

THE PAROCHIAL CHURCH COUNCIL OF ST. FRANCIS, PETTS WOOD

England & Wales · Charity number 1127654

Details

Other names ST FRANCIS PCC, PETTS WOOD

Status Registered

Legal form Previously excepted

Registered 2009-01-21

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

Contact

Address 60 Willett Way
Petts Wood
Orpington
BR5 1QE

Phone 01689829579

Email revdstephenn@outlook.com

Website www.stfrancispw.org.uk

Activities

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

Activities: Regular worship. Provision of sacred space. Pastoral work. Teaching and promotion of Christianity.

Classification

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

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Bromley

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£158,779	£106,859	-	-
2023-12-31	£111,306	£102,692	-	-
2022-12-31	£102,820	£85,280	-	-
2021-12-31	£87,989	£80,271	-	-
2020-12-31	£120,339	£85,135	-	-

Trustees

Name	Role	Appointed
Rev Stephen Alex Niechcial	Chair	2018-04-19
ANTHONY EDWARD BURLACE C.ENG		
Alexander David Graham		2022-05-02
Bami Jenner Cole		2022-05-02
Claire Gail Davis		2023-05-20
DAVID GERALD INCE		2013-09-18
IRENE JONES		
Pamela Thomas		2020-10-18
Rosina Parrington		2020-10-25
SUSAN CLARA BURLACE		
Timothy Andrew Wakerley		2023-05-20

Accounts

THE CHURCH OF ST. FRANCIS OF ASSISI, PETTS WOOD

ANNUAL REPORT FOR 2024

ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE PARISH

SECTION 1

The Benefice

The Parish of Saint Francis of Assisi, Petts Wood is located in the London Borough of Bromley and is within the Church of England Deanery of Orpington, in the Diocese of Rochester. Fr Stephen Niechcial has been parish priest since 19th April, 2018.

The Parochial Church Council ("PCC") – Function

The PCC is a corporate body acting through the provisions of The Parochial Church Councils (Powers) Measure 1956 (as amended). Its responsibilities include co-operation with the minister in promoting in the Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It has responsibility for discussion of all appropriate matters and for representation to Deanery Synod. Its powers and duties also include responsibility for the financial affairs of the Parish including the care, maintenance, preservation and insurance of the fabric of the church and its goods and ornaments and the fabric of the hall. The PCC is a registered charity (No 1127654) and the members of the PCC are its trustees.

Address for Correspondence

St. Francis Vicarage,
60 Willett Way,
Petts Wood,
Kent BR5 1QE
Tel: 01689 829971
Website: www.stfrancispw.org.uk

PCC & Deanery Synod Membership

The Parish Priest is the PCC Chairman and other members of the PCC are either ex-officio, i.e. members by virtue of being a churchwarden or a member of Deanery Synod, or elected. At the Annual Parochial Church Meeting ("APCM") on 22nd April 2018 Rule 16(3) of Church Representation Rules 1969 (as amended) was adopted whereby all elected members are elected every year at the APCM. The adoption of Rule 16(3) expires following the APCM in 2023 and will need to be reconsidered at the APCM 2024. Parish representatives to Deanery Synod are elected to serve a continuing 3-year term with the next election in 2026. During 2021 the PCC members were:

PCC Chairman

Fr Stephen Niechcial.

PCC Ex-Officio Members

Mr Anthony Burlace (*Vice Chairman and Deanery Synod member*)

Mr David Ince (Churchwarden).

Mrs Susan Burlace (*Deanery Synod Representative*)

PCC Elected Members

Mr Bami Cole (Finance Officer), Mrs Claire Davis, Mr. Alex Graham, Mrs Irene Jones (*Safeguarding Officer*), Mrs Rose Parrington, Mrs Neeley Thomas, Mrs Pam Thomas (*Secretary*), Mr. Tim Wakerley

PCC Appointed "Parish Children, Young Persons and other Vulnerable Persons Representative"

Mrs Irene Jones.

PCC Meetings

The PCC met 6 times: on 16th January, 19th March, 14th May, 23rd July, 17th September and 19th November. Additionally, there was a short meeting after the APCM for the election of officers. For reasons of Convenience, the meetings were a mixture of 'live' and hybrid. Minutes of PCC meetings are e-mailed to members of the congregation who have agreed to receive them and are displayed in Church.

PCC Committees

The appointment of a Standing Committee is a statutory requirement and the PCC may appoint other committees and sub-committees for the various branches of its work and these may include non-PCC members. In the previous year the PCC had 4 committees as follows which are convened as required:

Standing Committee	It has power to transact the business of the PCC between meetings thereof, subject to any directions given by the PCC.
Hall Committee	Manages the church Hall
Social Committee	Attends to the Parish's social activities
Fund raising and Building Steering committee	Raises funds for and manages new capital and specific project works

Of these only the Standing Committee and Fund Raising now remain formally in existence. The functions of the remaining three committees are exercised by ad hoc volunteers as the need arises. The Standing Committee had no cause to meet this year.

Safeguarding Protection Policy

The Parish adheres to the Diocesan Policy, Procedures and Practice for work with Children, Young People and other Vulnerable Persons in Parishes, which includes DBS checking for all those working with vulnerable people in the Parish, and also has due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The PCC recognises that safeguarding is the responsibility of all of us.

Charity Governance Code

The PCC has reviewed the Code and will continue to consider its guidance. In 2024, 4 members of the PCC had served more than 9 years. While the PCC encourages new members to come forward, there were insufficient nominees to fill all vacancies and the 4 long serving members all brought expertise which was needed. The PCC encourages diversity by inviting nominations for election from all members of the congregation and by requiring all PCC members to stand for election each year.

Church Attendance

At 31 December 2023, there were 792 parishioners on the Church Electoral Roll. Attendances during the year remained lower than pre the Covid 19 pandemic. However, all services remained open to a live congregation as well as being live streamed. Attendances remain similar to the previous year at around 30 for 10.30 Sunday Mass. During the year the PCC and our fellow parishioners were delighted to welcome new members into our Church family, while at the same time greatly missing those who left us.

SECTION 2

Review of the year

As always the Church has relied upon, and has been blessed by the grace of God and the generosity, hard work and goodwill of its people. We have continued to publicise the Church through our website, www.stfrancispw.org.uk, our Facebook page and our Newsletters, all of which give details of all our services, news, information and activities. We also update our entry on 'A Church Near You'.

The church has been open for personal prayer and meditation daily throughout the year and we have streamed our weekday and Sunday services so that people can take part in their homes. Fr. Stephen and our members have ensured that others have been kept in touch with and supported. In these and other ways we hope we have been a source of strength and comfort to all.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. Our usual programme of social and community events continues, and we managed to host a number of concerts and events, including a Summer Garden Party, – concerts and regular Film Nights. Our Christmas Eve, Christingle Midnight Mass, and usual Christmas Day services were held. The Christingle was the busiest service of the year with the church being full. Our Hall has continued to serve the whole community of Petts Wood as venue for a daily pre-school group and for various social and recreational activities, including our very successful Repair Café,

Our Holy Week services were held in full in church.

Our monthly Family Services have continued. We initiated Bubble Church for toddler and young children ages.

We continued to be active in Petts Wood Churches Together, including St Francis once again leading an Ecumenical Lent Group, and participating in the Good Friday Walk of Witness. The Bereavement Help Point sited at the Methodist Church has continued to grow and [Flourishflourish](#).

Our St Francis Support Network continues to ensure that friendship and help in times of need is available to all our congregation.

In 2023 the Parish, as part of its outreach and mission to serve those in need, supported several charities, including The Children's Society, St Christopher's Hospice, St Francis Hospital Katete, Welcare and Orpington Food Bank.

Father Stephen's Report

2024 has been a flourishing year for St Francis.

Our Repair Café which has now been running for 24 months, bringing together people from church and the community in the repair of household items- many of great sentimental value, as well as raising funds for our church. A dedicated team of church and non-church volunteers show great enthusiasm and commitment to this project.

Our Bubble Church- half hour, once a month service for toddlers aged up to 7 has run for over a year now. Again we have a very committed group to run this-exclusively church members at present, but we hope in time this will broaden out to include parents and children.

Our funding group has had some success raising funds for a new heating system and hall repairs.

The tables and chairs we installed in our refreshment area at the back of church in the previous year have greatly facilitated fellowship after Mass.

I celebrate Mass daily. Evensong on Sunday evenings has also continued. Sadly, we have lost two members by death throughout the year, and have gained two new members who have moved into this area. We have had the joy of several Infant Baptisms.

Our ECO group has continued to flourish and achieved the award of a C of E Demonstrator grant. This will greatly increase our chances of raising funds for our church heating project.

Our Conversation Class for Ukrainian and other refugees, staffed by volunteers from different churches in Petts Wood is flourishing

Bromley Boy Singers and other musicians organised by Dave and Sarah Ince gave lovely concerts in church.

Our Mothers' Union continues with members meeting in each other's homes.

Unlike many churches, we don't have a paid administrator here, and we remain very indebted to Sue and Tony who compile and print our weekly notice sheets, and to Steve for all the amount of work he does regularly in compiling high quality service booklets and recording music for Feasts and Family Services, and to Dave for the time-consuming business of managing church hall bookings.

Our threshold Sunday Mass figure of 25 minimum to justify the cost of an organist has just about been met consistently. So we have continued to draw on a small pool of good itinerant organists for Sunday Masses with the exception of Family Services. Steve and I felt that retaining recorded music for these would maintain some variety in our musical diet. Peter Sanders very generously continues to play for our regular evening services without charge. Thanks go to our faithful choir who were able to sing again for most of the year, and again to Steve for all the work that goes into preparing music and rehearsing the choir. Our Carol Service took place this year with good attendance..

We all owe a debt of thanks to our PCC for carrying out the essential work to manage our church. I remain concerned though about the workload for some. For the past four years I have written, 'We have had only one Churchwarden for over five years now, and despite some of the work being covered by Tony (which Dave and I are very grateful for), Dave has been combining this with the huge task of managing the church hall as well as serving at the altar on Sundays. We need and should have two Wardens and I really feel someone should be stepping forward as a second Warden'. Sadly the situation remains the same, and no one else has come forward. But this situation is now becoming critical as Dave Ince is planning to lessen his input into the management of the hall.

The work and activities of the Parish depend on the hard work and generosity of so many of our congregation. I must give most sincere thanks to all who have helped us to pay for the ongoing costs of the Church (especially so in the light of high inflation in 2024) and have supported us through giving their time and talents to church activities. We thank them all, including Choir members, Servers, Eucharistic Ministers, Sides Persons, Flower Arrangers, Cleaners, Gardeners, those who have helped with buildings maintenance, finance and administration, and all others who do so much to provide our services to such a high standard and keep the Church and grounds in good condition.

There is a separate financial report from which you will see that at year end 2024 we were in a fairly good financial position thanks to hall income remaining high and stable. We also benefitted from a generous legacy during the year. Our thanks go to Bami for his highly skilled and professional management of our financial resources.

As always, if you already donate by Standing Order I would urge you if you can possibly afford it, to update the amount annually by at least the rate of inflation which is currently reckoned to be running at around 3-4 %. If you currently give cash or envelope donations I would ask you to consider replacing them with a Standing Order, and better still join the Parish Giving Scheme which will update your giving automatically once a year. This would ensure regular income for us when you are not able to attend church, and knowing how much income we can count on weekly or monthly helps our financial planning enormously. I would like to encourage all members to think about the benefit of leaving a small legacy to our church

Thanks to Ruth's work as Website manager, -and the items from all who contribute, our website continues to be very comprehensive, attractive and gives a very good message about who we are and what we have to offer. With all your contributions, Neely and Judith are keeping our Facebook page and quarterly Newsletter lively. We need regular contributions for all of this, so please keep them coming.

Judith and I continue to feel very supported and valued by everyone in our church and we would like to thank you for all your love and prayers over the past year, and especially in the continuing months of Judith's recovery. I personally feel very honoured to be the Vicar of a church which pulls so well together to show so much love and caring to each other and the community. So it is with some sadness that I approach the end of my ministry here in September. However I do so knowing that St Francis is a resilient and creative church which will continue to flourish long after I have left.

Fr. Stephen,

Church Warden's Report

Introduction

Fr Stephen started his ministry at St Francis ~~six~~seven years' ago (19th April 2018) and I know that all of us appreciate his guidance and the pastoral / Christian outreach work which he and Judith undertake not only at St Francis but also within the wider community of Petts Wood, including Petts Wood Churches Together (PWCT). Their focus on, and support for, wider global issues like caring for God's environment and trying to achieve lower carbon emissions is ~~also~~ well-received. ~~Our latest Silver ECO Award and the success of our monthly Repair Café are a testimony to their commitment. It is~~

~~planned that~~ Fr Stephen and Judith will be leaving St Francis ~~at the end of September this year in just over a year's time (after July 2025)~~ and I pray that we may ~~all~~ use this time wisely. Let's continue to be guided by Fr Stephen and to prepare for the ~~inevitable~~ ~~i~~Interregnum ~~which will occur~~! My thanks also go to Fr Bob who not only takes (and preaches at) services but also concelebrates with us from Bromley College ~~and in person -~~ ~~Considering his multiple operations and medical procedures this year,~~ I very much appreciate his commitment to St Francis. ~~Due to Fr Bob's connection with Bromley College, we welcomed two new visiting priests to St Francis, Neil Fairlamb and Angela King (acting chaplain at Bromley College) who helped us out when Fr Bob was recovering. They were appreciative of our warm welcome and I hope that they will be able to help us in the future.—~~

While this report summarises the fabric of the church (see below), I must start by giving thanks to all of those who have continued to worship and support each other in the parish. We continue to operate the church in a professional and caring way in terms of our finances, accounting, operations, Hall management, garden/building maintenance, and the “day to day” running of services. All of this doesn't happen by chance – it is the result of the dedication, commitment and hard work of many individuals, including the PCC members. I know that Fr Stephen has already commented on the fact that I have been the only church warden for many years; however, without the support you show to each other, and to myself in particular, my role would be un~~manageable~~tenable. To all of you, who have made this possible, please accept my gratitude.

2024~~3~~ has been a year of many joyful moments: From our wonderful Summer and Winter Fairs to the many fun Film Nights. ~~This year we decided to combine the~~ ~~and the~~ very popular Vicarage Garden Party (generously hosted by Fr Stephen and Judith) ~~with our Summer Fair which was most enjoyable and which reduced the effort needed for both events.~~ Our strong music tradition at St Francis has continued under the expert guidance of Steve and, as always, the Easter Triduum, ~~and~~ Nine Lessons & Carols, ~~and our Patronal Festival~~ highlighted the importance of combining music and liturgy to produce an enhanced spiritual experience. ~~Our Patronal Festival and the blessing of our new stained glass window was also a very special moment in our worship this year. We also welcomed a visiting choir from France and many of us (and our friends) augmented the choir to rehearse and produce a wonderful rendition of Faure's Requiem. Great thanks to Robin for organising and directing this most enjoyable event and to those who acted as hosts for the visiting singers. We also welcomed the return of Fr Stephen and Judith celebrated their 40th Wedding Anniversary and many in the parish had the opportunity to share in the fun!~~ PWOS Musical Theatre Group and Bromley Boy Singers ~~returned~~ to St Francis in December for some very entertaining and uplifting music performances. This is all part of our fellowship at St Francis. Once again, thank you to all of you who have made this possible and let's strive to share Jesus' love with others in Petts Wood.

Work Undertaken

It is clear to everyone who visits St Francis that the building, grounds, vicarage and the Community Hall are all maintained to a very high standard. A substantial amount of work has been undertaken both by external contractors, by parishioners acting in a voluntary capacity, and by Fr Stephen. There are too many people to mention by name but I would like to take this opportunity to formally thank all of you who have helped in such a dedicated, loving and caring way - I believe that our work here is a lasting legacy to the worshipping community in Petts Wood and one which we can all be proud of. ~~A wonderful addition to our beautiful church was the installation of a new stained glass window to commemorate our patron saint. As I serve at the chancel altar, the beauty of this window never fails to catch my eye, especially when the sun is shining so that the dark and lighter blues become so vivid! I know that you will all join me in thanking the donor for their most generous gift.—~~

Please find below a summary of other works which were due in 2024~~3~~:

- a) ~~Regarding the organ, we have taken a~~ ~~precautionary~~precautionary measure to cover one of the previously damaged organ chambers to reduce the possibility of it being damaged again by water ingress. This is in addition to the repair of the water damage which was in the first phase in completing all the organ work. ~~As our insurance has now paid out for the water damage to the organ, we have decided to complete the organ work in stages with the first phase being the repair of the water damage. Unfortunately, our main contractor has found it difficult to commit to specific dates when this work will be completed.~~ Despite this ~~planned~~ repair, the organ still needs a major overhaul. I thank the members of the congregation for making generous pledges towards this; however, even if we continue with the project in phases, the second phase (after water damage repair) will cost many tens of thousands of pounds, hence the plan to use social functions to raise some of this money.
- b) ~~After many months of being without a functioning bell, I'm pleased that the bell cable has now been replaced with a different type of steel cable together with the netting which protects the bell chamber from birds! New~~

(much safer!) scaffolding was purchased which enabled Fr Stephen to clean and maintain all the lights in the nave above the north and south side aisles. The old scaffolding has now been removed from the Hall stage and we are, temporarily housing the new equipment at the back of the Lady Chapel.

