquennial.

As at 31st December 2023 the total provision is £19,271.

14. FUNDS	Note	2023 £	2022 £
Unrestricted fund movements:			
Balances b/fwd 1 January 2023		470,206	529,099
Incoming resources	2	170,992	49,529
Resources expended	3	<u>(113,077)</u>	<u>(108,422)</u>
Balances c/fwd 31 December 2023		<u>528,121</u>	<u>470,206</u>
Restricted fund movements:			
Special collections including Charity of the Month			
Incoming resources	2	4,811	3,623
Resources expended	3	<u>(4,811)</u>	<u>(3,623)</u>
		-	-
Festival provision:			
Balance b/fwd 1 January 2023		-	-
Incoming resources	2	-	-
Resources expended	3	<u>-</u>	<u>-</u>
Balance c/fwd 31 December 2023		<u>-</u>	<u>-</u>
Total funds balances c/fwd 31 December 2023		<u>528,121</u>	<u>470,206</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2023 (continued)

15 OUTSIDE GIVING	Committed Giving	Special Collections	Direct Giving	Total
	£	£	£	£
Home Giving				
Crisis	-	412	-	412
Dorothy Parrot Memorial Trust	57	93	-	150
Friends of Kent Churches	-	1,116	80	1,196
Kenward Trust	28	92	30	150
Phab	-	133	-	133
Prison Fellowship	3	147	-	150
Sevenoaks Area Youth Trust	1,000	-	240	1,240
Sevenoaks Christian Counselling Service	1,000	-	-	1,000
St. Augustine's, Slade Green	1,000	-	-	1,000
The Bridge Trust	90	60	-	150
The Children's Society	-	243	-	243
Universities & Colleges				
Christian Fellowship	73	57	20	150
West Kent Debt Advice	1,000	-	-	1,000
Overseas Giving				
Amos Trust	1,000	-	-	1,000
British Red Cross Appeal:				
- Libya Floods	-	150	-	150
- Marocco Earthquake	-	150	-	150
Barnabas Trust	1,000	-	-	1,000
Camfed	1,000	-	-	1,000
Christian Aid	-	240	30	270
Church Mission Society	1,500	-	-	1,500
Hope 4 the World	-	141	20	161
Karma Nirvana	56	59	35	150
Mary's Meals	55	431	-	486
Mission Aviation Fellowship	37	113	20	170
Mission to Seafarers	16	134	-	150
Refugee Action	38	112	-	150
Sevenoaks Kenya Educational Trust	-	118	150	268
Zimbabwe, All Saints, Marondera	1,000	810	400	2,210
	9,953	4,811	1,025	15,789

The amounts given were £9,953 by way of committed giving, £4,811 from special collections including Charity of the Month and £1,025 directly. Total giving amounted to £15,789 (2022 £15,378).

Accounts

**The Parish Church of St. Luke,
Sevenoaks**

Registered Charity number 1127331

**Annual Report
and
Financial Statements
of the
Parochial Church Council
for the year ended 31st December 2022**

Team Vicar:

Reverend Anne Bourne
St. Luke's House
30 Eardley Road
Sevenoaks
Kent
TN13 1XT

Banks:

Santander UK plc
BBAM,
Brindle Road,
Bootle,
Merseyside,
L30 4GB

Nat West
67 High Street,
Sevenoaks,
TN13 1LA

Independent Examiner:

James MB Wright
36 Granville Road
Sevenoaks
TN13 1EY

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Administrative Information

St. Luke's church is situated in Eardley Road, Sevenoaks. It is part of the Diocese of Rochester within the Church of England.

St. Luke's Church is registered with the Charity Commission as a charity, registered number 1127331

Objectives

St. Luke's PCC has the responsibility for co-operating with the Team Vicar, the Reverend Anne Bourne, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St. Luke's.

Public Benefit

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live in our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

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

Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.

Provision of pastoral care for people living in the parish.

Missionary and outreach work.

PCC Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year, the following served as members of the PCC

Team Vicar:		Rev. Anne Bourne (Chairman)
Reader:		Mr L. Pearce
Churchwardens:		Mr P. Fleming Ms J. Picton-Bentley
Deanery Synod Representatives:		Mr P. Fleming Mr L. Pearce
Members:	2020	Mrs E. Clark
	2021	Mr I. Bourne Mrs E. Peters Mr R. Simpson
	2022	Mrs J. Bates Miss L. Straight
In attendance:		Mrs R. Ward (Safeguarding Officer)
Hon. Treasurer:		Mr A. Adams
Hon. Secretary:		Mr I. Funnell
Team Rector:		Rev. M. Bridgen

Team Vicar: Rev. A. Finn
Team Curate: Rev. S. Osei-Mensah
Joint Council: Nick Donaldson and Janet Bates were proposed and elected to serve on the Joint Council for a period of two years from 2021.

PCC Committees

The PCC operates through a number of committees which meet between the full meetings of the PCC. Individual committee reports, which state the objectives of each committee, are set out in a separate document.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

Finance Committee

Oversees the general financial dimensions of the work of St. Luke's by monitoring income and expenditure, budgeting, maintaining appropriate financial controls and co-ordinating the annual review of the Christian Stewardship of money through planned giving.

Fabric Committee

In 2022 it was decided that we should try to put together a maintenance routine to lessen the chances of needing emergency work as we were due to have a quinquennial report later in the year.

We now have a local roofer, plumber, carpenter, decorator, electrician and gas engineer on file, to provide annual servicing contracts and complete any jobs that occur during the year but still need to find a builder capable of doing repair work to churches as this requires working with stone rather than brick for some repairs.

The new shed was erected in May and hall front doors were replaced in October.

A complete electrical check was done in readiness for the quinquennial report which has resulted in us having to replace all 5 consumer units as they were not compliant with the latest regulations, meaning we could not obtain a satisfactory electrical report for the quinquennial.

The quinquennial inspection was done in October, and it was recommended that we have a drains survey as we have quite a few cracks appearing around the church which could be due to water collecting under the building instead of draining away. We will also need to replace the fire alarm by the back door.

Achievements and Performance

Church Attendance and Electoral Roll

Attendance: The average number of communicants at normal Sunday services is 53 in 2022 (2021 was 40). An average of 7 participants logged into the 10.15 services by Zoom each week (this figure shows only how many devices were logged in not individuals in each household, which is undoubtedly higher). No 8am services have been online.

Some 27 children and young people attended Junior Church, Papa Youth and TOTS during the year, with an average of 8 per week attending Sunday services in 2022 (2021 was 5).

On Easter Day there were 70 communicants, (2021 – 66) with 15 on Zoom. At Christmas there were 90 communicants (2021 – 38) with 5 on Zoom.

In 2022 we had 2 Baptisms (2021 – 1), no Weddings (2021 – 0) and 2 Funerals held in church (2021 – 4)

Electoral Roll: At March 2022 there were 119 persons on the Electoral Roll, of whom 22 lived within the Parish.

Review of the Year

In January the PCC decided to sell £50,000 worth of the investment from the Bewsher legacy to increase our cash reserve; we also had the first mention of 2 Otford ladies who wanted to use the church one Saturday a month for a Repair Café - the PCC supported the idea, which has proved a great success.

In March we discussed team matters and, in particular, how midweek festivals had benefited from a joint choir. The Joint Council had suggested that on a 5th Sunday in the month there should be a joint service. This found favour with some but, as it would involve there being some Sundays where there was no main service at St. Luke's, it was decided to refer the decision to the APCM. It was agreed to allow the Cyclops dramatic group to use the church for its production in October (later postponed until January 2023).

