

**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
		<hr/> 70,995	<hr/> 1,875	<hr/> 72,870	<hr/> 97,942
 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
		<hr/> 15,518	<hr/> -	<hr/> 15,518	<hr/> 31,675
 Income from investments					
Dividends and interest	5	420	-	420	576
Gain on revaluation	10	39,911	-	39,911	77,380
		<hr/> 40,331	<hr/> -	<hr/> 40,331	<hr/> 77,956
 Total incoming resources					
		<hr/> 126,844	<hr/> 1,875	<hr/> 128,719	<hr/> 207,573

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
		<u>100,487</u>	<u>1,875</u>	<u>102,362</u>	<u>135,112</u>
Church Management and administration					
Secretarial and office	8	12,771	-	12,771	14,422
Printing and stationery		2,611	-	2,611	2,554
		<u>15,382</u>	<u>-</u>	<u>15,382</u>	<u>16,976</u>
Fund-raising costs					
Events and functions	7	<u>137</u>	<u>-</u>	<u>137</u>	<u>74</u>
Total resources expended		<u>116,006</u>	<u>1,875</u>	<u>117,881</u>	<u>152,162</u>

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		2020	2019
	Note	£	£
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>
		<u>-</u>	<u>-</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
	<u>10,500</u>	<u>1,225</u>	<u>1,018</u>	<u>857</u>	<u>235</u>	<u>13,835</u>
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).