- c) The replacing of the mortar fillet at abutment over lead flashing to east side of north aisle is still outstanding as is the replacement of some of the Fire Escape steps at the back of the Hall.

~~In addition to the work below, we installed solar panels on the East and West facing roofs of the Hall as well as their associated battery and inverter. Other m~~Maintenance/service work in the Church and Church Hall has been regularly undertaken by qualified contractors e.g. Electrical PIRs (Periodic Inspection Reports); Fire Extinguisher Checks; Gas Safety Checks; Heating System Services; Hall Emergency Lighting; PAT testing, and gardening. Please note that the technical checks for Asbestos and the Lightning Conductors were ~~last also~~ undertaken ~~in (March 2023 so)~~ with the next ones are scheduled for March 2025. ~~Please note that contractors were brought in to cut back the trees in front of the Hall to mitigate the risk of damage to our neighbour's property.~~ A special, and well-deserved, “thank you” is needed for Tony’s organisation of most of this. Without our special group of volunteers, the cost of doing much of the work at St Francis would be prohibitively expensive. Only one work-in was arranged in 2024 and it is noted that this number should be, at least three!

Moving Forward

Last year I mentioned that Sarah and I would be reviewing places to move to. I have been associated with St Francis for 66 years and St Francis will always remain my spiritual home. Recently, Fr Stephen came across my baptismal records dated September 1959! I am blessed to have been at St Francis for over 60 years, man and boy. It has been an honour and privilege to be associated with so many wonderful good and wise people within our community who have guided and helped me over the years. Jasmine graduates in the Summer of 2025 and matters have progressed significantly since last year. – St Francis will always remain my spiritual home. While Sarah and I have no firm plans to leave Petts Wood, please note that when Jasmine graduates in 2025, it will be increasingly likely that we will start reviewing the best place in the UK for us to retire to. Our offer on a beautiful house in Offham (near West Malling) has been accepted and our house is now on the market. The good news is that Offham is only 25 minutes’ away from Petts Wood so I will still be able to help during the Interregnum. No one is indispensable so please consider how you, or anyone you know, might be able to help out in the various roles which I undertake e.g. Church Warden, Church Hall Manager and Server. -Many of these roles can be undertaken in a shared capacity and there are many other willing volunteers to support and assist. It is likely that we will follow Fr Stephen and Judith within a few years of their move which should give enough time for a new priest to be appointed as well as two Church Wardens, a Hall Manager, and a new server. In the meantime, Sarah and I will carry on helping and supporting St Francis as much as possible

The position of the Hall Manager ~~is~~ is most urgent as it brings in nearly £30,000 of valuable revenue each year. Without this, the sound financial footing of our church would be severely tested. My successor needs to manage the sixteen regular hirers, the monthly and quarterly invoicing, and the reporting of Hall matters to the PCC. To “sweeten the pill” the PCC is discussing some of the options to help reduce the workload. One of these is to dispense with children’s parties on a Saturday afternoon. Despite bringing in over £3000, this aspect of the job is quite time consuming. Please note that I will be stepping down officially as Hall Manager from October 20th 2025 which is the beginning of half-term so I am hoping that a suitable replacement will be found between now and then.

Of equal importance is the role of Church Warden. Each year, Archdeacons across the UK arrange an Archdeacon’s Visitation during which Churchwardens are admitted to office by the Archdeacon. Attendance at a Visitation is **not** an option for a Churchwarden: there is a legal requirement to attend and until a Churchwarden has been admitted by the Archdeacon he or she is not legally entitled to hold office. Should parishioners wish me to continue to be Churchwarden at St Francis, please come and vote at the APCM which will be held on May 18th after the 10.30am service. I will then attend one of the various Visitations organised during May/June. I will then commit to my responsibilities until the next APCM which will be held shortly after Easter in 2026. After this, I will be stepping down from this role. Hopefully, this will be after a new vicar is appointed to lead St Francis.

While all the above is going on, Sarah and I will carry on helping and supporting St Francis as much as possible.

-

Dave Ince

~~Church Warden~~

THE CHURCH OF ST. FRANCIS OF ASSISI, PETTS WOOD

ANNUAL REPORT FOR 2024

ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE PARISH

Annual Accounts 2024

Parochial Church Council of St Francis, Petts Wood

Statement of Financial Activities for the year ending 31 December 2024

	Unrestricted Funds	Restricted Funds	Endowment Funds	Notes	Total Funds 2024 £	Total Funds 2023 £
INCOMING RESOURCES				1		
Voluntary Income	106,320	4,111		2	110,431	70,637
Activities for generating funds	14,054	0			14,054	12,685
Income from investments	5,290	0		2	5,290	1,614
Church activities	29,004	0			29,004	26,370
TOTAL INCOMING RESOURCES	154,668	4,111		2	158,779	111,306
RESOURCES EXPENDED						
Cost of generation of voluntary income						
Church activities and ministry	106,329	530		3	106,859	102,692
TOTAL RESOURCES EXPENDED	106,329	530		3	(106,859)	(102,692)
NET RESOURCES	48,339	3,581			51,920	8,614
NET MOVEMENT IN FUNDS						
Balances B/fwd 1 January 2024	116,385	21,595	3,000		140,980	132,366
Balances c/fwd 31 December 2024	164,724	25,176	3,000		192,900	140,980

Balance Sheet at 31 December 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible		8,000	8,000
TOTAL FIXED ASSETS	6	8,000	8,000
CURRENT ASSETS			
Debtors and Prepayments	7	1,238	1,694
Short term deposits		164,395	117,504
Cash at Bank and in hand		19,267	13,782
TOTAL CURRENT ASSETS		184,900	132,980
TOTAL ASSETS		192,900	140,980
PARISH FUNDS			
Unrestricted		164,724	116,385
Restricted		25,176	21,595
Endowment		3,000	3,000
TOTAL PARISH FUNDS	8	192,900	140,980
LIABILITIES			
Creditors	9	0	0
TOTAL LIABILITIES		0	0
TOTAL PARISH FUNDS AND LIABILITIES		192,900	140,980

These Accounts were approved by the Parochial Church Council (PCC) on 18 May 2025 and signed on its behalf by Fr Stephen Niechcial, PCC Chairman)

Balance Sheet at 31 December 2024

Signed.....

Rev Stephen Niechcial (Vicar)

Financial Statements

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs.

Assets

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011. Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory. Items costing less than £1000 are written off when purchased and other items will be depreciated on a straight line basis over four years. The Church Hall is within the church grounds, but the building is owned by the PCC. It is included at historic cost of £8000. Equipment used within the church premises will be depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Fund accounting

(See Fund Movements and Analysis of Assets and Funds below)

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

2. INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL Funds 2024 £	TOTAL Funds 2023 £
INCOMING RESOURCES					
Voluntary Income					
Planned Giving:					
Gift aid donations	27,667	0	0	27,667	25,616
Tax recoverable	14,839	0	0	14,839	11,726
Other	13,249	0	0	13,249	17,246
Collections	2,292	0	0	2,292	3,465
Donations, appeals	8,790	4,111	0	12,901	11,961
Tax recoverable		1,027	0	1027	1,412
Legacies	51,358	0	0	51,358	0
Activities for generating funds					
Fairs, raffles, social events					
Sponsorship	0	0	0	0	3,471
Income from investments					
Bank and Deposit account interest	5,290	0	0	5,290	1,614
Income from Church activities					
Fees	1,152	0	0	1,152	8,425
Church Hall lettings	29,004	0	0	29,004	26,370
TOTAL INCOMING RESOURCES	153,641	5,138	0	158,779	111,306

3. RESOURCES EXPENDED

	Unrestricted Funds	Restricted Endowment Funds	TOTAL Funds 2024 £	TOTAL Funds 2023 £
Church Activities				
Missionary and charitable giving				
Welcare	1,270	0	1,270	0
Ukrainian Fund	342	0	342	1,132
Children's Society	1,092	0	1092	0
St Francis Hospital, Katete	0	200	200	180
Shelter	0	330	330	360
Age UK	0	0	0	380
Total Missionary and Charitable Giving	2,704	530	3,234	2,052
Ministry				
Diocesan Parish Offer	49,830	0	49,830	46,882
Other Ministry costs	2,277	0	2,277	3,052
Church Running Costs	35,026	0	35,026	37,823
Total Ministry Costs	87,133	0	87,133	87,757
Other Costs				
Parish Website	1,043	0	1,043	745
Church Grounds upkeep	1,977	0	1,977	1,896
Church Hall running costs	10,558	0	10,558	8,143
Printing and stationery	2,914	0	2,914	2,099
Total Other Costs	16,492	0	16,492	12,883
TOTAL RESOURCES EXPENDED	106,329	530	106,858	102,692
Surplus/(deficit)	47,312	4,608	51,920	8,614

4. Payments to PCC members. No expenses were paid to any PCC member.

5. Donations from the PCC

Under the Charity Governance Code for Smaller Charities, and in line with the practice advised by the Diocese, the Parish is advised to disclose the aggregate of the total amount of donations received without conditions from the PCC during the Financial Year. For 2024, the aggregate donations received without conditions from members of the PCC (whilst in office) amounted to £31,226 (2023 £27,861).

6. Fixed Assets. Church Hall Building £8,000 (2023 £8,000)

7. Debtors. Tax recoverable £1238 (2023 £1,412)

8. Funds.

The unrestricted funds comprise the General Fund, Hall Fund and designated Church Repair Fund. Some General Fund income from collections and fund raising and donations is restricted for specific purposes. The main restricted Fund is the Project Fund, set up to fund identified major projects to improve church and hall facilities. The following donations for restricted funds were received; £1,000 (Plus £250 GA) was received towards the running costs of the Bubble Church initiative. Donations of £2303 was received towards the Organ Fund making a total of £5,299, A donation of £2,222 was received on behalf of the repair café towards the general fund. A donation of £250 was also received towards Eco Heating. The endowment funds are the Lamp Maintenance Fund which is an endowment of £3,000 given to pay for the sanctuary lamps.

9. Current liabilities. Nil. (2023 Nil)

FUNDS MOVEMENTS

	General	Church				
	Fund	Repair	Hall	Project	Lamp	Total
	£	Fund	Fund	Fund	Fund	Fund
	£	£	£	£	£	£
Balance at 1 January 2024	34,592	15,317	66,703	21,368	3,000	140,980
Incoming resources	123,037	1,600	29,004	5,138	0	158,779
Resources expended	95,771	0	10,558	530	0	106,859
Transfer between Funds	0	0	0	0	0	0
Balance at 31 December 2024	61,858	16,917	85,149	25,976	3000	192,900
Increase/(decrease)	27,266	1,600	18,446	4,608		51,920

**ANALYSIS OF ASSETS
BY FUND**

	Unrestricted	Restricted	Endowment	TOTAL	TOTAL
	Funds	Funds	Funds	Funds	Funds
				2024	2023
Funds				£	£
Tangible fixed assets	8,000	0	0	8,000	8,000
Current assets	156,724	25,176	3,000	184,900	140,980
Liabilities	0	0	0	0	0
Total Assets	164,724	25,176	3,000	192,900	140,980
Increase/decrease for year	48,339	3,581	0	51,920	8,614

Independent Examiner's Report to the Members/Trustees of St Francis Church, Petts Wood, Parochial Council.

I report to the trustees on my examination of the accounts of the St Francis of Assisi for the year ended 31 December 2024.

Respective responsibilities of the Trustees, Independent Examiner and basis of report

As the trustees of the charity, the members of the PCC are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). They have considered that an audit is not required this year in accordance with section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is appropriate.

As independent examiner, it is my responsibility to examine the accounts under section 145 of the 2011 Act in accordance with:

- The procedures laid down in the General Directions given by the Charity Commission section 145 (5) (b) of the 2011 Act, and
- State whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

the Charity Commission under section 145(5)(b) of the Act as follows.

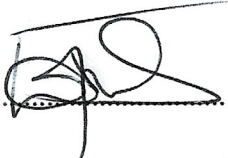
My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with the records. It also includes consideration of any unusual items or disclosures in 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 an audit, and consequently no opinion is given as to whether the accounts presents a "true and fair" view and the report is limited to those matters set out in the statement below,

Independent Examiners Statement.

In connection to my examination, no matters have come to my attention

1. which gives 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.

Dated 20th June 2025 Signed 

Accounts

THE CHURCH OF ST. FRANCIS OF ASSISI, PETTS WOOD

ANNUAL REPORT FOR 2023

ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE PARISH

SECTION 1

The Benefice

The Parish of Saint Francis of Assisi, Petts Wood is located in the London Borough of Bromley and is within the Church of England Deanery of Orpington, in the Diocese of Rochester. Fr Stephen Niechcial has been parish priest since 19th April, 2018.

The Parochial Church Council ("PCC") – Function

The PCC is a corporate body acting through the provisions of The Parochial Church Councils (Powers) Measure 1956 (as amended). Its responsibilities include co-operation with the minister in promoting in the Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It has responsibility for discussion of all appropriate matters and for representation to Deanery Synod. Its powers and duties also include responsibility for the financial affairs of the Parish including the care, maintenance, preservation and insurance of the fabric of the church and its goods and ornaments and the fabric of the hall. The PCC is a registered charity (No 1127654) and the members of the PCC are its trustees.

Address for Correspondence

St. Francis Vicarage,
60 Willett Way,
Petts Wood,
Kent BR5 1QE
Tel: 01689 829971
Website: www.stfrancispw.org.uk

PCC & Deanery Synod Membership

The Parish Priest is the PCC Chairman and other members of the PCC are either ex-officio, i.e. members by virtue of being a churchwarden or a member of Deanery Synod, or elected. At the Annual Parochial Church Meeting ("APCM") on 22nd April 2018 Rule 16(3) of Church Representation Rules 1969 (as amended) was adopted whereby all elected members are elected every year at the APCM. The adoption of Rule 16(3) expires following the APCM in 2023 and will need to be reconsidered at the APCM 2024. Parish representatives to Deanery Synod are elected to serve a continuing 3-year term with the next election in 2026. During 2021 the PCC members were:

PCC Chairman

Fr Stephen Niechcial.

PCC Ex-Officio Members

Mr Anthony Burlace (*Vice Chairman and Deanery Synod member*)

Mr David Ince (Churchwarden).

Mrs Susan Burlace (*Deanery Synod Representative*)

PCC Elected Members

Mr Bami Cole (Finance Officer), Mrs Claire Davis, Mr. Alex Graham, Mrs Irene Jones (*Safeguarding Officer*), Mrs Rose Parrington, Mrs Neeley Thomas, Mrs Pam Thomas (*Secretary*), Mr. Tim Wakerley

PCC Appointed "Parish Children, Young Persons and other Vulnerable Persons Representative"

Mrs Irene Jones.

PCC Meetings

The PCC met 6 times: on 24th January, 22nd March, 16th May, 1st August, 26th September and 21st. November. Additionally, there was a short meeting after the APCM for the election of officers. For reasons of Convenience, the meetings were a mixture of 'live' and hybrid. Minutes of PCC meetings are e-mailed to members of the congregation who have agreed to receive them and are displayed in Church.

PCC Committees

The appointment of a Standing Committee is a statutory requirement and the PCC may appoint other committees and sub-committees for the various branches of its work and these may include non-PCC members. In the previous year the PCC had 4 committees as follows which are convened as required:

Standing Committee	It has power to transact the business of the PCC between meetings thereof, subject to any directions given by the PCC.
Hall Committee	Manages the church Hall
Social Committee	Attends to the Parish's social activities
Fund raising and Building Steering committee	Raises funds for and manages new capital and specific project works

Of these only the Standing Committee and Fund Raising now remain formally in existence. The functions of the remaining three committees are exercised by ad hoc volunteers as the need arises.

Safeguarding Protection Policy

The Parish adheres to the Diocesan Policy, Procedures and Practice for work with Children, Young People and other Vulnerable Persons in Parishes, which includes DBS checking for all those working with vulnerable people in the Parish, and also has due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The PCC recognises that safeguarding is the responsibility of all of us.

Charity Governance Code

The PCC has reviewed the Code and will continue to consider its guidance. In 2023, 4 members of the PCC had served more than 9 years. While the PCC encourages new members to come forward, there were insufficient nominees to fill all vacancies and the 4 long serving members all brought expertise which was needed. The PCC was pleased to welcome 2 new members. The PCC encourages diversity by inviting nominations for election from all members of the congregation and by requiring all PCC members to stand for election each year.

Church Attendance

At 31 December 2022, there were 79 parishioners on the Church Electoral Roll. Attendances during the year remained lower than pre the Covid 19 pandemic. However, all services remained open to a live congregation as well as being live streamed. Attendances remain similar to the previous year at around 30 for 10.30 Sunday Mass. During the year the PCC and our fellow parishioners were delighted to welcome new members into our Church family, while at the same time greatly missing those who left us.

SECTION 2

Review of the year

As always the Church has relied upon, and has been blessed by the grace of God and the generosity, hard work and goodwill of its people. We have continued to publicise the Church through our website, www.stfrancispw.org.uk, our Facebook page and our Newsletters, all of which give details of all our services, news, information and activities. We also update our entry on 'A Church Near You'.