In July we were visited by Liz Mullins, the Diocesan Generous Giving Adviser, who explained the Parish Giving Scheme, whereby parishioners were encouraged to switch their giving from a standing order to a direct debit, and also, if possible, to increase their giving annually in line with inflation. It was agreed that Liz would attend our main service on September 25th and give a Powerpoint presentation. We also agreed to employ Rayfield Joinery to repair the rotting hall doors.

In September we discussed the administration of Holy Communion, agreeing to continue with intincted wafers, with the possibility of returning to the pre-Covid practice of a common cup at Easter 2023.

In November our treasurer reported a very favourable response to the Generous Giving Campaign, and we agreed to give £48,000 as our Parish Share.

The dates of meetings for 2023 were agreed and are as follows:

Tuesday, 24th January
Tuesday, 21st March
Sunday, 30th April (APCM)
Tuesday, 23rd May
Tuesday, 18th July
Tuesday, 19th September
Tuesday, 21st November

Financial Review

Total incoming resources on ordinary unrestricted funds were £49,529 and are detailed in the financial statements.

£108,422 was expended to provide the Christian Ministry from St Luke's Church, including mission and ministry support to the Diocese.

The net result for the year was a deficit of £58,893 which has reduced the balance brought forward at the beginning of the year, and the balance carried forward at 31st December 2022 for unrestricted funds totalled £470,206.

No related party transactions have taken place during the year.

Safeguarding

The Parochial Church Council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and adults).

Risk Management

During the year we continued the on-going programme of identifying major risks which impact the work of the church in the Parish. This includes a child protection policy, a review of insurance and financial procedures for the handling of cash and the investment of surplus funds.

**Approved by the Parochial Church Council on 21st March 2023 and signed on their behalf by
Rev. Anne Bourne (PCC Chairman).**

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS
INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST LUKE, SEVENOAKS

I report on the accounts for the year ended 31st December 2022 which are set out on pages 6 to 14.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (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 the procedures laid down in the General Directions given by the Charity Commissioners section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records 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.

James MB Wright
36 Granville Road
Sevenoaks
TN13 1EY

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2022

	Note:	Unrestricted Funds £	Restricted Fund £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES					
Voluntary income	2	62,829	3,623	66,452	64,691
Activities for generating funds	2	26,918	-	26,918	17,079
Decrease/Increase from investments	2	(40,218)	-	(40,218)	72,565
TOTAL INCOMING RESOURCES		49,529	3,623	53,152	154,335
RESOURCES EXPENDED					
Church activities	3	94,105	3,623	97,728	101,158
Church management and administration	3	14,317	-	14,317	13,220
Fund-raising costs	3	-	-	-	37
TOTAL RESOURCES EXPENDED		108,422	3,623	112,045	114,415
NET MOVEMENT IN FUNDS		(58,893)	0	(58,893)	39,920
Balances brought forward 1 January 2022	14	529,099	0	529,099	489,179
Balances carried forward 31 December 2022	14	470,206	0	470,206	529,099

The notes on pages 9 to 14 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

BALANCE SHEET AT 31 DECEMBER 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Investment	10	<u>392,976</u>	<u>484,524</u>
		<u>392,976</u>	<u>484,524</u>
CURRENT ASSETS			
Debtors and prepayments	11	9,177	7,967
Cash at Bank and in hand		17,238	21,023
Cash on deposit with Diocese		231	1,222
Cash on deposit with CCLA		<u>84,414</u>	<u>53,319</u>
		<u>111,060</u>	<u>83,531</u>
CURRENT LIABILITIES			
Creditors and accruals	12	300	1,763
Mission, Outreach & Giving (MOG)	15	<u>0</u>	<u>34</u>
		<u>300</u>	<u>1,797</u>
NET CURRENT ASSETS		110,760	81,734
TOTAL ASSETS LESS CURRENT LIABILITIES		503,736	566,258
LONG TERM LIABILITIES & PROVISIONS			
Quinquennial Repairs	13	29,722	28,000
Hall & kitchen equipment replacement	6	<u>3,808</u>	<u>9,159</u>
		<u>33,530</u>	<u>37,159</u>
TOTAL NET ASSETS		<u>470,206</u>	<u>529,099</u>
PARISH FUNDS			
Unrestricted	14	470,206	529,099
Restricted	14	<u>0</u>	<u>0</u>
		<u>470,206</u>	<u>529,099</u>

The notes on pages 9 to 14 form part of these accounts.

Approved by the Parochial Church Council on 21st March 2023 and signed on its behalf
by Revd. Anne Bourne (PCC Chairman)

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2022

1. ACCOUNTING POLICIES

1. The financial statements have been prepared under the historic cost convention as modified by the inclusion of fixed assets and investments at market value on an accruals basis and accord with the Charities Act 1993 and 2011 and the Church Accounting Regulations.
2. The statements report on all transactions, assets and liabilities for which the PCC is responsible.
3. Consecrated and beneficial property is excluded from the statements by S.96(2)c of the Charities Act 1993. No value is placed on moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal as the PCC considers these to be inalienable property.
4. The Taylor Memorial Hall is not included as an asset. The PCC considers that the Hall has no separate market value, as part of the structure of the church it is unsaleable.
Hall operating expenses do not include any allocation of costs such as quinquennial, mission and ministry support offer, stipend or other administrative overheads.
5. It is the policy of the church not to capitalise any expenditure on additions because they have negligible resale value.
6. Legacies received for the general purpose of the church are included as incoming resources.
7. Gift aid donations are reported in the year in which they are received, but any associated Income Tax refund is calculated and brought in as being receivable in the future.
8. The Church aims to have sufficient funds available to be able to meet any reasonably foreseeable circumstances and to avoid any immediate negative impact on its activities. It is therefore the intention to retain the equivalent of at least twelve months net operating costs.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2022 (continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
2. INCOMING RESOURCES					
Voluntary income					
Planned Giving:					
Regular donations		45,760	-	45,760	44,639
Tax recoverable	4	8,313	-	8,313	9,573
Special collections including					
Charity of the Month	14	-	3,623	3,623	2,841
Ordinary collections excluding					
Charity of the Month		3,229	-	3,229	1,787
Donations & sundry income		4,277	-	4,277	5,832
Legacies		1,250	-	1,250	19
		<u>62,829</u>	<u>3,623</u>	<u>66,452</u>	<u>64,691</u>
Activities for generating funds					
Fees		1,355	-	1,355	2,041
Church Hall lettings	6	24,758	-	24,758	14,181
Crossway parish magazine		448	-	448	357
Events and functions	7	357	-	357	500
		<u>26,918</u>	<u>-</u>	<u>26,918</u>	<u>17,079</u>
Income from investments					
Dividends and interest	5	1,330	-	1,330	261
Loss/gain on revaluation	10	(41,548)	-	(41,548)	72,304
		<u>(40,218)</u>	<u>-</u>	<u>(40,218)</u>	<u>72,565</u>
Total incoming resources		<u>49,529</u>	<u>3,623</u>	<u>53,152</u>	<u>154,335</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2022 (continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
3. RESOURCES EXPENDED					
Church Activities					
Committed Giving	15	9,991	-	9,991	10,750
Mission, Outreach & Giving (MOG)	15	-	-	-	1,200
Special collections including Charity of the Month	15	-	3,623	3,623	2,841
Mission & Ministry Support		48,000	-	48,000	48,000
Other ministry costs		2,555	-	2,555	3,138
Church running & maintenance	8	9,725	-	9,725	15,234
Church improvements	9	-	-	-	-
Church hall running costs	6 & 8	11,277	-	11,277	7,442
Insurance		3,308	-	3,308	3,209
Vicarage		3,468	-	3,468	3,596
Organist and choir	8	1,781	-	1,781	1,748
Quinquennial fund	13	4,000	-	4,000	4,000
		<u>94,105</u>	<u>3,623</u>	<u>97,728</u>	<u>101,158</u>
Church Management and administration					
Secretarial and office	8	12,243	-	12,243	11,628
Printing and stationery		2,074	-	2,074	1,592
		<u>14,317</u>	<u>-</u>	<u>14,317</u>	<u>13,220</u>
Fund-raising costs					
Events and functions	7	-	-	-	37
		<u>-</u>	<u>-</u>	<u>-</u>	<u>37</u>
Total resources expended		<u>108,422</u>	<u>3,623</u>	<u>112,045</u>	<u>114,415</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2022 (continued)

