

**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,
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Nat West
67 High Street,
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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:	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
		<hr/> 94,105	<hr/> 3,623	<hr/> 97,728	<hr/> 101,158
Church Management and administration					
Secretarial and office	8	12,243	-	12,243	11,628
Printing and stationery		2,074	-	2,074	1,592
		<hr/> 14,317	<hr/> -	<hr/> 14,317	<hr/> 13,220
Fund-raising costs					
Events and functions	7	<hr/> -	<hr/> -	<hr/> -	<hr/> 37
Total resources expended		<hr/> 108,422	<hr/> 3,623	<hr/> 112,045	<hr/> 114,415

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	-	(59)
	<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	-	-	-	1,324
Fees	-	-	-	45
	<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).