The church has been open for personal prayer and meditation daily throughout the year and we have streamed our weekday and Sunday services so that people can take part in their homes. Fr. Stephen and our members have ensured that others have been kept in touch with and supported. In these and other ways we hope we have been a source of strength and comfort to all.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. Our usual programme of social and community events continues, and we managed to host a number of concerts and events, including our usual Summer Fair, Garden Party, Quiz Night, concerts and regular Film Nights. Our Christmas Eve, Christingle Midnight Mass, and usual Christmas Day services were held. The Christingle was the busiest service of the year with the church being full. Our Hall has continued to serve the whole community of Petts Wood as venue for a daily pre-school group and for various social and recreational activities.

Our Holy Week services were held in full in church.

Our monthly Family Services have continued.

We continued to be active in Petts Wood Churches Together, including St Francis once again leading an Ecumenical Lent Group, and participating in the Good Friday Walk of Witness. The Bereavement Help Point sited at the Methodist Church has continued to grow and Flourish.

Our St Francis Support Network continues to ensure that friendship and help in times of need is available to all our congregation.

In 2023 the Parish, as part of its outreach and mission to serve those in need, supported several charities, including The Children's Society, St Christopher's Hospice, St Francis Hospital Katete, Welcare and Orpington Food Bank.

Father Stephen's Report

2023 has been a flourishing year for St Francis with two notable new initiatives coming out of the discernment work we did together as a church in 2022.

The first of these initiatives to launch was our Repair Café which has now been running for 12 months, bringing together people from church and the community in the repair of household items- many of great sentimental value, as well as raising funds for our church. A dedicated team of church and non-church volunteers show great enthusiasm and commitment to this project.

The second initiative is Bubble Church- half hour, once a month service for toddlers aged up to 7. This has run three times now with not less than 12 children and their parents at each. Again we have a very committed group to run this- exclusively church members at present, but we hope in time this will broaden out to include parents and children.

We have also launched a funding group with the aim of raising funds for a new heating system and hall repairs.

We have installed tables and chairs in our refreshment area at the back of church.

I celebrate Mass daily. Evensong on Sunday evenings has also continued. Mercifully we have lost no members by death throughout the year, and have gained several new members who have moved into this area. We have had the joy of several Infant Baptisms.

Our ECO group has continued to flourish and achieved a Silver Award for our church as well as organising the installation of solar panels on our hall roof.

Our previous drop-in centre for Ukrainian refugees evolved into a conversation class staffed by volunteers from different churches in Petts Wood.

Bromley Boy Singers and other musicians organised by Dave and Sarah Ince gave lovely concerts in church.

Our Mothers' Union has also evolved into something less formal, with members meeting in each other's homes.

Unlike many churches, we don't have a paid administrator here, and we remain very indebted to Sue and Tony who compile and print our weekly notice sheets, and to Steve for all the amount of work he does regularly in compiling high quality service booklets and recording music for Feasts and Family Services, and to Dave for the time-consuming business of managing church hall bookings.

Our threshold Sunday Mass figure of 25 minimum to justify the cost of an organist has just about been met consistently. So we have continued to draw on a small pool of good itinerant organists for Sunday Masses with the exception of Family Services. Steve and I felt that retaining recorded music for these would maintain some variety in our musical diet. Peter Sanders very generously continues to play for our regular evening services without charge. Thanks go to our faithful choir who were able to sing again for most of the year, and again to Steve for all the work that goes into preparing music and rehearsing the choir. Our Carol Service took place this year with good attendance..

We all owe a debt of thanks to our PCC for carrying out the essential work to manage our church. I remain concerned though about the workload for some. For the past three years I have written, 'We have had only one Churchwarden for over four years now, and despite some of the work being covered by Tony (which Dave and I are very grateful for), Dave has been combining this with the huge task of managing the church hall. We need and should have two Wardens and I really feel someone should be stepping forward as a second Warden'. Sadly the situation remains the same, and no one else has come forward.

The work and activities of the Parish depend on the hard work and generosity of so many of our congregation. I must give most sincere thanks to all who have helped us to pay for the ongoing costs of the Church (especially so in the light of high inflation in 2023) and have supported us through giving their time and talents to church activities. We thank them all, including Choir members, Servers, Eucharistic Ministers, Sides Persons, Flower Arrangers, Cleaners, Gardeners, those who have helped with buildings maintenance, finance and administration, and all others who do so much to provide our services to such a high standard and keep the Church and grounds in good condition.

There is a separate financial report from which you will see that at year end 2023 we were in a fairly good financial position thanks to hall income remaining high and stable.. The PCC have continued to discuss ideas for how we might use Alice's legacy wisely on improvement projects which would be an effective use of her gift and a fitting memorial to her. We have received an estimate to replace our heating system. We also have to factor in though that our organ has been estimated to need repairs in excess of £35K. We have some restricted funds remaining from our West End Project. Our thanks go to Bami and Terri for their highly skilled and professional management of our financial resources.

As always, if you already donate by Standing Order I would urge you if you can possibly afford it, to update the amount annually by at least the rate of inflation which is currently reckoned to be running at around 6-7 %. If you currently give cash or envelope donations I would ask you to consider replacing them with a Standing Order, and better still join the Parish Giving Scheme which will update your giving automatically once a year. This would ensure regular income for us when you are not able to attend church, and knowing how much income we can count on weekly or monthly helps our financial planning enormously. I would like to encourage all members to think about the benefit of leaving a small legacy to our church

Thanks to Ruth's work as Website manager, and the items from all who contribute, our website continues to be very comprehensive, attractive and gives a very good message about who we are and what we have to offer. With all your contributions, Judith is keeping our Facebook page and quarterly Newsletter lively. We need regular contributions for all of this, so please keep them coming.

Judith and I continue to feel very supported and valued by everyone in our church and we would like to thank you for all your love and prayers over the past year, and especially in these recent weeks of Judith's illness and recovery. I personally feel very honoured to be the Vicar of a church which pulls so well together to show so much love and caring to each other and the community. My ministry here will probably end in the late summer of 2025 with my retirement, God willing.

Fr. Stephen,

Church Warden's Report

Introduction

Fr Stephen started his ministry at St Francis six years' ago (19th April 2018) and I know that all of us appreciate his guidance and the pastoral / Christian outreach work which he and Judith undertake not only at St Francis but also within the wider community of Petts Wood, including Petts Wood Churches Together (PWCT). Their focus on, and support for, wider global issues like caring for God's environment and trying to achieve lower carbon emissions is also well-received. Our latest Silver ECO Award and the success of our monthly Repair Café are a testimony to their commitment. It is planned that Fr Stephen and Judith will be leaving St Francis in just over a year's time (after July 2025) and I pray that we may all use this time wisely. Let's continue to be guided by Fr Stephen and to prepare for the inevitable interregnum which will occur! My thanks also go to Fr Bob who not only takes (and preaches at) services but also concelebrates with us from Bromley College. Considering his multiple operations and medical procedures this year, I very much appreciate his commitment to St Francis. Due to Fr Bob's connection with Bromley College, we welcomed two new visiting priests to St Francis, Neil Fairlamb and Angela King (acting chaplain at Bromley College) who helped us out when Fr Bob was recovering. They were appreciative of our warm welcome and I hope that they will be able to help us in the future.

While this report summarises the fabric of the church (see below), I must start by giving thanks to all of those who have continued to worship and support each other in the parish. We continue to operate the church in a professional and caring way in terms of our finances, accounting, operations, Hall management, garden/building maintenance, and the "day to day" running of services. All of this doesn't happen by chance – it is the result of the dedication, commitment and hard work of many individuals, including the PCC members. I know that Fr Stephen has already commented on the fact that I have been the only church warden for many years; however, without the support you show to each other, and to myself in particular, my role would be untenable. To all of you, who have made this possible, please accept my gratitude.

2023 has been a year of many joyful moments: From our wonderful Summer and Winter Fairs to the many fun Film Nights and the very popular Vicarage Garden Party generously hosted by Fr Stephen and Judith. Our strong music tradition at St Francis has continued under the expert guidance of Steve and, as always, the Easter Triduum and Nine Lessons & Carols highlighted the importance of combining music and liturgy to produce an enhanced spiritual experience. Our Patronal Festival and the blessing of our new stained glass window was also a very special moment in our worship this year. We also welcomed the return of PWOS Musical Theatre Group and Bromley Boy Singers to St Francis in December for some very entertaining and uplifting music performances. This is all part of our fellowship at St Francis. Once again, thank you to all of you who have made this possible and let's strive to share Jesus' love with others in Petts Wood.

Work Undertaken

It is clear to everyone who visits St Francis that the building, grounds, vicarage and the Community Hall are all maintained to a very high standard. A substantial amount of work has been undertaken both by external contractors, by parishioners acting in a voluntary capacity, and by Fr Stephen. There are too many people to mention by name but I would like to take this opportunity to formally thank all of you who have helped in such a dedicated, loving and caring way - I believe that our work here is a lasting legacy to the worshipping community in Petts Wood and one which we can all be proud of. A wonderful addition to our beautiful church was the installation of a new stained glass window to commemorate our patron saint. As I serve at the chancel altar, the beauty of this window never fails to catch my eye, especially when the sun is shining so that the dark and lighter blues become so vivid! I know that you will all join me in thanking the donor for their most generous gift.

Please find below a summary of other works which were due in 2023:

- a) As our insurance has now paid out for the water damage to the organ, we have decided to complete the organ work in stages with the first phase being the repair of the water damage. Unfortunately, our main contractor has found it difficult to commit to specific dates when this work will be completed. Despite this planned repair, the organ still needs a major overhaul. I thank the members of the congregation for making generous pledges towards this; however, even if we continue with the project in phases, the second phase (after water damage repair) will cost many tens of thousands of pounds, hence the plan to use social functions to raise some of this money.
- b) After many months of being without a functioning bell, I'm pleased that the bell cable has now been replaced with a different type of steel cable together with the netting which protects the bell chamber from birds!

- c) The replacing of the mortar fillet at abutment over lead flashing to east side of north aisle is still outstanding as is the replacement of some of the Fire Escape steps at the back of the Hall.

In addition to the work below, we installed solar panels on the East and West facing roofs of the Hall as well as their associated battery and inverter. Other maintenance/service work in the Church and Church Hall has been regularly undertaken by qualified contractors e.g. Electrical PIRs (Periodic Inspection Reports); Fire Extinguisher Checks; Gas Safety Checks; Heating System Services; Hall Emergency Lighting; PAT testing. Please note that the technical checks for Asbestos and the Lightning Conductors were also undertaken (March 2023) with the next ones scheduled for March 2025. Please note that contractors were brought in to cut back the trees in front of the Hall to mitigate the risk of damage to our neighbour's property. A special, and well-deserved, "thank you" is needed for Tony's organisation of most of this. Without our special group of volunteers, the cost of doing much of the work at St Francis would be prohibitively expensive.

Moving Forward

Recently, Fr Stephen came across my baptismal records dated September 1959! I am blessed to have been at St Francis for over 60 years, man and boy. It has been an honour and privilege to be associated with so many good and wise people within our community who have guided me over the years - St Francis will always remain my spiritual home. While Sarah and I have no firm plans to leave Petts Wood, please note that when Jasmine graduates in 2025, it will be increasingly likely that we will start reviewing the best place in the UK for us to retire to. It is likely that we will follow Fr Stephen and Judith within a few years of their move which should give enough time for a new priest to be appointed as well as two Church Wardens, a Hall Manager, and a new server. In the meantime, Sarah and I will carry on helping and supporting St Francis as much as possible.

Dave Ince

Church Warden

THE CHURCH OF ST. FRANCIS OF ASSISI, PETTS WOOD

ANNUAL REPORT FOR 2023

ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE PARISH

Annual Accounts 2023

Parochial Church Council of St Francis, Petts Wood

Statement of Financial Activities for the year ending 31 December 2023

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2023 £	Total Funds 2022 £
INCOMING RESOURCES					
Voluntary Income	63,925	6,712		70,637	70,211
Activities for generating funds	12,495	190		12,685	7,300
Income from investments	1,614		1	1,614	510
Church activities	26,370			26,370	24,799
TOTAL INCOMING RESOURCES	104,404	6,902	1	111,306	102,820
RESOURCES EXPENDED					
Cost of generation of voluntary income					0
Church activities and ministry	102,152	540	1	102,692	85,280
TOTAL RESOURCES EXPENDED	(102,152)	(540)	1	(102,692)	(85,280)
NET RESOURCES	2,252	6,362	0	8,614	17,540
NET MOVEMENT IN FUNDS					
Balances B/fwd 1 January 2023	114,133	15,233	3,000	132,366	114,826
Balances c/fwd 31 December 2023	116,385	21,595	3,000	140,980	132,366

Balance Sheet at 31 December 2023

	2023 £	2022 £
FIXED ASSETS		
Tangible	8,000	8,000
TOTAL FIXED ASSETS	8,000	8,000
CURRENT ASSETS		
Debtors and Prepayments	1,694	3,097
Short term deposits	117,504	95,172
Cash at Bank and in hand	13,782	26,097
TOTAL CURRENT ASSETS	132,980	124,366
TOTAL ASSETS	140,980	132,366
PARISH FUNDS		
Unrestricted	116,385	114,133
Restricted	21,595	15,233
Endowment	3,000	3,000
	140,980	132,366
TOTAL PARISH FUNDS		
LIABILITIES		
Creditors	0	0
TOTAL LIABILITIES	0	0
TOTAL PARISH FUNDS AND LIABILITIES	140,980	132,366

These Accounts were approved by the Parochial Church Council (PCC) on 2024
and signed on its behalf by Fr Stephen Niechial, PCC Chairman)

Balance Sheet at 31 December 2023

Financial Statements

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs.

Assets

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011. Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory. Items costing less than £1000 are written off when purchased and other items will be depreciated on a straight line basis over four years. The Church Hall is within the church grounds, but the building is owned by the PCC. It is included at historic cost of £8000. Equipment used within the church premises will be depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Fund accounting

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

2. INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL Funds 2023 £	TOTAL Funds 2023 £
INCOMING RESOURCES					
Voluntary Income					
Planned Giving:					
Gift aid donations	25,616			25,616	37,602
Tax recoverable	11,726			11,726	12,780
Other	17,246			17,246	1,740
Collections	3,465			3,465	5,074
Donations, appeals	6,471	5,490		11,961	11,471
Tax recoverable		1,412		1,412	679
Legacies	0			0	19
Activities for generating funds					
Fairs, raffles, social events					
Sponsorship	3,471	0000		3,471	6,145
Income from investments				1,614	510
Bank and Deposit account interest	1,614				
Income from Church activities					
Fees	8,425			8,425	1,920
Church Hall lettings	26,370			26,370	24,879
TOTAL INCOMING RESOURCES	104,404	6,902		111,306	102,819

3. RESOURCES EXPENDED

	Unrestricted Funds	Restricted Endowment Funds	TOTAL Funds 2023 £	TOTAL Funds 2022 £
Church Activities				
Missionary and charitable giving				
Welcare				550
Ukrainian Fund	1,132		1,132	
St Christophers Hospice				
Childrens Society				300
Romney House Cats	0	0	0	110
Age UK	380	0	380	0
St Francis Hospital, Katete	0	180	180	450
Orpington Deanery Synod				
Shelter		360	360	300
Petts Wood Churches Together				
Sub Total	1,512	540	2,052	1,710
Ministry				
Diocesan Parish Offer	46,882		46,882	44,162
Other Ministry costs	3,052		3,052	2,888
Church running and maintenance	37,823		37,823	23,454
Training				
Parish Website	745		745	660
Church Grounds upkeep	1,896		1,896	1,320
Church Hall running costs	8,143		8,143	7,906
Printing and stationery	2,099		2,099	3,180
TOTAL RESOURCES EXPENDED	102,152	540	102,692	85,280
Surplus/(deficit)	2,252	6,362	8,614	17,540

NOTE:

The following Charitable Payments intended for 2023, were made after 31 December 2023 and therefore not included in the figures.

1. Welcare £605
2. Children's Society £520

4. Payments to PCC members. No expenses were paid to any PCC member.

5. Donations from the PCC

Under the Charity Governance Code for Smaller Charities, and in line with the practice advised by the Diocese, the Parish is advised to disclose the aggregate of the total amount of donations received without conditions from the PCC during the Financial Year. For 2023, the aggregate donations received without conditions from members of the PCC (whilst in office) amounted to £27,861 (2022 £28,364).

6. Debtors. Tax recoverable £1,412 (2022 £2,748)

7. Fixed Assets. Church Hall Building £8,000 (2022 £8,000)

8. Current liabilities. Nil. (2022 Nil)

9. Funds

The unrestricted funds comprise the General Fund , Hall Fund and designated Church Repair Fund. Some General Fund income from collections and fund raising and donations is restricted for particular purposes. Donations of £750 (Plus £250 GA) was received towards the setting up of the Bubble Church initiative, to encourage young families to engage with the church. Donations of £340 was received towards the Organ Fund making a total of £2,996, A donation of £1,500 was also received on behalf of the repair café towards the general fund. The main restricted Fund is the Project Fund, for identified major projects to improve church and hall facilities. The endowment funds are the Lamp Maintenance Fund which is an endowment of £3,000 given to pay for the sanctuary lamps.