- 4. Tax recoverable.** This represents the amounts of Income Tax reclaimable in respect of the Gift aid Income for the year.
- 5. Investment income** includes £235 (2021 £222) from the Kippington Church Charity. The CBF Investment Fund is held by the Rochester Diocesan Board of Finance as the custodian trustees. The PCC has the responsibility over the investment. At 31 December 2022 the market value was £7,727 (2021 - £7,847).
- 6. Church hall lettings.** The gross receipts were £24,758 (2021 - £14,181) and the operating expenses were £11,277 (2021 - £7,442). The operating expenses include £- (2021 - £-) by way of a provision for the replacement of hall and kitchen equipment. The total provision now stands at £3,808 (2021 - £9,159) after £5,351 was expended on replacing the hall heaters.

7. Events and Functions

	<u>2022</u>	<u>2021</u>
	£	£
	<u>Unrestricted Funds</u>	
Wednesday Recitals	-	37
Cycle Ride	357	485
Concerts and other	<u>-</u>	<u>(59)</u>
	<u>357</u>	<u>463</u>

8. Staff costs

During the year the PCC paid for the services of secretarial assistance, church and hall cleaners and organists (all part time) but none of these attracted social security costs.

The total expenditure in 2022 amounted to £19,323 (2021 £18,518) and amounts are included within the church running and maintenance, secretarial and office, church hall running costs, and organist and choir.

9. Church improvements

During 2022 nothing was expended on improvements (2021 - £0).

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2022 (continued)

10. Investment

During 2011 14,456.47 shares were purchased in the CBF Church of England Investment Fund – Accumulation shares with CCLA Investment Management Limited at a cost of £250,000. During 2013 2,121.76 shares were sold raising £50,000 and during 2016, 1,573.26 shares were sold, also raising £50,000. During 2017, 1,379.82 shares were sold raising £50,000 and during 2020, 1,074.08 shares were sold raising another £50,000 and during 2022 894.06 shares were sold also raising £50,000. As at 31 December 2022 the value of the investment was £392,976 (2021 £484,524), resulting in an unrealised loss of £41,548 (2021 gain of £72,304).

11. Debtors and prepayments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Tax Recoverable	2,161	-	2,161	2,307
Insurance	3,487	-	3,487	3,308
Church Hall	3,529	-	3,529	2,352
	<u>9,177</u>	<u>-</u>	<u>9,177</u>	<u>7,967</u>

12. Creditors and accruals

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Church Hall Running Costs	300	-	300	394
Church Running and Maintenance Fees	-	-	-	1,324
	<u>300</u>	<u>-</u>	<u>300</u>	<u>1,763</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2022 (continued)

13. Quinquennial Fund.

A fund is built up over a five year period to provide for the costs of repairs required following the Diocese's Quinquennial inspection.

As at 31st December 2022 the total provision relating to the 2018/22 inspection was £29,722. A provision of £4,000 was made during 2022 representing the fifth year for the 2018/22 quinquennial and during 2022 £2,278 has been expended to date.

14. FUNDS	Note	2022 £	2021 £
Unrestricted fund movements:			
Balances b/fwd 1 January 2022		529,099	489,179
Incoming resources	2	49,529	151,494
Resources expended	3	<u>(108,422)</u>	<u>(111,574)</u>
Balances c/fwd 31 December 2022		<u>470,206</u>	<u>529,099</u>
Restricted fund movements:			
Special collections including Charity of the Month			
Incoming resources	2	3,623	2,841
Resources expended	3	<u>(3,623)</u>	<u>(2,841)</u>
		<u>-</u>	<u>-</u>
Festival provision:			
Balance b/fwd 1 January 2022		-	-
Incoming resources	2	-	-
Resources expended	3	<u>-</u>	<u>-</u>
Balance c/fwd 31 December 2022		<u>-</u>	<u>-</u>
Total funds balances c/fwd 31 December 2022		<u>470,206</u>	<u>529,099</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2022 (continued)

15 OUTSIDE GIVING	Committed Giving	Special Collections	Direct Giving	Total
	£	£	£	£
Home Giving				
Book Trust	-	248	25	273
Dorothy Parrot Memorial Trust	53	97	-	150
Friends of Kent Churches	-	-	714	714
Hospice in the Weald	-	655	100	755
Kenward Trust	49	71	30	150
Phab	-	69	-	69
Porchlight	-	265	-	265
Prison Fellowship	46	54	50	150
Sevenoaks Area Youth Trust	1,000	-	-	1,000
Sevenoaks Christian Counselling Service	1,000	-	-	1,000
St. Augustine's, Slade Green	1,000	-	-	1,000
The Bridge Trust	-	120	85	205
The Children's Society	-	330	-	330
Universities & Colleges				
Christian Fellowship	24	126	-	150
West Kent Debt Advice	1,000	-	-	1,000
Overseas Giving				
Amos Trust	1,000	-	-	1,000
Barnabas Trust	1,000	-	-	1,000
Camfed	1,000	-	-	1,000
Christian Aid	-	-	630	630
Church Mission Society	1,500	-	-	1,500
Dioceses in Zimbabwe, Tanzania and				
Estonia	-	392	-	392
Hope 4 the World	82	68	-	150
Karma Nirvana	-	248	-	248
Mary's Meals	51	99	-	150
Mission Aviation Fellowship	31	89	30	150
Mission to Seafarers	89	61	50	200
Refugee Action	17	133	-	150
Sevenoaks Kenya Educational Trust	49	51	50	150
Ukraine Humanitarian Appeal	-	447	-	447
Zimbabwe, All Saints, Marondera	1,000	-	-	1,000
	9,991	3,623	1,764	15,378

The amounts given were £9,991 by way of committed giving, £3,623 from special collections including Charity of the Month and £1,764 directly. Total giving amounted to £15,378 (2021 £16,232).

Accounts

**The Parish Church of St. Luke,
Sevenoaks**

Registered Charity number 1127331

**Annual Report
and
Financial Statements
of the
Parochial Church Council
for the year ended 31st December 2021**

Team Vicar:

Reverend Anne Bourne
St. Luke's House
30 Eardley Road
Sevenoaks
Kent
TN13 1XT

Banks:

Santander UK plc
BBAM,
Brindle Road,
Bootle,
Merseyside,
L30 4GB

Nat West
67 High Street,
Sevenoaks,
TN13 1LA

Independent Examiner:

James MB Wright
36 Granville Road
Sevenoaks
TN13 1EY

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Administrative Information

St. Luke's church is situated in Eardley Road, Sevenoaks. It is part of the Diocese of Rochester within the Church of England.

