

**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,
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Nat West
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Independent Examiner:

James MB Wright
36 Granville Road
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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 intincted 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
		<hr/> 61,850	<hr/> 2,841	<hr/> 64,691	<hr/> 72,870
 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
		<hr/> 17,079	<hr/> -	<hr/> 17,079	<hr/> 15,518
 Income from investments					
Dividends and interest	5	261	-	261	420
Gain on revaluation	10	72,304	-	72,304	39,911
		<hr/> 72,565	<hr/> -	<hr/> 72,565	<hr/> 40,331
 Total incoming resources					
		<hr/> 151,494	<hr/> 2,841	<hr/> 154,335	<hr/> 128,719

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
		<hr/> 98,317	<hr/> 2,841	<hr/> 101,158	<hr/> 102,362
Church Management and administration					
Secretarial and office	8	11,628	-	11,628	12,771
Printing and stationery		1,592	-	1,592	2,611
		<hr/> 13,220	<hr/> -	<hr/> 13,220	<hr/> 15,382
Fund-raising costs					
Events and functions	7	<hr/> 37	<hr/> -	<hr/> 37	<hr/> 137
Total resources expended		<hr/> 111,574	<hr/> 2,841	<hr/> 114,415	<hr/> 117,881

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	250	-	-	-	-	250
Zimbabwe, All Saints, Marondera	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).