FUNDS MOVEMENTS

	General	Church				
	Fund	Repair	Hall	Project	Lamp	Total
	£	Fund	Fund	Fund	Fund	Fund
	£	£	£	£	£	£
Balance at 1 January 2023	51,139	14,517	48,477	15,233	3,000	132,366
Incoming resources	77,462	800	26,369	6,675	0	111,306
Resources expended	94,009	0	8,143	540	0	102,692
Transfer between Funds		0	0	0	0	0
Balance at 31 December 2022	34,592	15,317	66,703	21,368	3,000	140,980
Increase/(decrease)	(16,547)	800	18,226	6,135	0	8,614

ANALYSIS OF ASSETS**BY FUND**

	Unrestricted	Restricted	Endowment	TOTAL	TOTAL
	Funds	Funds	Funds	Funds	Funds
				2023	2022
				£	£
Funds					
Tangible fixed assets	8,000			8,000	8,000
Current assets	116,385	21,595	3,000	140,980	124,366
Liabilities	0	0	0	0	0
Total Assets	124,385	21,595	3,000	140,980	132,366
Increase/decrease for year	2,252	6,362	0	8,614	17,540

Independent Examiner's Report to the members/trustees of St Francis Church, Petts Wood, Parochial Church Council.

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

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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.

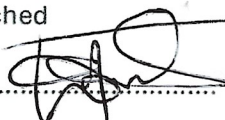
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matters have 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

Date 2nd May 2024 Signed



EARNSTAN D.B. PARNER RB

Accounts

THE CHURCH OF ST. FRANCIS OF ASSISI, PETTS WOOD

ANNUAL REPORT FOR 2022

ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE PARISH

SECTION 1

The Benefice

The Parish of Saint Francis of Assisi, Petts Wood is located in the London Borough of Bromley and is within the Church of England Deanery of Orpington, in the Diocese of Rochester. Fr Stephen Niechcial has been parish priest since 19th April, 2018.

The Parochial Church Council ("PCC") – Function

The PCC is a corporate body acting through the provisions of The Parochial Church Councils (Powers) Measure 1956 (as amended). Its responsibilities include co-operation with the minister in promoting in the Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It has responsibility for discussion of all appropriate matters and for representation to Deanery Synod. Its powers and duties also include responsibility for the financial affairs of the Parish including the care, maintenance, preservation and insurance of the fabric of the church and its goods and ornaments and the fabric of the hall. The PCC is a registered charity (No 1127654) and the members of the PCC are its trustees.

Address for Correspondence

St. Francis Vicarage,
60 Willett Way,
Petts Wood,
Kent BR5 1QE
Tel: 01689 829971
Website: www.stfrancispw.org.uk

PCC & Deanery Synod Membership

The Parish Priest is the PCC Chairman and other members of the PCC are either ex-officio, i.e. members by virtue of being a churchwarden or a member of Deanery Synod, or elected. At the Annual Parochial Church Meeting ("APCM") on 22nd April 2018 Rule 16(3) of Church Representation Rules 1969 (as amended) was adopted whereby all elected members are elected every year at the APCM. The adoption of Rule 16(3) expires following the APCM in 2023 and will need to be reconsidered at the APCM 2024. Parish representatives to Deanery Synod are elected to serve a continuing 3-year term with the next election in 2023. During 2021 the PCC members were:

PCC Chairman

Fr Stephen Niechcial.

PCC Ex-Officio Members

Mr Anthony Burlace (*Vice Chairman and Deanery Synod member*)
Mr David Ince (Churchwarden).
Mrs Susan Burlace (*Deanery Synod Representative*)

PCC Elected Members

Mr Bami Cole (Finance Officer), Mrs Claire Davis, Mr. Alex Graham, Mrs Rosemary Hughes, Mrs Theresa Hull (*Treasurer*), Mrs Irene Jones (*Safeguarding Officer*), Mrs Rose Parrington, Mrs Pam Thomas (*Secretary*),

PCC Appointed "Parish Children, Young Persons and other Vulnerable Persons Representative"

Mrs Irene Jones.

PCC Meetings

The PCC met 6 times: on 18th Jan, 15th March, 10th May, 12th July, 27th Sept and 22nd Nov. Additionally, there was a short meeting after the APCM for the election of officers. For reasons of Convenience, the meetings were a mixture of 'live' and hybrid. Minutes of PCC meetings are e-mailed to members of the congregation who have agreed to receive them and are displayed in Church.

PCC Committees

The appointment of a Standing Committee is a statutory requirement and the PCC may appoint other committees and sub-committees for the various branches of its work and these may include non-PCC members. In the previous year the PCC had 4 committees as follows which are convened as required

:

Standing Committee	It has power to transact the business of the PCC between meetings thereof, subject to any directions given by the PCC.
Hall Committee	Manages the church Hall
Social Committee	Attends to the Parish's social activities
Fund raising and Building Steering committee	Raises funds for and manages new capital and specific project works

Of these only the Standing Committee now remains formally in existence. The functions of the remaining three committees are exercised by ad hoc volunteers as the need arises.

Safeguarding Protection Policy

The Parish adheres to the Diocesan Policy, Procedures and Practice for work with Children, Young People and other Vulnerable Persons in Parishes, which includes DBS checking for all those working with vulnerable people in the Parish, and also has due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The PCC recognises that safeguarding is the responsibility of all of us.

Charity Governance Code

The PCC has reviewed the Code and will continue to consider its guidance. In 2022, 4 members of the PCC had served more than 9 years. While the PCC encourages new members to come forward, there were insufficient nominees to fill all vacancies and the 4 long serving members all brought expertise which was needed. The PCC was pleased to welcome 2 new members. The PCC encourages diversity by inviting nominations for election from all members of the congregation and by requiring all PCC members to stand for election each year.

Church Attendance

At 31 December 2022, there were 79 parishioners on the Church Electoral Roll. Attendances during the year remained lower than pre the Covid 19 pandemic. However, all services remained open to a live congregation as well as being live streamed. Attendances remain similar to the previous year at around 30 for 10.30 Sunday Mass. During the year the PCC and our fellow parishioners were delighted to welcome new members into our Church family, while at the same time greatly missing those who left us- mainly through death. It was a particular blessing to receive one new member by adult confirmation.

SECTION 2

Review of the year

As always the Church has relied upon, and has been blessed by the grace of God and the generosity, hard work and goodwill of its people. We have continued to publicise the Church through our website, www.stfrancispw.org.uk, our Facebook page and our Newsletters, all of which give details of all our services, news, information and activities. We also update our entry on 'A Church Near You'.

The Covid 19 pandemic is generally behind us, but it has left its mark on the local community in terms of remaining anxiety and caution. The church has been open for personal prayer and meditation daily throughout the year and we have streamed our weekday and Sunday services so that people can take part in their homes. Fr. Stephen and our members have

ensured that others have been kept in touch with and supported. In these and other ways we hope we have been a source of strength and comfort to all.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. Our usual programme of social and community events revived again, and we managed to host a number of concerts and events, including our usual Summer Fair, Garden Party and Quiz Night. Our Christmas Eve, Christingle Midnight Mass, and usual Christmas Day services were held. The Christingle was up to its pre-pandemic level of attendance for the first time. Our Hall has continued to serve the whole community of Petts Wood as venue for a daily pre-school group and for various social and recreational activities.

Our Holy Week services were held in full in church.

Our monthly Family Services have continued and our Children's Corner was re-equipped by means of a generous donation.

We continued to be active in Petts Wood Churches Together, including St Francis once again leading an Ecumenical Lent Group, and participating in the Good Friday Walk of Witness. The Bereavement Help Point sited at the Methodist Church has continued to grow and Flourish.

Our St Francis Support Network continues to ensure that friendship and help in times of need is available to all our congregation.

In 2021 the Parish, as part of its outreach and mission to serve those in need, supported several charities, including The Childrens' Society, St Christopher's Hospice, St Francis Hospital Katete, Welcare and Orpington Food Bank.

Father Stephen's Report

After the uncertainties of the previous two years, 2022 has been a return to pre-Covid times as far as worship is concerned. In common with most churches of most denominations, our attendance levels are still about 20% down on 2019.

I celebrate Mass daily. Evensong on Sunday evenings has also continued. Sadly, we suffered losses of long standing and much loved members by death throughout the year. We have had the joy of both an adult Confirmation (Maxine), Infant Baptism numbers were down on 2019, but one wedding postponed from 2020 took place.

In addition to the above-mentioned 'regular' events, we did a lot of things in 2022, as if making up for lost time in the previous two years!

A flourishing 'Bumps and Babies' group was initiated by Rosemary Hughes. Rosemary was also commissioned as an Anna Chaplain.

We launched and ECO group which, amongst other things, achieved a Bronze Award for our church.

Together with the URC we ran drop-in centres for Ukrainian refugees.

Bromley Boys Choir, Petts Wood Operatic, and other musicians organised by Dave and Sarah Ince gave lovely concerts in church. Sara Skyrme gave monthly organ recitals.

We took a large part in Jubilee Celebrations including the kind donation of wonderful fireworks by one of our members.

Claire Brew took the initiative to get saplings for us for the churchyard, and we enjoyed a community planting session.

Our Mothers' Union remained a cornerstone of our Parish life, and has been able to begin meeting again. Members have been very active in their support of each other and the Parish as a whole.

Of particular importance for our Church life was an 'away day' meeting of discernment for Church Members which took place at Aylesford Priory and which led to the planning of the Repair Cafe- a major new community engagement project for our Church.

Unlike many churches, we don't have a paid administrator here, and we remain very indebted to Sue and Tony who compile and print our weekly notice sheets, and to Steve for all the amount of work he does regularly in compiling high quality service booklets for Feasts and Family Services.

Our threshold Sunday Mass figure of 25 minimum to justify the cost of an organist has just about been met consistently. So we have continued to draw on a small pool of good itinerant organists for Sunday Masses with the exception of Family Services. Steve and I felt that retaining recorded music for these would maintain some variety in our musical diet. Peter Sanders very generously continues to play for our regular evening services without charge. Thanks go to our faithful choir who were able to sing again for most of the year, and again to Steve for all the work that goes into preparing music and rehearsing the choir. Our Carol Service took place this year with good attendance..

Our regular study group on Wednesdays took up meeting in person again, and is now Ecumenical with members from The Methodist, URC and Roman Churches in addition to us.

The work and activities of the Parish depend on the hard work and generosity of so many of our congregation. I must give most sincere thanks to all who have helped us to pay for the ongoing costs of the Church (especially so in the light of lost income from the hall during the previous year) and have supported us through giving their time and talents to church activities. We thank them all, including Choir members, Servers, Eucharistic Ministers, Sides Persons, Flower Arrangers, Cleaners, Gardeners, those who have helped with buildings maintenance, finance and administration, and all others who do so much to provide our services to such a high standard and keep the Church and grounds in good condition.

We all owe a debt of thanks to our PCC for carrying out the essential work to manage our church. I remain concerned though about the workload for some. For the past two years I have written, 'We have had only one Churchwarden for over four years now, and despite some of the work being covered by Tony (which Dave and I are very grateful for), Dave has been combining this with the huge task of managing the church hall. We need and should have two Wardens and I really feel someone should be stepping forward as a second Warden'. Sadly the situation remains the same, and no one else has come forward.

There is a separate financial report from which you will see that at year end 2022 we were in a fairly good financial position thanks to hall income picking up again.. The PCC have begun to discuss ideas for how we might use Alice's legacy wisely on improvement projects which would be an effective use of her gift and a fitting memorial to her. We have received an estimate to replace our heating system. We also have to factor in though that our organ has been estimated to need repairs in excess of £35K . We have some restricted funds remaining from our West End Project, some of which will be used towards other related additions and improvements at that end of church such as collapsible tables and chairs for Sunday coffee. We raised funds for a community de-fibrillator which has been installed. I would like to encourage all members to think about the benefit of leaving a small legacy to our church. Our thanks go to Bami and Terri for their highly skilled and professional management of our financial resources.

As always, if you already donate by Standing Order I would urge you if you can possibly afford it, to update the amount annually by at least the rate of inflation which is currently reckoned to be running at over 10% If you currently give cash or envelope donations I would ask you to consider replacing them with a Standing Order, and better still join the Parish Giving Scheme which will update your giving automatically once a year. This would ensure regular income for us when you are not able to attend church, and knowing how much income we can count on weekly or monthly helps our financial planning enormously.

Thanks to Ruth's work as Website manager, and the items from all who contribute, our website continues to be very comprehensive, attractive and gives a very good message about who we are and what we have to offer. With all your

contributions, Judith is keeping our Facebook page and quarterly Newsletter lively. We need regular contributions for all of this, so please keep them coming..

Judith and I continue to feel very supported and valued by everyone in our church and we would like to thank you for all your love and prayers over the past year. I personally feel very honoured to be the Vicar of a church which has pulled so well together to show so much love and caring to each other and the community. My ministry here (which was due to end on my 70th birthday in July 2023) has been extended for 2 -3 more years.

Fr. Stephen,

Church Warden's Report

Introduction

Fr Stephen started his ministry at St Francis over five years' ago (19th April 2018) and I know that all of us appreciate his guidance and the pastoral and Christian outreach work which he and Judith undertake not only at St Francis but also within the wider community of Petts Wood, including Petts Wood Churches Together (PWCT). Their focus on, and support for, wider global issues like caring for God's environment and trying to achieve lower carbon emissions is also well-received. Our Bronze ECO Award is a testimony of this. I am very pleased (and relieved!) to report that Bishop Simon has agreed to the extension of Fr Stephen's tenure for two years after his 70th birthday (2023) and I pray that we may all use this time wisely. Let's continue to be guided by Fr Stephen and to prepare for 2025! My thanks also go to Fr Bob who not only takes (and preaches at) services but concelebrates with us from Bromley College. His work in helping our pilgrims prepare for the Assisi trip was much appreciated.

While this report summarises the fabric of the church (see below), I must start by giving thanks to all of those who have continued to worship and support each other in the parish. The use of new technology like WhatsApp, Live YouTube, our well-designed website and Facebook channels is critical to the cohesion of our community at St Francis. We have also continued the professional running of the church in terms of our finances, accounting, operations, Hall management, garden/building maintenance, and the "day to day" running of services. All of this doesn't happen by chance – it is the result of the dedication, commitment and hard work of many individuals. To all of you, who have made this possible, please accept my heartfelt gratitude.

2022 has been a year of many joyful moments: From our wonderful Platinum Jubilee celebrations in early June to the successful Winter Fair. The latter was the first time we used our card payment system to enable visitors to fully support the church without the need of any cash in their pockets! Other notable events were our successful, monthly Film Nights and how we all came together to help and support the Ukrainian refugees by offering the Hall as a drop-in centre. Our Quiz Night in February, as ever, proved very popular as was Fr Stephen's and Judith's Garden Party in late August. Our strong music tradition at St Francis has continued under the expert guidance of Steve and, as always, the Easter Triduum and Nine Lessons & Carols highlighted the importance of combining music to our liturgy to produce an enhanced spiritual experience. We also welcomed Petts Wood Operatics Society and Bromley Boy Singers to St Francis in December for some very entertaining and uplifting music performances. This is all part of our fellowship at St Francis. Once again, thank you to all of you who have made this possible and let's strive to share Jesus' love with others in Petts Wood.

Work Undertaken

It is clear to everyone who visits St Francis that the building, grounds, vicarage and the Community Hall are all maintained to a very high standard. A substantial amount of work has been undertaken both by external contractors and by parishioners acting in a voluntary capacity. There are too many people to mention by name but I would like to take this opportunity to formally thank all of you who have helped maintain St Francis in such a loving/caring way - I believe that our work here is a lasting legacy to the worshipping community in Petts Wood and one which we can all be proud of.

Please note that there are still outstanding actions regarding the maintenance of the church which will, hopefully, be addressed in 2023:

- a) Our organ needs a major overhaul, and members of the congregation have made generous pledges towards this. Unfortunately, having obtained estimates for the work, our usual organ repairer decided he did not want to undertake so large a project. We are therefore seeking new estimates. There was also some water damage to the

organ which was spotted during regular organ maintenance. A claim has been lodged with our insurers and this will be paid to us in 2023. Fortunately, the damage has not stopped the organ from working – clearly, it was built very well! We think that the water ingress occurs very infrequently and is based on strength of rain and wind direction. Despite attempts to shower the roof and walls above the damage, it is not clear where we need to make the repair.

- b) Unfortunately, the bell cable snapped again on the Sunday before the funeral of Queen Elizabeth II. This was only 27 months after we repaired it last time! As Fr Stephen noted, “The cable failed again, eerily, on the last stroke of tolling before 11am.” The repairs will take place next year (2023) and will require another hire of a cherry picker and the use of different type of cable!
- c) Replace mortar fillet at abutment over lead flashing to east side of north aisle
- d) Replace some of the Fire Escape steps at the back of the Hall

Other maintenance/service work in the Church and Church Hall has been regularly undertaken by qualified contractors e.g. Electrical PIRs (Periodic Inspection Reports); Fire Extinguisher Checks; Gas Safety Checks; Heating System Services; Hall Emergency Lighting; PAT testing. Please note that the technical checks for Asbestos and the Lightning Conductors are undertaken every other year and these have been scheduled for March 2023. A special, and well-deserved, “thank you” to Tony for organising most of this as well as the regular “work ins” which involve parish volunteers clearing the gutters, flat roofs, hoppers, gullies and surrounding gravel channels of debris and vegetation. As before, without our special group of volunteers, the cost of doing much of the work at St Francis would be prohibitively expensive. Please note that contractors were brought in to repair the West-facing guttering on the Hall and to replenish the stones which are part of the drainage system abutting the church (to the North and East sides).

Finally, I am most grateful to Fr Stephen and Judith for helping to insulate the Lady Chapel from drafts coming in from the external door. This has been achieved by re-using some of our old, red curtains and attaching them to a “slider fixing” above the door – a great example of re-use and re-cycle!