St. Luke's Church is registered with the Charity Commission as a charity, registered number 1127331

Objectives

St. Luke's PCC has the responsibility for co-operating with the Team Vicar, the Reverend Anne Bourne, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St. Luke's.

Public Benefit

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live in our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

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

Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.

Provision of pastoral care for people living in the parish.

Missionary and outreach work.

PCC Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year, the following served as members of the PCC

Team Vicar:		Rev. Anne Bourne (Chairman)
Reader:		Mr L. Pearce
Churchwardens:		Mr P Fleming Ms J. Picton-Bentley
Deanery Synod Representatives:		Mr P. Fleming Mr L. Pearce
Members:	2019	Mr N. Donaldson
	2020	Mrs E. Clark Mr F. Faircloth (During the year Mr Fred Faircloth resigned due to moving away from the area)
	2021	Mr I. Bourne Mrs E. Peters Mr R. Simpson
In attendance:		Mrs R. Ward (Safeguarding Officer)
Hon. Treasurer:		Mr A. Adams
Hon. Secretary:		Mr I. Funnell
Team Rector:		Rev. M. Bridgen

Team Vicar:	Rev. A. Finn
Team Curate:	Rev. S. Osei-Mensah
Joint Council:	Nick Donaldson and Janet Bates were proposed and elected to serve on the Joint Council for a period of two years.

PCC Committees

The PCC operates through a number of committees which meet between the full meetings of the PCC. Individual committee reports, which state the objectives of each committee, are set out in a separate document.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

Finance Committee

Oversees the general financial dimensions of the work of St. Luke's by monitoring income and expenditure, budgeting, maintaining appropriate financial controls and co-ordinating the annual review of the Christian Stewardship of money through planned giving.

Achievements and Performance

Church Attendance and Electoral Roll

Attendance: The average number of communicants at normal Sunday services is 40 in 2021 (2020 was 22). An average of 7 participants logged into the 10.15 services by Zoom each week (this figure shows only how many devices were logged in not individuals in each household, which is undoubtedly higher). No 8am services have been online.

Some 24 children and young people attended Junior Church, Papa Youth and TOTS during the year, with an average of 5 per week attending Sunday services in 2021 (2020 was 2).

On Easter Day there were 66 communicants, none in 2020 due to COVID-19 restrictions. At Christmas there were 38 communicants (2020 – 42) with 33 on Zoom.

In 2021 we had 1 Baptism (2020 – 2), no Weddings (2020 – 0) and 4 Funerals held in church (2020 – 1)

Electoral Roll: At March 2021 there were 119 persons on the Electoral Roll, of whom 22 lived within the Parish.

Review of the Year

In January we were in the middle of the pandemic and lockdown – it was decided that the church would be open for services (but with no singing), but not for private prayer. We rejoiced that two excellent team vicars, Anne and Andy, had been appointed, with Steve as curate across the team. More mundanely, we agreed that the gully and gutters would have an annual inspection and clean.

In March we lamented, and tried to make contingency plans for, what appeared to be a looming crisis with no volunteers for the office of churchwarden. We decided that tintined wafers would be offered at Communion and also that, in response to a request from two families, there would be the occasional Sunday afternoon service for families whose children are occupied on a Sunday morning.

In May we welcomed, as a *deus et dea ex machina*, Peter and Jean as churchwardens. We authorised the replacement of the rotting church shed and a cull of the books in the ever-expanding library. We also started what proved to be the long and tortuous process of replacing Frank, who had stepped down from many of his jobs, with Anne as one of the four signatories for church cheques.

In July we learnt that James Wright had agreed to be the new independent examiner, and we authorised the engagement of Damian Hogan as church cleaner – he was already doing excellent work at Kippington church.

We agreed that the Hall and Fabric committees, which were both being chaired by Janet, should merge and that “pop up” committees should be formed for future social events. Elizabeth Clark had kindly agreed to take on the leadership of the choir. In September we agreed to staged increases in booking fees for hiring the hall and arranged for a new office computer had been installed, equipped with Windows 10. We discussed the need for a new Vicar’s board (the old one being full), and the poor state of the outside notice board, which Ian Bourne kindly agreed to repair. As Ros was the only qualified first aider, and she is often not in church because of work commitments, Peter and Jean agreed to go on a course organised by Kippington.

In November, after the salutary lesson of unmarked lead being stolen from the hall roof, it was decided to treat anything of value inside and outside the church with smart water. Some of the hirers of the hall had complained about the faulty radiators – we decided to replace them before our regular customers sought a new, and warmer, venue.

The dates of meetings for 2022 were agreed and are as follows:

Monday, 11th January
Monday, 21st March
Sunday, 29th May (APCM)
Tuesday, 19th July
Tuesday, 20th September
Tuesday, 22nd November

Financial Review

Total incoming resources on ordinary unrestricted funds were £151,494 and are detailed in the financial statements.

£111,574 was expended to provide the Christian Ministry from St Luke’s Church, including the mission and ministry support offer to the Diocese.

The net result for the year was a surplus of £39,920 which has been added to the balance brought forward at the beginning of the year, and the balance carried forward at 31st December 2021 for unrestricted funds totalled £529,099.

No related party transactions have taken place during the year.

Safeguarding

The Parochial Church Council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops’ guidance on safeguarding children and adults).

Risk Management

During the year we continued the on-going programme of identifying major risks which impact the work of the church in the Parish. This includes a child protection policy, a review of insurance and financial procedures for the handling of cash and the investment of surplus funds.

**Approved by the Parochial Church Council on 21st March 2022 and signed on their behalf by
Rev. Anne Bourne (PCC Chairman).**

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS
INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST LUKE, SEVENOAKS

I report on the accounts for the year ended 31st December 2021 which are set out on pages 6 to 14.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (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 the procedures laid down in the General Directions given by the Charity Commissioners section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records 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.

James MB Wright
36 Granville Road
Sevenoaks
TN13 1EY

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2021

	Note:	Unrestricted Funds £	Restricted Fund £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES					
Voluntary income	2	61,850	2,841	64,691	72,870
Activities for generating funds	2	17,079	-	17,079	15,518
Income from investments	2	72,565	-	72,565	40,331
TOTAL INCOMING RESOURCES		151,494	2,841	154,335	128,719
RESOURCES EXPENDED					
Church activities	3	98,317	2,841	101,158	102,362
Church management and administration	3	13,220	-	13,220	15,382
Fund-raising costs	3	37	-	37	137
TOTAL RESOURCES EXPENDED		111,574	2,841	114,415	117,881
NET MOVEMENT IN FUNDS		39,920	0	39,920	10,838
Balances brought forward 1 January 2021	14	489,179	0	489,179	478,341
Balances carried forward 31 December 2021	14	529,099	0	529,099	489,179

The notes on pages 9 to 14 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

BALANCE SHEET AT 31 DECEMBER 2021

	Note	2021 £	2020 £
FIXED ASSETS			
Investment	10	<u>484,524</u>	<u>412,220</u>
		<u>484,524</u>	<u>412,220</u>
 CURRENT ASSETS			
Debtors and prepayments	11	7,967	6,152
Cash at Bank and in hand		21,023	30,807
Cash on deposit with Diocese		1,222	1,776
Cash on deposit with CCLA		<u>53,319</u>	<u>73,284</u>
		<u>83,531</u>	<u>112,019</u>
 CURRENT LIABILITIES			
Creditors and accruals	12	1,763	1,850
Mission, Outreach & Giving (MOG)	15	<u>34</u>	<u>51</u>
		<u>1,797</u>	<u>1,901</u>
NET CURRENT ASSETS		81,734	110,118
TOTAL ASSETS LESS CURRENT LIABILITIES		566,258	522,338
 LONG TERM LIABILITIES & PROVISIONS			
Quinquennial Repairs	13	28,000	24,000
Hall & kitchen equipment replacement	6	<u>9,159</u>	<u>9,159</u>
		<u>37,159</u>	<u>33,159</u>
TOTAL NET ASSETS		<u>529,099</u>	<u>489,179</u>
 PARISH FUNDS			
Unrestricted	14	529,099	489,179
Restricted	14	<u>0</u>	<u>0</u>
		<u>529,099</u>	<u>489,179</u>

The notes on pages 9 to 14 form part of these accounts.