Dave Ince

Church Warden

Financial Review

Our financial results in 2022 received a slight boost as we continue to recover from the residual effects of the pandemic. We achieved better than budgeted results, as well as better outturn than last year. Total Income was £102,820 (£87,989) and we spent 85,280 (£80,271), giving a surplus of £17,540.

Planned Giving income was £37,476 (£41,360), although slightly lower than 2021, was more than compensated for by donations, collections and income from functions, which more than made up for the difference. Service collection offering was £5074 (£3848) and total donations amounted £9971 (£3484)

Hall income continued to recover well during the year to £24,879 (£19,104), an increase of 34%. This increase in Hall income of £5,775 played a crucial role towards achieving our overall surplus for the year.

Expenditure overall increased by £5,009 compared to 2021, reflecting increased running costs, as the community gained confidence to undertake physical attendance, both at service and other activities as we approached the end of the pandemic.

Our current assets increased by £17540, to £124,366 (£106,826), an increase of 16.4%. Towards the end of the year, the PCC developed a new Planned Giving Scheme, the full effects of which will become clearer during 2023.

Reserves Policy

Our reserves policy is that our freely available reserve (excluding restricted and endowment funds and restricted funds not currently available) should be between three to six months average expenditure.

At the end of 2022 the freely available reserve was £106133 (£91,148), which is about 2.5 times over the upper end of the current reserve policy requirement.

The Council's bankers are HSBC, 249, High St, Orpington, BR6 0NR.

The Independent Financial Examiner is Mr. Rodney Bellis, whose report is attached to these accounts.

Approved by the PCC on 16th May 2023 and signed on their behalf by Fr Stephen Niechcial

Fr Stephen Niechcial
Chairman, St Francis PCC.

Annual Accounts 2022

Parochial Church Council of St Francis, Petts Wood

Statement of Financial Activities for the year ending 31 December 2022

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2022	Total Funds 2021
INCOMING RESOURCES					
Voluntary Income	65711	2500		70211	65778
Activities for generating funds	6145	1155		7300	1353
Income from investments	510		1	510	48
Church activities	26799			24799	20810
TOTAL INCOMING RESOURCES	99165	3655	1	102820	87989
RESOURCES EXPENDED					
Cost of generation of voluntary income					0
Church activities and ministry	84180	1100	1	85280	80271
TOTAL RESOURCES EXPENDED	84180	1100	1	85280	80271
NET INCOMING/OUTGOING RESOURCES	14985	2555	0	17540	7718
NET MOVEMENT IN FUNDS					
Balances B/fwd 1 January 2022	99148	12678	3000	114826	107108
Balances c/fwd 31 December 2022	114133	15233	3000	132366	114826

Balance Sheet at 31 December 2022

	2022	2021
	£	£
FIXED ASSETS		
Tangible	8000	8000
Total	8000	8000
CURRENT ASSETS		
Debtors and Prepayments	3097	3426
Short term deposits	95172	78063
Cash at Bank and in hand	26097	25337
Total	124366	106826
LIABILITIES		
Creditors		
Total		0
NET CURRENT ASSETS/LIABILITIES	124366	106826
TOTAL NET ASSETS	132366	114826
PARISH FUNDS		
Unrestricted	114133	99148
Restricted	15233	12678
Endowment	3000	3000
Total	132366	114826

These Accounts approved by the Parochial Church Council on 16th May 2023

and signed on its behalf by Fr Stephen Niechcial ,PCC Chairman)

Financial Statements

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs.

Assets

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011. Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory. Items costing less than £1000 are written off when purchased and other items will be depreciated on a straight line basis over four years. The Church Hall is within the church grounds, but the building is owned by the PCC. It is included at historic cost of £8000. Equipment used within the church premises will be depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Fund accounting

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

2. INCOMING RESOURCES

INCOMING RESOURCES	Unrestricted	Restricted	Endowmen	TOTAL	TOTAL
	Funds	Funds	t Funds	2022	2021
Voluntary Income					
Planned Giving:					
Gift aid donations	37602				39620
				37602	
Tax recoverable	12780			12780	10545
Other	1740			1740	1740
Collections	3919	1155		5074	3651
Donations,appeals	9471	2000		11471	7829
Tax recoverable	179	500		679	1393
Legacies	19			19	1000
Activities for generating funds					
Fairs, raffles, social events					1353
Sponsorship	6145	0000		6145	0
Income from investments	510			510	
Bank and Deposit account interest					48
Income from Church activities					
Fees	1920			1920	1706
Church Hall lettings	24879			24879	19104
TOTAL INCOMING RESOURCES	99164	3655		102819	87989

3. RESOURCES EXPENDED	Unrestricted	Restricted Endowment	TOTAL	TOTAL
Church Activities	Funds	Funds Funds	2022	2021
Missionary and charitable giving				
Welcare		550	550	2810
Friends of Rochester Cathedral				20
St Christophers Hospice				150
Childrens Society	300		300	131
Romney House Cats	110		110	0
Last Chance Animal Rescue				0
St Francis Hospital, Katete	200	250	450	150
Orpington Deanery Synod Shelter		300	300	155
Petts Wood Churches Together				60
Sub Total	610	1100	1710	1686
Ministry				
Diocesan Parish Offer	44162		44162	42675
Other Ministry costs	2888		2888	4245
Church running and maintenance	23454		23454	20274
Training				0
Parish Website	660		660	234
Church Grounds upkeep	1320		1320	630
Church Hall running costs	7906		7906	7112
Printing and stationery	3180		3180	3415
TOTAL RESOURCES EXPENDED	84180	1100	85280	80271
Surplus/deficit	14985	2555	17540	7718

4. Payments to PCC members. No expenses were paid to any PCC member.

5. Donations from the PCC

Under the Charity Governance Code for Smaller Charities, and in line with the practice advised by the Diocese, the Parish is advised to disclose the aggregate of the total amount of donations received without conditions from the PCC during the Financial Year. For 2022, the aggregate donations received without conditions from members of the PCC (whilst in office) amounted to £28364 (2021 £20379), an increase of 39%.

6. Debtors. Tax recoverable £2748 (£3194 in 2021)

7. Fixed Assets. Church Hall Building £8000 (£8000 in 2021)

8. Current liabilities. Nil. (2022 Nil)

9. Funds

The unrestricted funds comprise the General Fund, Hall Fund and designated Church Repair Fund. Some General Fund income from collections and fund raising and donations is restricted for particular purposes. Donations of £2500 (Plus £500 GA) was received towards the setting up of a fund to assist Ukrainian Refugees. A donation of £20 was received towards the Organ Fund, making a total of £2656. The main restricted Fund is the Project Fund, for identified major projects to improve church and hall facilities. The endowment funds are the Lamp Maintenance Fund which is an endowment of £3000 given to pay for the sanctuary lamps.

FUNDS MOVEMENTS	General Fund	Church Repair Fund	Hall Fund	Project Fund	Lamp Fund	Total
Balance at 1 January 2022	54728	12917	31504	12678	3000	114826
Incoming resources	72686	1600	24879	3655	1	102820
Resources expended	76274	0	7906	1100	1	85280
Transfer between Funds		0	0	0		
Balance at 31 December 2022	51139	14517	48477	15233	3000	132366
Increase/decrease	-3588	1600	16973	2555	0	17540

ANALYSIS OF NET ASSETS BY FUND

	Unrestricted	Restricted	Endowment	TOTAL 2022	TOTAL 2021
Tangible fixed assets	8000			8000	8000
Current assets	106133	15233	3000	124366	106826
Liabilities	0	0	0	0	0
Total	114133	15233	3000	132366	114826

Independent Examiner's Report to the members/trustees of St Francis Church, Petts Wood, Parochial Church Council.

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

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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

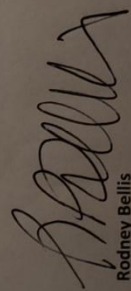
My examination was carried out in accordance with the General Directions given by the Charity Commission.

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 an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matters have 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.


Rodney Bellis
14 Greencourt Road, Orpington, Kent BR5 1QW

Date: 19.3.23

Accounts

THE CHURCH OF ST. FRANCIS OF ASSISI, PETTS WOOD

ANNUAL REPORT FOR 2021

ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE PARISH

SECTION 1

The Benefice

The Parish of Saint Francis of Assisi, Petts Wood is located in the London Borough of Bromley and is within the Church of England Deanery of Orpington, in the Diocese of Rochester. Fr Stephen Niechcial has been parish priest since 19th April, 2018.

The Parochial Church Council ("PCC") - Function

The PCC is a corporate body acting through the provisions of The Parochial Church Councils (Powers) Measure 1956 (as amended). Its responsibilities include co-operation with the minister in promoting in the Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It has responsibility for discussion of all appropriate matters and for representation to Deanery Synod. Its powers and duties also include responsibility for the financial affairs of the Parish including the care, maintenance, preservation and insurance of the fabric of the church and its goods and ornaments and the fabric of the hall. The PCC is a registered charity (No 1127654) and the members of the PCC are its trustees.

Address for Correspondence

St. Francis Vicarage,
60 Willett Way,
Petts Wood,
Kent BR5 1QE
Tel: 01689 829971
Website: www.stfrancispw.org.uk

PCC & Deanery Synod Membership

The Parish Priest is the PCC Chairman and other members of the PCC are either ex-officio, i.e. members by virtue of being a churchwarden or a member of Deanery Synod, or elected. At the Annual Parochial Church Meeting ("APCM") on 22nd April 2018 Rule 16(3) of Church Representation Rules 1969 (as amended) was adopted whereby all elected members are elected every year at the APCM. The adoption of Rule 16(3) expires following the APCM in 2023 and will need to be reconsidered at the APCM 2024. Parish representatives to Deanery Synod are elected to serve a continuing 3-year term with the next election in 2023. During 2021 the PCC members were:

PCC Chairman

Fr Stephen Niechcial.

PCC Ex-Officio Members

Mr Anthony Burlace (*Vice Chairman and Deanery Synod member*)

Mr David Ince (Churchwarden).

Mrs Susan Burlace (*Deanery Synod Representative*)

PCC Elected Members

Mrs Claire Davis, Mr. Alex Graham, Mrs Rosemary Hughes, Mrs Theresa Hull (*Treasurer*), Mrs Irene Jones (*Safeguarding Officer*), Mrs Rose Parrington, Mrs Pam Thomas (*Secretary*), James Smith (*Community Rep*)

PCC Appointed "Parish Children, Young Persons and other Vulnerable Persons Representative"

Mrs Irene Jones.

PCC Meetings

The PCC met 6 times: on 28th Jan, 16th March, 25th May, 20th July, 21st Sept and 16th Nov . Additionally, there was a short meeting after the APCM for the election of officers. For reasons of Covid, the meetings were a mixture of 'live' Zoom and hybrid. Minutes of PCC meetings are e-mailed to members of the congregation who have agreed to receive them and are displayed in Church.

PCC Committees

The appointment of a Standing Committee is a statutory requirement and the PCC may appoint other committees and sub-committees for the various branches of its work and these may include non-PCC members. In the previous year the PCC had 4 committees that meet as follows:

Standing Committee It has power to transact the business of the PCC between meetings thereof, subject to any directions given by the PCC.

Hall Committee Manages the church Hall

Social Committee Attends to the Parish's social activities

Fund raising and Building Steering committee Raises funds for and manages new capital and specific project works

Of these only the Standing Committee now remains formally in existence. The functions of the remaining three committees are exercised by ad hoc volunteers as the need arises.

Safeguarding Protection Policy

The Parish adheres to the Diocesan Policy, Procedures and Practice for work with Children, Young People and other Vulnerable Persons in Parishes, which includes DBS checking for all those working with vulnerable people in the Parish, and also has due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The PCC recognises that safeguarding is the responsibility of all of us.

Charity Governance Code

The PCC has reviewed the Code and will continue to consider its guidance. In 2021, 4 members of the PCC had served more than 9 years. While the PCC encourages new members to come forward, there were insufficient nominees to fill all vacancies and the 4 long serving members all brought expertise which was needed. The PCC was pleased to welcome 2 new members. The PCC encourages diversity by inviting nominations for election from all members of the congregation and by requiring all PCC members to stand for election each year.

Church Attendance

At 31 December 2021, there were 79 parishioners on the Church Electoral Roll. Attendances during the year remained lower than pre the Covid 19 pandemic. However, all services remained open to a live congregation as well as being live streamed. Attendances in July, August and September, had come back to around 30 for 10.30 Sunday Mass, and remain at about this level now. During the year the PCC and our fellow parishioners were delighted to welcome new members into our Church family, while at the same time greatly missing those who left us.

SECTION 2

Review of the year

As always the Church has relied upon, and has been blessed by the grace of God and the generosity, hard work and goodwill of its people. We have continued to publicise the Church through our website, www.stfrancispw.org.uk, our Facebook page and our Newsletters, all of which give details of all our services, news, information and activities. We also update our entry on 'A Church Near You'.

Because of the continuing Covid 19 pandemic, 2021 has been a difficult year for us all, including our congregation, their families and friends and everyone in the community which we serve, though it has also been one marked by some sense of return to 'normality.' The church has been open for personal prayer and meditation daily throughout the year and we have streamed our weekday and Sunday services so that people can take part in their homes. Social distancing measures have remained in church to protect those who felt able to attend services. Fr. Stephen and our members have ensured that others have been kept in touch with and supported. In these and other ways we hope we have been a source of strength and comfort to all.

The Risk Register has been revised regularly to reflect changing additional measures relevant to the pandemic. Our arrangements to respond to its effect were monitored throughout the year and are being kept under constant review. We believe that our social distancing arrangements in church, our streaming of services and conduct of meetings using Zoom has worked well.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. Our usual programme of social and community events revived again, and we managed to host a number of concerts and events, including our usual Summer Fair, Garden Party and Quiz Night. Our Christmas Eve Midnight Mass and usual Christmas Day services were held. Our Hall has continued to serve the whole community of Petts Wood as venue for a daily pre-school group and for various social and recreational activities but many of these activities were severely curtailed again this year, which in turn impacted on our income from those sources.

Our Holy Week services were held in full in church.

Our work with children and young people has been very much curtailed with most families staying away from church during the pandemic, however, our monthly Family Services have continued.

Our strong and active Mothers' Union remained a cornerstone of our Parish life, and has been able to begin meeting again. Members have been very active in their support of each other and the Parish as a whole.

We continued to be active in Petts Wood Churches Together, including St Francis leading the Lent Group, and participating in the Good Friday Walk of Witness. The Bereavement Help Point sited at the Methodist Church has continued to grow and Flourish.

Our St Francis Support Network continues to ensure that friendship and help in times of need is available to all our congregation.

In 2021 the Parish, as part of its outreach and mission to serve those in need, supported several charities, including The Childrens' Society, St Christopher's Hospice, St Francis Hospital Katete, Welcare and Orpington Food Bank.

The work and activities of the Parish depend on the hard work and generosity of so many of our congregation.

We give our most sincere thanks to all who have helped us to pay for the ongoing costs of the Church (especially so in the light of lost income from the hall) and have supported us through giving their time and talents to church activities. We thank them all, including Choir members, Servers, Eucharistic Ministers, Sides Persons, Flower Arrangers, Cleaners, Gardeners, those who have helped with buildings maintenance, finance and administration, and all others who do so much to provide our services to such a high standard and keep the Church and grounds in good condition.

Father Stephen's Report

After the uncertainties of 2020, 2021 has been a return to something like pre-Covid times as far as worship is concerned. In common with most churches of most denominations, our attendance levels are still about 20% down on 2019.

From the beginning of the pandemic I introduced a daily Mass and this will now continue indefinitely. Evensong and Taize on Sunday evenings have also continued. Although we have had to suspend Benediction I hope to re-introduce it very shortly. Mercifully, we have not suffered any losses by death throughout the year (this is little short of miraculous given the deadly nature of Covid 19). We have had the joy of both an adult Confirmation (Alex), and an adult Baptism (Maxine). Infant Baptism numbers were down, but one wedding postponed from 2020 took place, with another rescheduled for this later this year.

Unlike many churches, we don't have a paid administrator here, and we remain very indebted to Sue and Tony who compile and print our weekly notice sheets, and to Steve for all the amount of work he does regularly in compiling high quality service booklets for Feasts and Family Services.

Our threshold Sunday Mass figure of 25 minimum to justify the cost of an organist has just about been met consistently. So we have continued to draw on a small pool of good itinerant organists for Sunday Masses with the exception of Family Services. Steve and I felt that retaining recorded music for these would maintain some variety in our musical diet. One great joy of the year was a Festival Evensong (which had been postponed from 2020, to celebrate the 50 years Steve has been associated with the choir and music of the church.

Peter Sanders very generously continues to play for our regular evening services without charge. Thanks go to our faithful choir who were able to sing again for most of the year, and again to Steve for all the work that goes into preparing music and rehearsing the choir. Happily our Carol Service took place this year, having had to be cancelled last year.

Our regular study group on Wednesdays decided to continue online, and then latterly in person again, most members continue to participate in that way. At one point this broadened out into 'Shaping Our Futures'- a PWCT project to debate topical issues such as climate change, and then into a Lent Group, From the Lent Group has been born an embryonic refugee support group, a befriending group and a community choir. New members are always welcome to all groups.