Approved by the Parochial Church Council on 21st March 2022 and signed on its behalf
by Revd. Anne Bourne (PCC Chairman)

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2021

1. ACCOUNTING POLICIES

1. The financial statements have been prepared under the historic cost convention as modified by the inclusion of fixed assets and investments at market value on an accruals basis and accord with the Charities Act 1993 and 2011 and the Church Accounting Regulations.
2. The statements report on all transactions, assets and liabilities for which the PCC is responsible.
3. Consecrated and beneficial property is excluded from the statements by S.96(2)c of the Charities Act 1993. No value is placed on moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal as the PCC considers these to be inalienable property.
4. The Taylor Memorial Hall is not included as an asset. The PCC considers that the Hall has no separate market value, as part of the structure of the church it is unsaleable.
Hall operating expenses do not include any allocation of costs such as quinquennial, mission and ministry support offer, stipend or other administrative overheads.
5. It is the policy of the church not to capitalise any expenditure on additions because they have negligible resale value.
6. Legacies received for the general purpose of the church are included as incoming resources.
7. Gift aid donations are reported in the year in which they are received, but any associated Income Tax refund is calculated and brought in as being receivable in the future.
8. The Church aims to have sufficient funds available to be able to meet any reasonably foreseeable circumstances and to avoid any immediate negative impact on its activities. It is therefore the intention to retain the equivalent of at least twelve months net operating costs.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2021 (continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
2. INCOMING RESOURCES					
Voluntary income					
Planned Giving:					
Regular donations		44,639	-	44,639	52,522
Tax recoverable	4	9,573	-	9,573	11,946
Charity of the Month & special collections	14	-	2,841	2,841	1,875
Ordinary collections (excluding Charity of the Month)		1,787	-	1,787	1,644
Donations & sundry income		5,832	-	5,832	2,094
Legacies		19	-	19	2,789
		<u>61,850</u>	<u>2,841</u>	<u>64,691</u>	<u>72,870</u>
Activities for generating funds					
Fees		2,041	-	2,041	4,517
Church Hall lettings	6	14,181	-	14,181	9,698
Crossway parish magazine		357	-	357	473
Events and functions	7	500	-	500	830
		<u>17,079</u>	<u>-</u>	<u>17,079</u>	<u>15,518</u>
Income from investments					
Dividends and interest	5	261	-	261	420
Gain on revaluation	10	72,304	-	72,304	39,911
		<u>72,565</u>	<u>-</u>	<u>72,565</u>	<u>40,331</u>
Total incoming resources		<u>151,494</u>	<u>2,841</u>	<u>154,335</u>	<u>128,719</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2021 (continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
3. RESOURCES EXPENDED					
Church Activities					
Committed Giving	15	10,750	-	10,750	10,500
Mission, Outreach & Giving (MOG)	15	1,200	-	1,200	1,200
Charity of the Month & special collections	15	-	2,841	2,841	1,875
Mission & Ministry Support Offer		48,000	-	48,000	43,500
Other ministry costs		3,138	-	3,138	6,519
Church running & maintenance	8	15,234	-	15,234	10,411
Church improvements	9	-	-	-	1,057
Church hall running costs	6 & 8	7,442	-	7,442	6,562
Insurance		3,209	-	3,209	3,203
Vicarage		3,596	-	3,596	8,125
Organist and choir	8	1,748	-	1,748	1,410
Quinquennial fund	13	4,000	-	4,000	8,000
		<u>98,317</u>	<u>2,841</u>	<u>101,158</u>	<u>102,362</u>
Church Management and administration					
Secretarial and office	8	11,628	-	11,628	12,771
Printing and stationery		1,592	-	1,592	2,611
		<u>13,220</u>	<u>-</u>	<u>13,220</u>	<u>15,382</u>
Fund-raising costs					
Events and functions	7	<u>37</u>	<u>-</u>	<u>37</u>	<u>137</u>
Total resources expended		<u>111,574</u>	<u>2,841</u>	<u>114,415</u>	<u>117,881</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2021 (continued)

- 4. Tax recoverable.** This represents the amounts of Income Tax reclaimable in respect of the Gift aid Income for the year.
- 5. Investment income** includes £222 (2020 £215) from the Kippington Church Charity. The CBF Investment Fund is held by the Rochester Diocesan Board of Finance as the custodian trustees. The PCC has the responsibility over the investment. At 31 December 2021 the market value was £7,847 (2020 - £7,662).
- 6. Church hall lettings.** The gross receipts were £14,181 (2020 - £9,698) and the operating expenses were £7,442 (2020 - £6,562). The operating expenses include £- (2020 - £-) by way of a provision for the replacement of hall and kitchen equipment. The total provision now stands at £9,159 (2020 - £9,159).

7. Events and Functions

	<u>2021</u>	<u>2020</u>
	£	£
	<u>Unrestricted Funds</u>	
Wednesday Recitals	37	123
Cycle Ride	485	496
Concerts and other	<u>(59)</u>	<u>74</u>
	<u>463</u>	<u>693</u>

8. Staff costs

During the year the PCC paid for the services of secretarial assistance, church and hall cleaners and organists (all part time) but none of these attracted social security costs.

The total expenditure in 2021 amounted to £18,518 (2020 £18,363) and amounts are included within the church running and maintenance, secretarial and office, church hall running costs, and organist and choir.

9. Church improvements

During 2021 nothing was expended on improvements (2020 - £1,057).

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2021 (continued)

10. Investment

During 2011 14,456.47 shares were purchased in the CBF Church of England Investment Fund – Accumulation shares with CCLA Investment Management Limited at a cost of £250,000. During 2013 2,121.76 shares were sold raising £50,000 and during 2016, 1,573.26 shares were sold, also raising £50,000. During 2017, 1,379.82 shares were sold raising £50,000 and during 2020, £1,074.08 shares were sold raising another £50,000. As at 31 December 2021 the value of the investment was £484,524 (2020 £412,220), resulting in an unrealised gain of £72,304 (2020 £39,911).

The valuation as at 21st March 2022 when these accounts were approved by the Parochial Church Council was £391,691 or £42,833 lower than the valuation as at 31st December 2021 after taking into account the sale of 894.06 shares in January 2022 raising £50,000.

11. Debtors and prepayments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Tax Recoverable	2,307	-	2,307	2,698
Insurance	3,308	-	3,308	3,209
Church Hall	2,352	-	2,352	230
Events and Functions	-	-	-	15
	<u>7,967</u>	<u>-</u>	<u>7,967</u>	<u>6,152</u>

12. Creditors and accruals

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Vicarage	-	-	-	1,850
Church Hall Running Costs	394	-	394	-
Church Running and Maintenance	1,324	-	1,324	-
Fees	45	-	45	-
	<u>1,763</u>	<u>-</u>	<u>1,763</u>	<u>1,850</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2021 (continued)

13. Quinquennial Fund.

A fund is built up over a five year period to provide for the costs of repairs required following the Diocese's Quinquennial inspection.

As at 31st December 2021 the total provision relating to the 2018/22 inspection was £28,000. A provision of £4,000 was made during 2021 representing the fourth year for the 2018/22 quinquennial.

14. FUNDS	Note	2021 £	2020 £
Unrestricted fund movements:			
Balances b/fwd 1 January 2021		489,179	478,341
Incoming resources	2	151,494	126,844
Resources expended	3	<u>(111,574)</u>	<u>(116,006)</u>
Balances c/fwd 31 December 2021		<u>529,099</u>	<u>489,179</u>
Restricted fund movements:			
Charity of the Month and special collections:			
Incoming resources	2	2,841	1,875
Resources expended	3	<u>(2,841)</u>	<u>(1,875)</u>
		<u>-</u>	<u>-</u>
Festival provision:			
Balance b/fwd 1 January 2021		-	-
Incoming resources	2	-	-
Resources expended	3	<u>-</u>	<u>-</u>
Balance c/fwd 31 December 2021		<u>-</u>	<u>-</u>
Total funds balances c/fwd 31 December 2021		<u>529,099</u>	<u>489,179</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2021 (continued)

15 OUTSIDE GIVING	Committed Giving	MOG	Charity of the Month	Special Collections	Direct Giving	Total
	£	£	£	£	£	£
Home Giving						
Childline	-	150	-	265	-	415
DAVSS	-	-	-	101	-	101
Dorothy Parrot Memorial Trust	-	-	96	-	-	96
Friends of Kent Churches	-	-	-	-	485	485
Kenward Trust	-	-	201	-	75	276
Prison Fellowship	-	-	97	-	-	97
Samaritans	-	-	-	390	-	390
Sevenoaks Area Youth Trust	1,000	-	-	-	-	1,000
Sevenoaks Christian Counselling Service	1,000	-	-	-	-	1,000
St. Augustine's, Slade Green	1,000	-	-	-	-	1,000
The Bridge Trust	-	150	173	-	50	373
The Children's Society	-	100	-	118	-	218
Universities & Colleges Christian Fellowship	-	-	113	-	-	113
West Kent Debt Advice	1,000	-	-	-	-	1,000
Overseas Giving						
Amos Trust	1,000	200	-	-	-	1,200
Barnabas Trust	1,000	-	-	-	-	1,000
Camfed	1,000	-	-	-	-	1,000
Christian Aid	-	-	-	-	684	684
Church Mission Society	1,500	-	-	-	-	1,500
Hope 4 the World	-	-	137	-	-	137
Karma Nirvana	-	-	97	-	-	97
Mary's Meals	-	-	109	213	60	382
Mission Aviation Fellowship	-	-	152	-	20	172
Mission to Seafarers	-	-	77	-	50	127
Refugee Action	-	-	159	-	-	159
Sevenoaks Kenya Educational Trust	-	217	133	-	-	350
Tearfund	-	-	-	210	-	210
Travel Grant Award Zimbabwe, All Saints, Marondera	250	-	-	-	-	250
	2,000	400	-	-	-	2,400
	<u>10,750</u>	<u>1,217</u>	<u>1,544</u>	<u>1,297</u>	<u>1,424</u>	<u>16,232</u>
Balance b/fwd 1 January 2021		(51)				
PCC Donation		<u>1,200</u>				
Balance c/fwd 31 December 2021		<u>34</u>				

The amounts given were £10,750 by way of committed giving, £1,217 from MOG, £2,841 from Charity of the Month and special collections and £1,424 directly. Total giving amounted to £16,232 (2020 £13,835).

Accounts

**The Parish Church of St. Luke,
Sevenoaks**

Registered Charity number 1127331

**Annual Report
and
Financial Statements
of the
Parochial Church Council
for the year ended 31st December 2020**

Team Vicar:

Reverend Anne Bourne
St. Luke's House
30 Eardley Road
Sevenoaks
Kent
TN13 1XT

Banks:

Santander UK plc
BBAM,
Brindle Road,
Bootle,
Merseyside,
L30 4GB

Nat West
67 High Street,
Sevenoaks,
TN13 1LA

Independent Examiner:

Allan Ruddle
26 The Middlings
Sevenoaks
TN13 2NN

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Administrative Information

St. Luke's church is situated in Eardley Road, Sevenoaks. It is part of the Diocese of Rochester within the Church of England.

St. Luke's Church is registered with the Charity Commission as a charity, registered number 1127331

Objectives

St. Luke's PCC has the responsibility for co-operating with the Team Vicar, the Reverend Anne Bourne, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St. Luke's.

Public Benefit

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live in our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

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

Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.

Provision of pastoral care for people living in the parish.

Missionary and outreach work.

PCC Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year, the following served as members of the PCC

Team Vicar:		Rev. Anne Bourne (Chairman)
Reader:		Mr L. Pearce
Churchwardens:		Mrs J. Bates Mrs E. Peters
Deanery Synod Representatives:		Mr P. Fleming Mr L. Pearce
Members:	2018	Mrs A. Hone Mr R. Simpson Mrs V. Scorey
	2019	Mr N. Donaldson Mrs J. Picton-Bentley
	2020	Mrs E. Clark Mr F. Faircloth
In attendance:		Mrs R. Ward (Safeguarding Officer)
Hon. Treasurer:		Mr A. Adams
Hon. Secretary:		Mr I. Funnell

PCC Committees

The PCC operates through a number of committees which meet between the full meetings of the PCC. Individual committee reports, which state the objectives of each committee, are set out in a separate document.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

Finance Committee

Oversees the general financial dimensions of the work of St. Luke's by monitoring income and expenditure, budgeting, maintaining appropriate financial controls and co-ordinating the annual review of the Christian Stewardship of money through planned giving.

Achievements and Performance

Church Attendance and Electoral Roll

Attendance: The average number of communicants at normal Sunday services is 22 in 2020 due to the COVID-19 virus pandemic (2019 was 66). An average of 17 participants logged into the 10.15 services by Zoom each week (this figure shows only how many devices were logged in not individuals in each household, which is undoubtedly higher). No 8am services have been online.

Some 22 children and young people attended Junior Church, Papa Youth and TOTS during the year, with an average of 2 per week attending Sunday services in 2020 (2019 was 7).

On Easter Day all church services were suspended due to a national lockdown in response to the COVID-19 virus, but a YouTube service was live streamed and recorded by Rev Anne Bourne from her home and this was uploaded to our website. No viewing numbers are available. At Christmas there were 42 communicants (2019 – 93) with 33 on Zoom.

In 2020 we had 2 Baptisms (2019 – 6), no Weddings (2019 – 1) and 1 Funeral held in church (2019 – 15)

Electoral Roll: At March 2020 there were 124 persons on the Electoral Roll, of whom 20 lived within the Parish.

Review of the Year

The PCC met 5 times during 2020 and, although the year started normally, soon the pandemic reared its ugly head and then meetings were held mainly on Zoom, with, in addition, a few technophobes huddled (at a social distance) around a laptop in church.