We all owe a debt of thanks to our PCC for carrying out the essential work to manage our church. I remain concerned though about the workload for some. Last year I wrote 'We have had only one Churchwarden for over four years now, and despite some of the work being

covered by Tony (which Dave and I are very grateful for), Dave has been combining this with the huge task of managing the church hall. We need and should have two Wardens and I really feel someone should be stepping forward as a second Warden'. Sadly the situation remains the same, and no one else has come forward.

There is a separate financial report from which you will see that at year end 2021 we were in a good financial position thanks to hall income picking up again, and expenditure on church heating etc being lower than usual. The PCC have begun to discuss ideas for how we might use Alice's legacy wisely on improvement projects which would be an effective use of her gift and a fitting memorial to her. We have received an estimate for glazing the arches of the Lady Chapel to make a separately heatable worship and meeting space, we are also awaiting an estimate for a new heating system. We have this year established a church ECO group which will be developing and promoting not just our approach to 'Greening' our building, but also to our whole Christian environmental mission. We also have to factor in though that our organ has been estimated to need repairs in excess of £35K. We have some restricted funds remaining from our West End Project, some of which will be used towards other related additions and improvements at that end of church such as collapsible tables and chairs for Sunday coffee. We raised funds and received a grant to install a community de-fibrillator which has been purchased. An incumbents' name board kindly donated by Judith has been erected. In the coming year we will be encouraging all members to think about the benefit of leaving a small legacy to our church. Our thanks go to David and Terri for their highly skilled and professional management of our financial resources. David gave up his financial role at the end of December and we are grateful to Bami Cole for taking on the task.

As always, if you already donate by Standing Order I would urge you if you can possibly afford it, to update the amount annually by at least the rate of inflation which is currently reckoned to be running at nigh on 8%. If you currently give cash or envelope donations I would ask you to consider replacing them with a Standing Order. This would ensure regular income for us when you are not able to attend church, and knowing how much income we can count on weekly or monthly helps our financial planning enormously.

Thanks largely to Dave's efforts, the number of community and private users of our hall, and hence the income from it, continued up to 2020 and then took a big hit during the lock-downs thereafter. In my report of 2019 I prophetically said 'We must remember that we cannot take for granted that the current level of income from the hall will continue'. Thankfully. Income is now returning to previous levels. At least the good news is that there has been no noise to disturb our neighbours for nearly a year!

Thanks to Ruth's work as Website manager, and the items from all who contribute, our website continues to be very comprehensive, attractive and gives a very good message about who we are and what we have to offer. With all your contributions, Judith is keeping our Facebook page and quarterly Newsletter lively. We need regular contributions for all of this, so please keep them coming. Sadly the core of our volunteer gardeners, John and Bill, have retired. New volunteers unfortunately were not forthcoming. We are grateful to Audrey, Irene and others who continue to help, but we now have to employ professionals to do the heavy regular work.

The Bereavement Cafe we launched 2019 has now expanded into the PWCT Bereavement Group project in partnership with St. Christopher's Hospice. It has moved back into live meetings after a period of online only. It is very good to see all our local churches continue to commit to volunteer staffing a project which signifies Christian Ministry in Petts Wood. I am gave up as Chair of PWCT at the end of 2021. Nadene from Christ Church has taken over, and I am pleased to say that there is renewed activity involving working together at present. PWCT elected to put a digital Christmas card in the Gazette rather than distribute house to house as in previous years.

We had a very interesting and enjoyable range of social activities in 2021. Thanks to Sarah and Dave for developing the programme and recruiting performers for the cancelled musical events, but especially for the Bromley Boys event which did come off again in December! More music is planned for 2022. I am hoping also to re instate the Lost Assisi pilgrimage in 2023

Judith and I continue to feel very supported and valued by everyone in our church and we would like to thank you for all your love and prayers over the past year. I personally feel very honoured to be the Vicar of a church which has pulled so well together to show so much love and caring to each other and the community during these dark times. My ministry here is due to end on my 70th birthday in July 2023. The PCC are currently going through a process of discernment with the whole church as to whether I should seek to extend this for a period of 1 to 3 years. Any final decision on this rests of course with the Diocese.

Fr. Stephen,

Church Warden's Report

Introduction

Fr Stephen started his ministry in Petts Wood three years' ago and he has shown us that being a Christian is more than worshipping at church. We appreciate Fr Stephen and Judith for all the outreach work they do, not only at St Francis but also within the wider community of Petts Wood, including Petts Wood Churches Together (PWCT), and their support for wider global issues. My thanks also go to Fr Bob who not only takes (and preaches at) services but concelebrates with us from Bromley College.

While this report is focused on the fabric of the church, I must start by discussing the unprecedented challenge of COVID-19 which has affected us for most of 2020 and for the first three months of 2021. The pandemic's effects could easily have overwhelmed a small parish community such as ours; however, we have continued to worship, communicate, operate, support each other, and "host" coffee mornings and meetings by using technologies like Zoom, WhatsApp, Live YouTube as well as through our well-designed website, Facebook and via email. We have also continued the professional running of the church regarding our finances, accounting, operations, Hall management, garden/building maintenance, and the "day to day" running of services. All of this doesn't happen by chance - it is the result of the dedication, commitment and hard work of many individuals. To all of you, who have made this possible, please accept my heartfelt gratitude.

Work Undertaken

It is clear to everyone who visits St Francis that the building, grounds, vicarage and the Community Hall are all maintained to a very high standard. A substantial amount of work has been undertaken both by external contractors and by parishioners acting in a voluntary capacity. There are too many people to mention by name but I would like to take this opportunity to formally thank all of you who have helped maintain St Francis in such a loving/caring way - I believe that our work here is a lasting legacy to the worshipping community in Petts Wood and one which we can all be proud of. Regarding the last Quinquennial Inspection (July 2019), I am pleased to confirm that, of the ten items needing prompt and essential (within two years) attention, only two items are outstanding: *"Replace mortar fillet at abutment over lead flashing to east side of north aisle"* and, *"Ideally, replace missing and slipped tiles"*. Please note that we have recently identified three further items: vegetation blocking downpipe from church porch flat roof; sticking external Vestry door; and replacing some of the Fire Escape steps at the back of the Hall.

In addition to the formal Quinquennial list, a number of other projects were completed in 2020. Two new heaters have been installed in the Hall and the Hall loft has been fully insulated. Fr Stephen and his assistant (me!) used a cherry picker to replace the broken bell rope/cable in the bell tower. This was a tricky operation made more difficult by the bird netting which had to be removed from its wooden frame and then reattached afterwards! Major electrical/cabling work has also been undertaken by Fr Stephen, including: installation of two high-definition cameras (Lady Chapel and Main Church) for the live-streaming of services; installation of two further Arlo security cameras (in the church and at back of Hall); and laying of cable from vicarage to church to enable Wi-fi connection for the new cameras. Fr Stephen, on behalf of the parishioners at St Francis, I thank you for your enormous effort, skill and hard work in this area.

Other maintenance/service work in the Church and Church Hall has been regularly undertaken by qualified contractors e.g. Electrical PIRs (Periodic Inspection Reports); Fire Extinguisher Checks; Gas Safety Checks; Heating System Services; Hall Emergency Lighting; PAT testing; updating the Health & Safety file for the West-end project etc. Please note that the technical checks for Asbestos and the Lightning Conductors have been scheduled for after Easter, 2021. A special, and well-deserved, “thank you” to Tony for organising most of this as well as the regular “work ins” which involve parish volunteers clearing the gutters, flat roofs, hoppers, gullies and surrounding gravel channels of debris and vegetation. As before, without our special group of volunteers, the cost of doing much of the work at St Francis would be prohibitively expensive. A highlight of the year was in late November when we had a BBQ Fun “Leaf Clearance” work-in. This attracted well over thirty volunteers, some of whom were neighbours and friends of St Francis.

Potential Major Projects

The PCC has identified three major projects which need further evaluation. The first potential project involves the organ - we need to ensure that it is well-maintained so that it can be played to a professional standard for many decades to come. As a bare minimum, this project would include replacing all the electrical contacts on the console’s keys. Please note that we have also been advised that the antiquated wiring, currently located under the floor between the organ and the console (keyboard), needs to be replaced over the next few years. The other two projects relate to the Christian stewardship of our planet and to helping our country achieve its net-zero carbon emissions by using more sustainable (“green”) heating technology:

- a) Enclosing the Lady Chapel with glass panels/doors so that it can be used as a separate room/area with a new heating system. The heating might involve Air Source Heat Pumps (ASHP’s) which have a very low Carbon footprint and are far more cost-efficient to operate. An ASHP absorbs heat from the outside air (even in winter!) and then transfers it directly into a building via a fan system to heat a room.
- b) While the building engineers are evaluating the Lady Chapel heating, we plan to ask them about replacing the church’s main oil heating system with ASHP technology.

Clearly, no firm decisions will be made on any of these potential projects until the PCC receives costing information and discusses their relative merits.

David Ince Church Warden

Financial Review

Our financial results in 2021 continued to be affected by the Covid pandemic, but were better than had been budgeted for and gave us a modest surplus for the year.

Income was £87,989 and we spent £80,271, giving a surplus of £7,718.

Planned Giving income (£41,360) was almost exactly the same as in 2020, but collections increased by £2,282, as more people attended church. We again received several generous donations from church members and were able to resume some social activities which raised £1,353. Hall income recovered well in the second half of the year, to £19,104, compared with £13,471 in 2020. This increase in Hall income of £5,633 was a major factor in achieving our overall surplus for the year.

Expenditure overall fell by £4,865 compared to 2020, mainly due to reduced running and maintenance costs of church and hall as we had few non routine items of expenditure and utilities costs remained below average due to lower levels of use.

While our current assets are at a satisfactory level (£106,826), these include the legacy of £39,693, received in 2020, which the PCC intend to use for a major project and not for normal running costs.

During the last two years the major financial effect of Covid has been a reduction in Hall income. Thanks to members maintaining their level of Planned Giving, Church income has not been severely affected. We expect Hall income to continue to recover in 2022.

Reserves Policy

Our reserves policy is that our freely available reserve (excluding restricted and endowment funds and restricted funds not currently available) should be between three and six months average expenditure.

At the end of 2021 the freely available reserve was £91,148, in excess of the policy requirement due to the legacy being part of our reserves at present.

The Council's bankers are HSBC, 249, High St ,Orpington,BR6 0NR.

The Independent Financial Examiner is Mr. Rodney Bellis, whose report is attached to these accounts.

Approved by the PCC on 15th March 2022 and signed on their behalf by Fr Stephen Niechcial

Fr Stephen Niechcial
Chairman, St Francis PCC.

Annual Accounts 2021

Parochial Church Council of St Francis, Petts Wood

Statement of Financial Activities for the year ending 31 December 2021

	Unrestrict ed Funds	Restrict ed Funds	Endowme nt Funds	Total Funds 2021	Total Funds 2020
INCOMING RESOURCES					
Voluntary Income	64907	871		65778	105176
Activities for generating funds	664	689		1353	800
Income from investments	42	5	1	48	98
Church activities	20810			20810	14265
TOTAL INCOMING RESOURCES	86423	1565	1	87989	120339
RESOURCES EXPENDED					
Cost of generation of voluntary income				0	0
Church activities and ministry	77741	2529	1	80271	85135
TOTAL RESOURCES EXPENDED	77741	2529	1	80271	85135
NET INCOMING/OUTGOING RESOURCES	8682	-964	0	7718	35204
NET MOVEMENT IN FUNDS					
Balances B/fwd 1 January 2021	88914	15195	3000	107108	71904
Balances c/fwd 31 December 2021	99148	12678	3000	114826	107108

**Balance Sheet at 31 December
2021**

	2021	2020
£	£	
FIXED ASSETS		
Tangible	8000	8000
Total	8000	8000
CURRENT ASSETS		
Debtors and Prepayments	3426	3194
Short term deposits	78063	25722
Cash at Bank and in hand	25337	70192
Total	106826	99108
LIABILITIES		
Creditors		
Total	0	0
NET CURRENT ASSETS/LIABILITIES	106826	99108
TOTAL NET ASSETS	114826	107108
PARISH FUNDS		
Unrestricted	99148	88914
Restricted	12678	15195
Endowment	3000	3000
Total	114826	107109

These Accounts approved by the Parochial Church Council
on.....2022
and signed on its behalf by Fr Stephen Niechial ,PCC
Chairman)

Financial Statements

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs.

Assets

Consecrated and benefice property is not included in the accounts in accordance with s.10(2) (a) and (c) of the Charities Act 2011. Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory. Items costing less than £1000 are written off when purchased and other items will be depreciated on a straight line basis over four years. The Church Hall is within the church grounds, but the building is owned by the PCC. It is included at historic cost of £8000. Equipment used within the church premises will be depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Fund accounting

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

2. INCOMING RESOURCES

INCOMING RESOURCES	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2021	TOTAL 2020
Voluntary Income					
Planned Giving:					
Gift aid donations	39620			39620	41351
Tax recoverable	10545			10545	11969
Other	1740			1740	0
Collections	3215	436		3651	1369
Donations, appeals	7474	355		7829	10794
Tax recoverable	1313	80		1393	0
Legacies	1000			1000	39693
Activities for generating funds					
Fairs, raffles, social events	664	689		1353	0
Sponsorship				0	800
Income from investments					
Bank and Deposit account interest	42	5	1	48	98
Income from Church activities					
Fees	1706			1706	794
Church Hall lettings	19104			19104	13471
TOTAL INCOMING RESOURCES	86423	1565	1	87989	120339

3. RESOURCES	Unrestricted	Restricted	Endowment	TOTAL	TOTAL
EXPENDED	Funds	Funds	Funds	2021	2020
Church Activities					
Missionary and charitable giving					
Welcare	1000	20		1020	
Friends of Rochester Cathedral	20			20	20
St Christophers Hospice		150		150	150
Childrens Society		131		131	159
Romney House Cats					48
Last Chance Animal Rescue					48
St Francis Hospital, Katete		150		150	130
Orpington Deanery Synod Shelter		155		155	10
Petts Wood Churches	60			60	55
Together					
Sub Total	1080	606		1686	620
Ministry					
Diocesan Parish Offer	42675			42675	40441
Other Ministry costs	4245			4245	3840
Church running and maintenance	18350	1923	1	20274	23022
Training				0	573
Parish Website	234			234	234
Church Grounds upkeep	630			630	1133
Church Hall running costs	7112			7112	11849
Printing and stationery	3415			3415	3424
TOTAL RESOURCES	77741	2529	1	80271	85136
EXPENDED					
Surplus/deficit	8682	-964	0	7718	35203

4. Payments to PCC members. No expenses were paid to any PCC member.

5. Donations from the PCC

Under the Charity Governance Code for Smaller Charities, and in line with the practice advised by the Diocese, the Parish is advised to disclose the aggregate of the total amount of donations received without conditions from the PCC during the Financial Year. For 2021, the aggregate donations received without conditions from members of the PCC (whilst in office) amounted to £20379 (2020 £19,730)

6. Debtors. Tax recoverable £3426 (£3194 in 2020)

7.Fixed Assets. Church Hall Building £8000 (£8000 in 2020)

8. Current liabilities. Nil. (2020 Nil)

9.Funds

The unrestricted funds comprise the General Fund , Hall Fund and designated Church Repair Fund. Some General Fund income from collections and fund raising and donations is restricted for particular purposes. The main restricted Fund is the Project Fund, for identified major projects to improve church and hall facilities. The endowment funds are the Lamp Maintenance Fund which is an endowment of £3000 given to pay for the sanctuary lamps.

A transfer of £5000 from the Hall Fund to the General Fund was made in 2021.

FUNDS MOVEMENTS	General Fund	Church Repair Fund	Hall Fund	Project Fund	Lamp Fund	Total
Balance at 1 January 2021	53107	11295	24512	15195	3000	107108
Incoming resources	65733	1622	19104	1529	1	87989
Resources expended	69112	0	7112	4046	1	80271
Transfer between Funds	5000	0	-5000	0		
Balance at 31 December 2021	54728	12917	31504	12678	3000	114826
Increase/decrease	1621	1622	6992	-2517	0	7718

ANALYSIS OF NET

ASSETS

BY FUND

	Unrestrict ed	Restrict ed	Endowment	TOTAL 2021	TOTAL 2020
Tangible fixed assets	8000			8000	8000
Current assets	91148	12678	3000	10682	99108
Liabilities				60	0
Total	99148	12678	3000	11482	107108

Increase/decrease for year	10235	-2517	0	7717
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Accounts

THE CHURCH OF ST. FRANCIS OF ASSISI, PETTS WOOD

ANNUAL REPORT FOR 2020

ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE PARISH

SECTION 1

The Benefice

The Parish of Saint Francis of Assisi, Petts Wood is located in the London Borough of Bromley and is within the Church of England Deanery of Orpington, in the Diocese of Rochester. Fr Stephen Niechcial has been parish priest since 19th April, 2018.

The Parochial Church Council ("PCC") - Function

The PCC is a corporate body acting through the provisions of The Parochial Church Councils (Powers) Measure 1956 (as amended). Its responsibilities include co-operation with the minister in promoting in the Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It has responsibility for discussion of all appropriate matters and for representation to Deanery Synod. Its powers and duties also include responsibility for the financial affairs of the Parish including the care, maintenance, preservation and insurance of the fabric of the church and its goods and ornaments and the fabric of the hall. The PCC is a registered charity (No 1127654) and the members of the PCC are its trustees.

Address for Correspondence

St. Francis Vicarage,
60 Willett Way,
Petts Wood,
Kent BR5 1QE
Tel: 01689 829971
Website: www.stfrancispw.org.uk

PCC & Deanery Synod Membership

The Parish Priest is the PCC Chairman and other members of the PCC are either ex-officio, i.e. members by virtue of being a churchwarden or a member of Deanery Synod, or elected. At the Annual Parochial Church Meeting ("APCM") on 22nd April 2018 Rule 16(3) of Church Representation Rules 1969 (as amended) was adopted whereby all elected members are elected every year at the APCM. The adoption of Rule 16(3) expires following the APCM in 2023 and will need to be reconsidered at the APCM 2024. Parish representatives to Deanery Synod are elected to serve a continuing 3-year term with the next election in 2023. During 2020 the PCC members were:

PCC Chairman

Fr Stephen Niechcial.

PCC Ex-Officio Members

Mr Anthony Burlace (*Vice Chairman and Deanery Synod member*)
Mr David Ince (Churchwarden).
Mrs Susan Burlace (*Deanery Synod Representative*)

PCC Elected Members

Michael Adkinson (until 18th October), Mrs Claire Davis, Mrs Rosemary Hughes, Mr. Peter Hull (until 18th October), Mrs Theresa Hull (*Treasurer*), Mrs Irene Jones, Mrs Rose Parrington (from 25th October), Mrs Pam Thomas (from 18th October).

PCC Appointed "Parish Children, Young Persons and other Vulnerable Persons Representative"

Mrs Irene Jones.

PCC Meetings

The PCC met 4 times: on 21st Jan, 30th June, 15th Sept and 24th Nov . Additionally, there was a short meeting after the APCM for the election of officers. The usual number of meetings was reduced due to the Covid epidemic. For the same reason, the meetings after Jan. were held on Zoom. Minutes of PCC meetings are e-mailed to members of the congregation who have agreed to receive them and are displayed in Church.

PCC Committees

The appointment of a Standing Committee is a statutory requirement and the PCC may appoint other committees and sub-committees for the various branches of its work and these may include non-PCC members. In all the PCC has four committees that meet as required. These are:

Standing Committee *It has power to transact the business of the PCC between meetings thereof, subject to any directions given by the PCC.*

Hall Committee *Manages the church Hall*

Social Committee *Attends to the Parish's social activities*

Fund raising and Building Steering committee *Raises funds for and manages new capital and specific project works*

Safeguarding Protection Policy

The Parish adheres to the Diocesan Policy, Procedures and Practice for work with Children, Young People and other Vulnerable Persons in Parishes, which includes DBS checking for all those working with vulnerable people in the Parish, and also has due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The PCC recognises that safeguarding is the responsibility of all of us.

Charity Governance Code

The PCC has reviewed the Code and will continue to consider its guidance. In 2020, 4 members of the PCC had served more than 9 years. While the PCC encourages new members to come forward, there were insufficient nominees to fill all vacancies and the 4 long serving members all brought expertise which was needed. The PCC was pleased to welcome 3 new members. The PCC encourages diversity by inviting nominations for election from all members of the congregation and by requiring all PCC members to stand for election each year.

Church Attendance

At 31 December 2020, there were 79 parishioners on the Church Electoral Roll. Attendances during the year were low due to the Covid 19 pandemic. No services open to a live congregation were held in church for most of March, April, May and June. Attendances in July, August and September, were around 25 each Sunday but fell to around 12 by the end of the year. All services throughout the year were streamed, even when the church was closed and up to 25 people took part in these from their homes. During the year the PCC and our fellow parishioners were delighted to welcome new members into our Church family, while at the same time greatly missing those who left us.

SECTION 2

Review of the year

As always the Church has relied upon, and has been blessed by the grace of God and the generosity, hard work and goodwill of its people. We have continued to publicise the Church through our website, www.stfrancispw.org.uk, our Facebook page and our Newsletters, all of which give details of all our services, news, information and activities. We also update our entry on 'A Church Near You'.

Because of the Covid 19 pandemic, 2020 has been a difficult year for us all, including our congregation, their families and friends and everyone in the community which we serve. The church has been open for personal prayer and meditation daily throughout the year (when regulations permitted) and we have streamed our weekday and Sunday services so that people can take part in their homes. New cameras were installed in the Nave and Lady Chapel to give high quality streaming. Social distancing measures were introduced in church to protect those who felt able to attend services. Fr. Stephen and our members have ensured that others have been kept in touch with and supported. In these and other ways we hope we have been a source of strength and comfort to all.

The Risk Register has been revised and included additional measures relevant to the pandemic. Our arrangements to respond to its effect were monitored throughout the year and are being kept under constant review. We believe that our social distancing arrangements in church, our streaming of services and conduct of meetings using Zoom worked well and were improved as experience was gained during the year. Some of these measures will continue when full church worship resumes.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. Because of the pandemic we have not been able to hold our usual programme of social and community events, but we did manage to host a concert by Bromley Boys Singers in December. Unfortunately our plans for a families and children's event on Christmas Eve had to be cancelled due to the Covid situation and while our Christmas Eve Midnight Mass and usual Christmas Day services were held, attendances were well below usual. Our Hall has continued to serve the whole community of Petts Wood as venue for a daily pre-school group and for various social and recreational activities but again many of these activities were severely curtailed this year, which in turn impacted on our income from those sources.

Our Holy Week services could not be held in church, but were streamed from the Vicarage.

Our work with children and young people has been very much curtailed with most families staying away from church during the pandemic, however, our monthly Family Services have continued.

Our strong and active Mothers' Union remained a cornerstone of our Parish life, but again was unable due to the pandemic. Members have however been very active in their support of each other and the Parish as a whole.

We continued to be active in Petts Wood Churches Together. The Bereavement café which we started last year continued with the support of others PWCT churches, and evolved into a Bereavement Help Point sited at the Methodist Church

Our St Francis Support Network continues to ensure that friendship and help in times of need is available to all our congregation.

In 2020 the Parish, as part of its outreach and mission to serve those in need, supported several charities, including The Childrens' Society, St Christopher's Hospice, St Francis Hospital Katete, Welcare and Orpington Food Bank.

The work and activities of the Parish depend on the hard work and generosity of so many of our congregation.

We give our most sincere thanks to all who have helped us to pay for the ongoing costs of the Church (especially so in the light of lost income from the hall) and have supported us through giving their time and talents to church activities. We thank them all, including Choir members, Servers, Eucharistic Ministers, Sides Persons, Flower Arrangers, Cleaners, Gardeners, those who have helped with buildings maintenance, finance and administration, and all others who do so much to provide our services to such a high standard and keep the Church and grounds in good condition.

Father Stephen's Report

My last APCM report was written in March 2020 in preparation for the usual April APCM. Little did I know then of the calamity of Covid which would descend on us within a few days and completely change all our lives. From the end of Lent until early July our Church was closed to public worship. For nearly two months during that time, the church was also closed to my using it to celebrate and live stream services, which instead came from the Vicarage, in what became affectionately known as 'St. Francis of the Dining Room'. Thanks to the great help and support of all our members, there has to date been only one Sunday when no Mass was celebrated and streamed in the Parish. The process of adapting to live streaming has been an evolutionary one in terms of equipment, personnel and expertise. Until the summer, the regulations permitted only Judith and I to run the services. Throughout the latter part of the year about half of our normal congregation returned to church, but this declined to almost single figures during the second wave of the pandemic in December. As I write, the benefits of the latest lock-down are reducing disease figures once again, and numbers are creeping back up, though I suspect it will be many months before they return to their former level.

Despite all this, we have managed to maintain our pattern of services and indeed enlarge it. From the beginning of the pandemic I introduced a daily Mass and this will now continue indefinitely. Evensong and Taize on Sunday evenings have also continued. Although we have had to temporarily suspend Benediction I hope to re-introduce it very shortly. We sadly lost Freda Weeks and John Baldwin during the year, but fortunately have not suffered any other losses through death. This is little short of miraculous given the deadly nature of Covid 19. Like all our services, our major feasts were seriously affected by the pandemic with Christmas attendance being I suspect the lowest in the history of our building. Two weddings and several baptisms fell victim to the virus, as did Alex's confirmation. I am hoping the at least the baptisms and the confirmation will take place in 2021.

Unlike many churches, we don't have a paid administrator here, and we remain very indebted to Sue and Tony who compile and print our weekly notice sheets, and to Steve for all the amount of work he does regularly in compiling high quality service booklets for Feasts and Family Services, not to mention a number of additional paperwork for services during the early stages of lock-down.

Having tried but failed to appoint a permanent organist in late 2019 we proceeded to use a number of itinerants every week until lock-down brought everything to a halt in late March. From then until late Summer Steve kindly provided recorded music again during the lock down. From the Summer until the end of January 2021 we again had Sunday organists, but at that point we decided that low attendance numbers could no longer justify the cost. So at the time of writing, we have returned to recorded music provided by Steve. Once numbers have built up again, and subject to our being able to afford it, the plan is to return to live organists for Sunday services with the exception of Family Services. Steve and I felt that retaining recorded music for these would maintain some variety in our musical diet.

Peter Sanders very generously continues to play for our regular evening services without charge. Thanks go to our faithful choir who were not able to sing for so much of the year, and again to Steve for all the work that goes into preparing music and rehearsing the choir. Sadly our Carol Service was a Covid victim this year, but Ruth and Steve put together a very good online version. One particularly sad loss to Covid was a planned Festival Evensong to celebrate the 50 years Steve has been associated with the choir and music of the church. We look forward very much to re-planning that when we can.

Our Monday evening study group decided to adjourn for the lock-down, but the regular study group on Wednesdays decided to continue online, and most members continue to participate in that way. This has now broadened out into a Lent Group, opened out to other churches in PWCT. New members are always welcome to all groups. From the Wednesday group came the idea of a Lent project to raise money for the St Mary Cray food bank. At the time of writing this has already raised £2500.

We all owe a debt of thanks to our PCC for carrying out the essential work to manage our church. I remain concerned though about the workload for some. We have had only one Churchwarden for over four years now, and despite some of the work being covered by Tony (which Dave and I are very grateful for), Dave has been combining this with the huge task of managing the church hall. We need and should have two Wardens and I really feel someone should be stepping forward as a second Warden

There is a separate financial report from which you will see that at year end 2020 we were in a much stronger financial position than we expected thanks to the extra generosity of our members in making good most of the shortfall in hall income. Unfortunately, our loss of income from the hall in 2021 is likely to equal or exceed that of 2020. The PCC have begun to discuss ideas for how we might use Alice's legacy wisely on improvement projects which would be an effective use of her gift and a fitting memorial to her. Glazing the arches of the Lady Chapel to make a separately heatable worship and meeting space is one such idea. We also have to factor in though that our organ will need some repairs in the near future. We have some restricted funds remaining from our West End Project, some of which will be used towards other related additions and improvements at that end of church such as collapsible tables and chairs for Sunday coffee. During the course of the year, Judith kindly donated an incumbents' name board. Our thanks go to Steve and Terri for their highly skilled and professional management of our financial resources. David has taken over Steve's financial work for the coming year.

As always, if you already donate by Standing Order I would urge you if you can possibly afford it, to update the amount annually by at least the rate of inflation. If you currently give cash or envelope donations I would ask you to consider replacing them with a Standing Order. This would ensure regular income for us when you are not able to attend church, and knowing how much income we can count on weekly or monthly helps our financial planning enormously. Thanks largely to Dave's efforts, the number of community and private users of our hall, and hence the income from it, continued to expand up to lock-down. Several regular users have

kindly kept paying their dues, despite not being able to use the hall. In my report last year I prophetically said 'We must remember that we cannot take for granted that the current level of income from the hall will continue'. Hopefully it will eventually return to previous levels. At least the good news is that there has been no noise to disturb our neighbours!

Thanks to Ruth's work as Website manager, and the items from all who contribute, our website continues to be very comprehensive, attractive and gives a very good message about who we are and what we have to offer. With all your contributions, Judith is keeping our Facebook page and quarterly Newsletter lively. We need regular contributions for all of this, so please keep them coming. Our gardeners, John and Bill, and Audrey do a beautiful job and a great deal of work in all weathers, but again volunteers are in short supply. We have lost Ted and Andrew in the past three years, and no obvious replacements are in sight.

The Bereavement Cafe we launched 2019 has now expanded into the PWCT Bereavement Group project in partnership with St. Christopher's Hospice. It has just moved online until the end of lock-down and it is very good to see all our local churches continue to commit to volunteer staffing a project which signifies Christian Ministry in Petts Wood. I am continuing for the present as Chair of PWCT, although, sadly, apart from the bereavement work, there is very little activity involving working together at present. Our usual Christmas carols and cards had to be cancelled, as has our Walk of Witness for the second year running.

We had a very interesting and enjoyable range of social activities in 2019 and had great plans for 2020 (especially musically). Sadly this was not to be, and although we may get going again from summer 2021 onwards, many social activities will not take place now before 2022. Thanks to Sarah for developing the programme and recruiting performers for the cancelled musical events, but especially for the Bromley Boys event which did come off as highlight of the year! We hope her other work is not lost and that we will be able to pick up on it.

Judith and I continue to feel very supported and valued by everyone in our church and we would like to thank you for all your love and prayers over the past year. I personally feel very honoured to be the Vicar of a church which has pulled so well together to show so much love and caring to each other and the community during these dark times.

Fr. Stephen,

Church Warden's Report

Introduction

Fr Stephen started his ministry in Petts Wood three years' ago and he has shown us that being a Christian is more than worshipping at church. We appreciate Fr Stephen and Judith for all the outreach work they do, not only at St Francis but also within the wider community of Petts Wood, including Petts Wood Churches Together (PWCT), and their support for wider global issues. My thanks also go to Fr Bob who not only takes (and preaches at) services but concelebrates with us from Bromley College.

While this report is focused on the fabric of the church, I must start by discussing the unprecedented challenge of COVID-19 which has affected us for most of 2020 and for the first three months of 2021. The pandemic's effects could easily have overwhelmed a small parish community such as ours; however, we have continued to worship, communicate, operate, support each other, and "host" coffee mornings and meetings by using technologies like Zoom, WhatsApp, Live YouTube as well as through our well-designed website, Facebook and via email. We have also continued the professional running of the church regarding our finances, accounting, operations, Hall management, garden/building maintenance, and the "day to day" running of services. All of this doesn't happen by chance - it is the result of the dedication,

commitment and hard work of many individuals. To all of you, who have made this possible, please accept my heartfelt gratitude.

Work Undertaken

It is clear to everyone who visits St Francis that the building, grounds, vicarage and the Community Hall are all maintained to a very high standard. A substantial amount of work has been undertaken both by external contractors and by parishioners acting in a voluntary capacity. There are too many people to mention by name but I would like to take this opportunity to formally thank all of you who have helped maintain St Francis in such a loving/caring way - I believe that our work here is a lasting legacy to the worshipping community in Petts Wood and one which we can all be proud of. Regarding the last Quinquennial Inspection (July 2019), I am pleased to confirm that, of the ten items needing prompt and essential (within two years) attention, only two items are outstanding: *"Replace mortar fillet at abutment over lead flashing to east side of north aisle"* and, *"Ideally, replace missing and slipped tiles"*. Please note that we have recently identified three further items: vegetation blocking downpipe from church porch flat roof; sticking external Vestry door; and replacing some of the Fire Escape steps at the back of the Hall.

In addition to the formal Quinquennial list, a number of other projects were completed in 2020. Two new heaters have been installed in the Hall and the Hall loft has been fully insulated. Fr Stephen and his assistant (me!) used a cherry picker to replace the broken bell rope/cable in the bell tower. This was a tricky operation made more difficult by the bird netting which had to be removed from its wooden frame and then reattached afterwards! Major electrical/cabling work has also been undertaken by Fr Stephen, including: installation of two high-definition cameras (Lady Chapel and Main Church) for the live-streaming of services; installation of two further Arlo security cameras (in the church and at back of Hall); and laying of cable from vicarage to church to enable Wi-fi connection for the new cameras. Fr Stephen, on behalf of the parishioners at St Francis, I thank you for your enormous effort, skill and hard work in this area.

Other maintenance/service work in the Church and Church Hall has been regularly undertaken by qualified contractors e.g. Electrical PIRs (Periodic Inspection Reports); Fire Extinguisher Checks; Gas Safety Checks; Heating System Services; Hall Emergency Lighting; PAT testing; updating the Health & Safety file for the West-end project etc. Please note that the technical checks for Asbestos and the Lightning Conductors have been scheduled for after Easter, 2021. A special, and well-deserved, "thank you" to Tony for organising most of this as well as the regular "work ins" which involve parish volunteers clearing the gutters, flat roofs, hoppers, gullies and surrounding gravel channels of debris and vegetation. As before, without our special group of volunteers, the cost of doing much of the work at St Francis would be prohibitively expensive. A highlight of the year was in late November when we had a BBQ Fun "Leaf Clearance" work-in. This attracted well over thirty volunteers, some of whom were neighbours and friends of St Francis.