In January we discussed a new link with an inner city church in Slade Green and an exchange of preachers. It was noted that the excellent Community Carol Service was in danger of ceasing to exist, with Imago no longer willing to organise it; we felt that it should be possible for St. Luke's to take on that responsibility, although the Epicurean refreshments might be scaled down. As Rev. Anne's contract was due to end on January 31st, it was decided that St. Luke's would pay her an honorarium for the next 6 months and deduct that amount from the Parish Share we pay to the Diocese.

In March we discussed the failings of the current office computer and plans to redecorate the vicarage and the church hall.

In June thanks were expressed to Jon Bourne, who was largely responsible for the Sunday services being livestreamed. Amanda, the parish administrator, had announced her intention to move to Oxfordshire and her desire to continue in the job, working mainly from home and coming into the office once a week. Sadly, it was felt that this was not practical, mainly because someone needs to look after the people who hire the hall. Plans to re-open the church were discussed, including getting a quote for a deep clean.

In September it was reported that the vicarage had been redecorated, with a new bathroom and kitchen fitted. Sue Stockbridge had been appointed as the new Parish Administrator and had already started work. Our Team Rector, Rev Mark Bridgen spoke of the proposed Joint Council, which will represent all three churches.

At the November meeting, following the C of E independent report on child sexual abuse, there was a commitment to be vigilant on this matter, including ensuring that everyone is aware of the identity of our safeguarding officer (Ros Ward). It was agreed to give a further £1,000 to All Saints, Marondera for the purchase of food parcels, and a programme for our charity giving for the next 3 years was also agreed.

The dates of meetings for 2021 were agreed and are as follows:

Monday, 11th January
Tuesday, 23rd March
Sunday, 11th April (APCM)
Monday, 12th July
Tuesday, 14th September
Tuesday, 16th November

Financial Review

Total incoming resources on ordinary unrestricted funds were £126,844 and are detailed in the financial statements.

£116,006 was expended to provide the Christian Ministry from St Luke's Church, including the contribution to the diocesan parish share.

The net result for the year was a surplus of £10,838 which has been added to the balance brought forward at the beginning of the year, and the balance carried forward at 31st December 2020 for unrestricted funds totalled £489,179.

No related party transactions have taken place during the year.

Safeguarding

The Parochial Church Council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and adults).

Risk Management

During the year we continued the on-going programme of identifying major risks which impact the work of the church in the Parish. This includes a child protection policy, a review of insurance and financial procedures for the handling of cash and the investment of surplus funds.

**Approved by the Parochial Church Council on 23rd March 2021 and signed on their behalf by
Rev. Anne Bourne (PCC Chairman).**

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS
INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST LUKE, SEVENOAKS

I report on the accounts for the year ended 31st December 2020 which are set out on pages 6 to 14.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (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 the procedures laid down in the General Directions given by the Charity Commissioners section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records 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.

Allan Ruddle
26 The Middlings
Sevenoaks
TN13 2NN
23rd March 2021

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2020

	Note:	Unrestricted Funds £	Restricted Fund £	Total Funds 2020 £	Total Funds 2019 £
INCOMING RESOURCES					
Voluntary income	2	70,995	1,875	72,870	97,942
Activities for generating funds	2	15,518	-	15,518	31,675
Income from investments	2	40,331	-	40,331	77,956
TOTAL INCOMING RESOURCES		126,844	1,875	128,719	207,573
RESOURCES EXPENDED					
Church activities	3	100,487	1,875	102,362	135,112
Church management and administration	3	15,382	-	15,382	16,976
Fund-raising costs	3	137	-	137	74
TOTAL RESOURCES EXPENDED		116,006	1,875	117,881	152,162
NET MOVEMENT IN FUNDS		10,838	0	10,838	55,411
Balances brought forward 1 January 2020	14	478,341	0	478,341	422,930
Balances carried forward 31 December 2020	14	489,179	0	489,179	478,341

The notes on pages 9 to 14 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

BALANCE SHEET AT 31 DECEMBER 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Investment	10	<u>412,220</u>	<u>422,309</u>
		<u>412,220</u>	<u>422,309</u>
CURRENT ASSETS			
Debtors and prepayments	11	6,152	11,494
Cash at Bank and in hand		30,807	28,310
Cash on deposit with Diocese		1,776	1,555
Cash on deposit with CCLA		<u>73,284</u>	<u>43,085</u>
		<u>112,019</u>	<u>84,444</u>
CURRENT LIABILITIES			
Creditors and accruals	12	1,850	-
Mission & Overseas Giving (MOG)	15	<u>51</u>	<u>76</u>
		<u>1,901</u>	<u>76</u>
NET CURRENT ASSETS		110,118	84,368
TOTAL ASSETS LESS CURRENT LIABILITIES		522,338	506,677
LONG TERM LIABILITIES & PROVISIONS			
Quinquennial Repairs	13	24,000	16,000
Hall & kitchen equipment replacement	6	<u>9,159</u>	<u>12,336</u>
		<u>33,159</u>	<u>28,336</u>
TOTAL NET ASSETS		<u>489,179</u>	<u>478,341</u>
PARISH FUNDS			
Unrestricted	14	489,179	478,341
Restricted	14	<u>0</u>	<u>0</u>
		<u>489,179</u>	<u>478,341</u>

The notes on pages 9 to 14 form part of these accounts.

Approved by the Parochial Church Council on 23rd March 2021 and signed on its behalf
by Revd. Anne Bourne (PCC Chairman)

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2020

1. ACCOUNTING POLICIES

1. The financial statements have been prepared under the historic cost convention as modified by the inclusion of fixed assets and investments at market value on an accruals basis and accord with the Charities Act 1993 and 2011 and the Church Accounting Regulations.
2. The statements report on all transactions, assets and liabilities for which the PCC is responsible.
3. Consecrated and beneficial property is excluded from the statements by S.96(2)c of the Charities Act 1993. No value is placed on moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal as the PCC considers these to be inalienable property.
4. The Taylor Memorial Hall is not included as an asset. The PCC considers that the Hall has no separate market value, as part of the structure of the church it is unsaleable.
Hall operating expenses do not include any allocation of costs such as quinquennial, mission and ministry support offer, stipend or other administrative overheads.
5. It is the policy of the church not to capitalise any expenditure on additions because they have negligible resale value.
6. Legacies received for the general purpose of the church are included as incoming resources.
7. Gift aid donations are reported in the year in which they are received, but any associated Income Tax refund is calculated and brought in as being receivable in the future.
8. The Church aims to have sufficient funds available to be able to meet any reasonably foreseeable circumstances and to avoid any immediate negative impact on its activities. It is therefore the intention to retain the equivalent of at least twelve months net operating costs.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2020 (continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
2. INCOMING RESOURCES					
Voluntary income					
Planned Giving:					
Gift aid donations		52,522	-	52,522	55,593
Tax recoverable	4	11,946	-	11,946	13,897
Charity of the Month & special collections	14	-	1,875	1,875	5,441
Ordinary collections (excluding Charity of the Month)		1,644	-	1,644	11,908
Donations & sundry income		2,094	-	2,094	803
Legacies		2,789	-	2,789	10,300
		<u>70,995</u>	<u>1,875</u>	<u>72,870</u>	<u>97,942</u>
Activities for generating funds					
Fees		4,517	-	4,517	3,159
Church Hall lettings	6	9,698	-	9,698	25,986
Crossway parish magazine		473	-	473	757
Events and functions	7	830	-	830	1,773
		<u>15,518</u>	<u>-</u>	<u>15,518</u>	<u>31,675</u>
Income from investments					
Dividends and interest	5	420	-	420	576
Gain on revaluation	10	39,911	-	39,911	77,380
		<u>40,331</u>	<u>-</u>	<u>40,331</u>	<u>77,956</u>
Total incoming resources		<u>126,844</u>	<u>1,875</u>	<u>128,719</u>	<u>207,573</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2020 (continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
3. RESOURCES EXPENDED					
Church Activities					
Committed Giving	15	10,500	-	10,500	8,500
Mission & Overseas Giving	15	1,200	-	1,200	1,200
Charity of the Month & special collections	15	-	1,875	1,875	5,441
Mission & Ministry Support Offer		43,500	-	43,500	60,000
Other ministry costs		6,519	-	6,519	3,638
Church running & maintenance	8	10,411	-	10,411	15,049
Church improvements	9	1,057	-	1,057	14,538
Church hall running costs	6 & 8	6,562	-	6,562	10,272
Insurance		3,203	-	3,203	3,122
Vicarage		8,125	-	8,125	282
Organist and choir	8	1,410	-	1,410	5,070
Quinquennial fund	13	8,000	-	8,000	8,000
		100,487	1,875	102,362	135,112
Church Management and administration					
Secretarial and office	8	12,771	-	12,771	14,422
Printing and stationery		2,611	-	2,611	2,554
		15,382	-	15,382	16,976
Fund-raising costs					
Events and functions	7	137	-	137	74
		116,006	1,875	117,881	152,162
Total resources expended					

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2020 (continued)

- 4. Tax recoverable.** This represents the amounts of Income Tax reclaimable in respect of the Gift aid Income for the year.
- 5. Investment income** includes £215 (2019 £208) from the Kippington Church Charity. The CBF Investment Fund is held by the Rochester Diocesan Board of Finance as the custodian trustees. The PCC has the responsibility over the investment. At 31 December 2020 the market value was £7,662 (2019 - £7,153).
- 6. Church hall lettings.** The gross receipts were £9,698 (2019 - £25,986) and the operating expenses were £6,562 (2019 - £10,272). The operating expenses include £- (2019 - £-) by way of a provision for the replacement of hall and kitchen equipment. The total provision now stands at £9,159 (2019 - £12,336).

7. Events and Functions

	<u>2020</u>	<u>2019</u>
	£	£
The total income comprises:		<u>Unrestricted Fund</u>
Wednesday Recitals	169	1,203
Cycle Ride	661	496
Concerts and other	<u>0</u>	<u>74</u>
	<u>830</u>	<u>1,773</u>

It is the policy to state the net proceeds from Events and Functions, it being impracticable to apportion costs totalling £137 (2019 £44) to each individual activity.

8. Staff costs

During the year the PCC paid for the services of secretarial assistance, church and hall cleaners and organists (all part time) but none of these attracted social security costs.

The total expenditure in 2020 amounted to £18,363 (2019 £25,097) and amounts are included within the church running and maintenance, secretarial and office, church hall running costs, and organist and choir.

9. Church improvements

During 2020 £649 (2019 £14,538) was expended on improving the sound system and £408 on lighting (2019 £0).

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2020 (continued)

10. Investment

During 2011 14,456.47 shares were purchased in the CBF Church of England Investment Fund – Accumulation shares with CCLA Investment Management Limited at a cost of £250,000. During 2013 2,121.76 shares were sold raising £50,000 and during 2016, 1,573.26 shares were sold, also raising £50,000. During 2017, 1,379.82 shares were sold raising £50,000 and during 2020, £1,074.08 shares were sold raising another £50,000. As at 31 December 2020 the value of the investment was £412,220 (2019 £422,309), resulting in an unrealised gain of £39,911 (2019 £77,380).

11. Debtors and prepayments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Tax Recoverable	2,698	-	2,698	3,701
Insurance	3,209	-	3,209	3,203
Church Hall	230	-	230	4,590
Events and Functions	15	-	15	-
	<u>6,152</u>	<u>-</u>	<u>6,152</u>	<u>11,494</u>

12. Creditors and accruals

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Vicarage	1,850	-	1,850	-
	<u>1,850</u>	<u>-</u>	<u>1,850</u>	<u>-</u>

13. Quinquennial Fund.

A fund is built up over a five year period to provide for the costs of repairs required following the Diocese's Quinquennial inspection.

As at 31st December 2020 the total provision relating to the 2018/22 inspection was £24,000. A provision of £8,000 during 2020 was made representing the third year for the 2018/22 quinquennial.

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2020 (continued)

14. FUNDS	Note	2020 £	2019 £
Unrestricted fund movements:			
Balances b/fwd 1 January 2020		478,341	422,900
Incoming resources	2	126,844	202,132
Resources expended	3	<u>(116,006)</u>	<u>(146,691)</u>
Balances c/fwd 31 December 2020		<u>489,179</u>	<u>478,341</u>
Restricted fund movements:			
Charity of the Month and special collections:			
Incoming resources	2	1,875	5,441
Resources expended	3	<u>(1,875)</u>	<u>(5,441)</u>
		—	—
Festival provision:			
Balance b/fwd 1 January 2020		-	30
Incoming resources	2	-	-
Resources expended	3	<u>-</u>	<u>(30)</u>
Balance c/fwd 31 December 2020		<u>-</u>	<u>-</u>
Total funds balances c/fwd 31 December 2020		<u>489,179</u>	<u>478,341</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE, SEVENOAKS

Notes to the Financial Statements for the year ended 31 December 2020 (continued)

15 OUTSIDE GIVING	Committed Giving	MOG	Charity of the Month	Special Collections	Direct Giving	Total
	£	£	£	£	£	£
Home Giving						
Dorothy Parrot Memorial Trust	-	-	86	-	130	216
Friends of Kent Churches	-	-	-	662	-	662
Kenward Trust	-	100	98	-	-	198
Porchlight	-	100	-	-	-	100
Samaritans	-	-	-	165	-	165
Sevenoaks Area Youth Trust	1,000	-	-	-	-	1,000
Sevenoaks Christian Counselling Service	1,000	-	-	-	-	1,000
Spadework	-	100	-	-	-	100
St. Augustine's, Slade Green	1,000	-	-	-	-	1,000
The Bridge Trust	-	100	169	-	60	329
The Children's Society	-	-	-	30	25	55
Universities & Colleges Christian Fellowship	-	-	162	-	20	182
West Kent Debt Advice	1,000	-	-	-	-	1,000
West Kent Mind	-	100	-	-	-	100
Overseas Giving						
Amos Trust	1,000	-	-	-	-	1,000
Barnabas Trust	1,000	-	-	-	-	1,000
Camfed	1,000	-	-	-	-	1,000
Church Mission Society	1,500	150	-	-	-	1,650
DEC Coronavirus Appeal	-	100	-	-	-	100
Hope 4 the World	-	-	184	-	-	184
Mission to Seafarers	-	-	117	-	-	117
Rochester Poverty & Hope Appeal	-	100	-	-	-	100
Refugee Action	-	-	127	-	-	127
Save the Children Lebanon Appeal	-	100	-	-	-	100
Sevenoaks Kenya Educational Trust	-	275	75	-	-	350
Zimbabwe, All Saints, Marondera	2,000	-	-	-	-	2,000
	10,500	1,225	1,018	857	235	13,835
Balance b/fwd 1 January 2020		(76)				
PCC Donation		<u>1,200</u>				
Balance c/fwd 31 December 2020		<u>51</u>				

The amounts given were £10,500 by way of committed giving, £1,225 from MOG, £1,875 from Charity of the Month and special collections and £235 directly. Total giving amounted to £13,835 (2019 £17,073).