Potential Major Projects

The PCC has identified three major projects which need further evaluation. The first potential project involves the organ - we need to ensure that it is well-maintained so

that it can be played to a professional standard for many decades to come. As a bare minimum, this project would include replacing all the electrical contacts on the console's keys. Please note that we have also been advised that the antiquated wiring, currently located under the floor between the organ and the console (keyboard), needs to be replaced over the next few years. The other two projects relate to the Christian stewardship of our planet and to helping our country achieve its net-zero carbon emissions by using more sustainable ("green") heating technology:

- a) Enclosing the Lady Chapel with glass panels/doors so that it can be used as a separate room/area with a new heating system. The heating might involve Air Source Heat Pumps (ASHP's) which have a very low Carbon footprint and are far more cost-efficient to operate. An ASHP absorbs heat from the outside air (even in winter!) and then transfers it directly into a building via a fan system to heat a room.
- b) While the building engineers are evaluating the Lady Chapel heating, we plan to ask them about replacing the church's main oil heating system with ASHP technology.

Clearly, no firm decisions will be made on any of these potential projects until the PCC receives costing information and discusses their relative merits.

David Ince
Church Warden

Financial Review

Our financial position in 2020 was greatly affected by two major events. The pandemic, which reduced our income from church activities, and receipt of a most generous legacy from Mrs Alice Crotch, who was a faithful member of our congregation until 2016.

Our income was £120,339, including the legacy of £39,693, and we spent £85,135, giving a surplus of £35,104. Without the legacy, we would have incurred a loss of £4,489.

We were fortunate that income from Planned Giving (£41,351) increased by £625 compared with 2019 and we also received several generous donations from church members. These mitigated reductions in Hall income (down £11,470 compared with 2019), Social Functions income (down £2,991 compared with 2019) and collections in Church (down £3,355 compared with 2019). The generous support we received from church members meant that unrestricted income from voluntary giving and donations was £62,086, compared with £63,804 in 2019, despite the reduction in attendances and activities due to the pandemic.

Expenditure from unrestricted funds was £78,145, a reduction of £7,538 compared with 2019, mainly due to a reduction of £7484 in our Diocesan Offer, to £40,441. This is the payment we make to the Diocese to cover the costs of parish priests and other diocesan services. Small savings were made in utility and consumables costs due to less use of the church but as we kept it open for most of the year these were small. Costs as usual were minimised by the efforts of all those who freely gave their time to support the work of the church.

Looking to the future, hall income will still be low due to the pandemic in 2021 and our budget for that year is for a deficit of over £9,000. Our intention is to use the legacy for a specific purpose rather than to meet day to day losses, but this means that we must increase our other income.

Reserves Policy

Our reserves policy is that our freely available reserve (excluding restricted and endowment funds and restricted funds not currently available) should be between three and six months average expenditure. At the end of 2020 the freely available reserve was £88,914, in excess of the policy requirement due to the legacy being part of our reserves at present.

The Council' bankers are HSBC, High St. Orpington.

The Independent Financial Examiner is Mr. Rodney Bellis, whose report is attached to these accounts.

Approved by the PCC on....., 2021 and signed on their behalf by Fr Stephen Niechcial.

Fr. Stephen Niechcial
Chairman. St Francis PCC.

Annual Accounts

Parochial Church Council of St Francis, Petts Wood

Statement of Financial Activities for the year ending 31st December 2020

	Notes	Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL FUNDS 2020 (£)	TOTAL FUNDS 2019 (£)
INCOMING RESOURCES						
Voluntary Income	2a	£101,779	£3,397	£0	£105,176	£128,697
Activities for generating funds	2b	£800	£0	£0	£800	£3,859
Income from Investments	2c	£52	£34	£13	£98	£255
Church Activities	2d	£14,265	£0	£0	£14,265	£26,912
TOTAL INCOMING RESOURCES		£116,895	£3,431	£13	£120,339	£159,723
RESOURCES EXPENDED						
Cost of generation voluntary income		£0	£0	£0	£0	£0
Church Activities	3a	£78,145	£6,977	£13	£85,135	£145,117
TOTAL RESOURCES EXPENDED		£78,145	£6,977	£13	£85,135	£145,117
NET INCOMING/ (OUTGOING) RESOURCES		£38,750	(£3,546)	£0	£35,204	£14,606
NET MOVEMENT IN FUNDS						
BALANCES B/F 1ST JANUARY 2020		£50,164	£18,741	£3,000	£71,904	£57,298
BALANCES C/F 31ST DECEMBER 2020		£88,914	£15,195	£3,000	£107,108	£71,904
NET MOVEMENT		£38,750	(£3,546)	£0	£35,204	£14,606

Balance Sheet for the year ending 31st December 2020

	Notes	2020 (£)	2019 (£)
Fixed Assets			
Tangible	7	£8,000	£8,000
Total		£8,000	£8,000
Current Assets	8		
Debtors & Prepayments		£3,194	£3,781
Short Term Deposits		£25,722	£27,139
Cash at Bank and in hand		£70,192	£32,984
Total		£99,108	£63,904
Liabilities	9		
Creditors		£0	£0
Total		£0	£0
NET CURRENT ASSETS/ (LIABILITIES)		£99,108	£63,904
TOTAL NET ASSETS		£107,108	£71,904
PARISH FUNDS	10		
Unrestricted		£88,914	£50,164
Restricted		£15,195	£18,741
Endowment		£3,000	£3,000
TOTAL PARISH FUNDS		£107,108	£71,904

Notes to the Financial Statements

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations "true and fair view" provisions, it is also the first year that they have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

Assets

Consecrated and benefice property is not included in the accounts in accordance with s.10(2) (a) and (c) of the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

The Church Hall is within the church grounds, but the building is owned by the PCC. It is included at historic cost.

Equipment used within the church premises will be depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Fund accounting

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

2. INCOMING RESOURCES

INCOMING RESOURCES		Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2020 (£)	TOTAL 2019 (£)
Voluntary Income	2a					
Planned Giving:						
Gift Aid Donations		£41,351			£41,351	£40,726
Tax Recoverable		£11,377	£593		£11,969	£15,413
Other					£0	£0
Collections		£1,134	£235		£1,369	£4,724
Donations, appeals etc.		£8,224	£2,570		£10,794	£66,833
Tax Recoverable					£0	£0
Legacies		£39,693			£39,693	£1,000
Activities for generating funds	2b					
Fairs, Raffles, Social Events		£0	£0		£0	£2,899
Sponsorship		£800			£800	£960
Income from Investments	2c					
Bank and Deposit Fund interest		£52	£34	£13	£98	£255
Income from Church Activities	2d					
Fees		£794			£794	£2,071
Church Lettings		£100			£100	£0
Church Hall Lettings		£13,371			£13,371	£24,841
TOTAL INCOMING RESOURCES		£116,895	£3,431	£13	£120,339	£159,723

Donations from the PCC

Under the Charity Governance Code for Smaller Charities, and in line with the practice advised by the Diocese, the Parish is advised to Disclose the aggregate of the total amount of donations received without conditions from the PCC during the Financial Year.

For 2020, the aggregate donations received without conditions by members of the PCC (whilst in office) amounted to £19,730 (2019 £18,620).

Financial Comparisons

The Charity Governance Code also recommends that comparisons of all fund elements should be shown against prior year figures. For Incoming Resources these are as follows:

Restricted Funds

	2020	2019
INCOMING RESOURCES		
Voluntary Income		
Planned Giving:		
Collections	£235	£1,580
Donations, appeals etc.	£2,570	£59,075
Tax Recoverable	£593	£3,238
Legacies		
Activities for generating funds		
Fairs, Raffles, Social Events	£0	£400
Income from Investments		
Bank and Deposit Fund interest	£34	£120
TOTAL INCOMING RESOURCES	£3,431	£64,413

Endowment Funds

	2020	2019
Income from Investments		
Bank and Deposit Fund interest	£13	£23
TOTAL INCOMING RESOURCES	£13	£23

Unrestricted Funds

	2020	2019
INCOMING RESOURCES		
Voluntary Income		
Planned Giving:		
Gift Aid Donations	£41,351	£40,726
Tax Recoverable	£11,377	£12,176
Other	£0	
Collections	£1,134	£3,144
Donations, appeals etc.	£8,224	£7,758
Tax Recoverable		
Legacies	£39,693	£1,000
Activities for generating funds		
Fairs, Raffles, Social Events	£0	£2,499
Magazine Advertising and sponsorship	£800	£960
Income from Investments		
Bank and Deposit Fund interest	£52	£112
Income from Church Activities		
Fees	£794	£2,071
Church Lettings	£100	
Church Hall Lettings	£13,371	£24,841
TOTAL INCOMING RESOURCES	£116,895	£95,288

3. RESOURCES EXPENDED

RESOURCES EXPENDED		Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2020 (£)	TOTAL 2019(£)
Church Activities	3a					
Missionary and Charitable giving:						
Welcare					£0	£400
Friends of Rochester Cathedral		£20			£20	£20
St Christophers Hospice		£150			£150	£245
Childrens Society		£150	£9		£159	£451
Refugee Action					£0	£445
Romney House Cats			£48		£48	£0
Last Chance Animal Rescue			£48		£48	£0
St Francis Katete			£130		£130	£210
Orpington Deanery Synod		£10			£10	£0
Petts Wood Churches Together		£55			£55	£0
Rochester Diocese (Collation/ Confirmation)					£0	£230
Sub Total		£385	£235	£0	£620	£2,000
Ministry						
Diocesan Parish Share		£40,441			£40,441	£47,925
Other Ministry Costs		£3,840			£3,840	£4,586
Church Running and Maintenance		£16,267	£6,742	£13	£23,022	£75,465
Training		£573			£573	£0
Parish Website		£234			£234	£234
Churchyard upkeep		£1,133			£1,133	£0
Church Hall Running Costs		£11,849			£11,849	£11,399
Printing & Stationery		£3,424			£3,424	£3,508
Generation of voluntary income						
Cost of Appeals etc.					£0	£0
TOTAL RESOURCES EXPENDED		£78,145	£6,977	£13	£85,135	£145,117

Financial Comparisons

The Charity Governance Code also recommends that comparisons of all fund elements should be shown against prior year figures. For Resources Expended these are as follows:

Restricted Funds

	2020	2019
RESOURCES EXPENDED		
Church Activities		
Missionary and Charitable giving:		
St Christophers Hospice		£245
Childrens Society	£9	£450
Refugee Action		£445
Romney House Cats	£48	
Last Chance Animal Rescue	£48	
St Francis Katete	£130	£210
Rochester Diocese (Confirmation)	£0	£230
Sub Total	£235	£1,580
Ministry		
Church Running and Maintenance	£6,742	£57,832
TOTAL RESOURCES EXPENDED	£6,977	£59,412

Endowment Funds

	2020	2019
Ministry		
Church Running and Maintenance	£13	£23
TOTAL RESOURCES EXPENDED	£13	£23

Unrestricted Funds

	2020	2019
RESOURCES EXPENDED		
Church Activities		
Missionary and Charitable giving:		
Welcare	£0	£400
Friends of Rochester Cathedral	£20	£20
St Christophers Hospice	£150	
Childrens Society	£150	
Orpington Deanery Synod	£10	
Petts Wood Churches Together	£55	
Sub Total	£385	£420
Ministry		
Diocesan Parish Share	£40,441	£47,925
Other Ministry Costs	£3,840	£4,586
Church Running and Maintenance	£16,267	£17,611
First Aider Training	£573	
Parish Website	£234	£234
Churchyard upkeep	£1,133	
Church Hall Running Costs	£11,849	£11,399
Printing & Stationery	£3,424	£3,508
Generation of voluntary income		
Cost of Appeals etc.		
TOTAL RESOURCES EXPENDED	£78,145	£85,683

4. ANALYSIS OF EXPENDITURE

Expenditure is as shown under note 3 above. Under "Church Running and Maintenance" in Restricted funds is an amount of £6,742 broken down as follows:

West End Facility Building Costs	£1,625.63
Portable Font	£1,625.20
Sound System	£160.39
Bell Tower repair	£821.15
CCTV	£200.00
Organist Fund	£2,310.00
Total	£6,742.37

The equivalent figure in 2019 was £57,832 broken down as follows:

West End Facility Building Costs	£57,492.06
Sound System	£339.65
Total	£57,831.71

5. PAYMENTS TO PCC MEMBERS

No expenses were paid to any PCC Member.

6. TRANSFERS BETWEEN FUNDS (SEE ALSO NOTES 10 -12)

The following Fund Transfers were made during 2020:

Date	From:	To:	Amount
1 st February 2020	Hall Fund	General Fund	£10,000.00

No Fund transfers were made during 2019

7. FIXED ASSETS TANGIBLE (ALL UNRESTRICTED)

Church Hall Building - Historic Cost Value

As at 1 st January 2020	£8,000
As at 31 st December 2020	£8,000

8. CURRENT ASSETS

Debtors

	2020	2019
Tax Recoverable	£3,194	£3,781
Total	£3,194	£3,781

Tax recoverable (debtor) for 2020 is an actual amount that was received into Church Funds in January 2021. Of this amount, £25 is in respect of Restricted Fund donations.

Tax recoverable (debtor) for 2019 is an actual amount that was received into Church Funds in January 2020. Of this £925 is in respect of Restricted Fund donations.

9. CURRENT LIABILITIES

Creditors

	2020	2019
Creditors as at 31 December 2020/19	Nil	Nil

10. FUNDS

Unrestricted Funds comprise the General Fund, the designated Church Repair Fund and Hall Fund. Some income from collections and fund raising is restricted when raised for specific (restricted) fund projects.

Restricted funds in 2020 were comprised of the following:

2020 Restricted Funds Summary				
Sub Fund	Openin g	Incom e	Expendit ure	Closing
Organ	£2,610.35	£5.84	£0.00	£2,616.19
West End	£11,246.37	£18.36	£3,250.83	£8,013.90
Sound System	£160.35	£0.04	£160.39	£0.00
Organist	£4,425.00	£7.29	£2,310.00	£2,122.29
Bell Tower	£0.00	£3,310.37	£1,292.35	£2,018.02
Lady Chapel	£0.00	£125.00	£0.00	£125.00
Families & Children	£298.67	£0.68	£0.00	£299.35
Short Term & Grants	£0.00	£434.88	£434.88	£0.00
Total Restrictive Funds	£18,740.74	£3,902.46	£7,448.45	£15,194.75

Organ Fund

The Organ Fund is the residual funds from the last restoration of the current Church Organ (2004). It was agreed that the fund be maintained for any future repairs required to the Organ.

West End Facility

The Fund relates to the Toilet and Tea Station Facility at the West End of the Church, together with any further improvements or enhancements (e.g., heating) for that area of the Church required for the benefit of additional usage of that space.

Sound System

This Fund relates to a specific donation to improve and enhance the Church Sound System. The remaining balance of this fund was spent in 2020.

Organist

This Fund relates to a specific donation to pay the cost of organists for Services held at St Francis.

Bell Tower

This Fund was set up in 2020 following requirements to repair the Church Bell and the building surrounding its housing.

The Fund was oversubscribed, and the donors agreed that the excess funds be held for any future repairs and expenditure.

Families & Childrens Fund

The Families & Children Fund (F&C) Fund was established in 2012, when a donation via an employee charitable giving scheme raised £500 specifically for use by the Family & Childrens section of St Francis.

The fund was reduced by £150 following the purchase of Fireworks for an F&C event in November 2017. A review of the fund was undertaken shortly afterwards and discussed at the PCC to reconfirm both the fund and the amount held. Since then a further £51.33 has been spent for costs and Refreshments relating to the Singing & Serving meeting at the end of January.

At that time, it was agreed that the amount of the fund be transferred into restricted funds, and a separate fund be maintained for accounting purposes.

Short Term Projects and Grants

This Fund was set up in 2020 to account for any short-term projects funded by specific donations, and also to account for any restricted grants and donations, where collections have been taken for specific charities. For 2020 the amounts shown in both income and expenditure relate to the following:

St Francis Pet Service – Romney House Donation	£48.15
St Francis Pet Service – Last Chance Animal Rescue Donation	£48.20
Church Hall CCTV Camera Equipment	£200.00
Childrens Society (Specific Offertory Donation)	£8.53
St Francis Katete Collection Jar	£130.00
Total	£ 434.88

Endowment Fund

The endowment fund comprises the Lamp Maintenance Fund, which is an endowment of £3,000 given to provide income to pay for the sanctuary lamps from the interest attained on that sum.

Lady Chapel Enclosure

This Fund relates to a specific donation for the possible enclosure of the Lady Chapel. Of the balance shown above, £25 relates to gift aid received in January 2021 and shown as a HMRC debtor in the accounts.

11. SUMMARY OF FUND MOVEMENTS

Fund Movements	Common Fund	Church Repair Fund	Hall Fund	Restricted Fund	Lamp Fund	Total
Balance at 1st January 2020	£7,511	£9,662	£32,990	£18,741	£3,000	£71,904
Incoming Resources	£101,421	£1,633	£13,371	£3,902	£13	£120,339
Resources Expended	£65,825		£11,849	£7,448	£13	£85,135
Transfer Between Funds	£10,000	£0	(£10,000)	£0	£0	£0
Balance as at 31st December 2020	£53,107	£11,295	£24,512	£15,195	£3,000	£107,108

Transfers between Funds are set out in Note 6 of these accounts.

12. SUMMARY OF ASSETS BY FUND

Summary of Assets by Fund						
		Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2020 (£)	TOTAL 2019 (£)
Tangible Fixed Assets		£8,000			£8,000	£8,000
Current Assets		£80,914	£15,195	£3,000	£99,108	£63,904
Liabilities		£0			£0	£0
Total		£88,914	£15,195	£3,000	£107,108	£71,904
Increase for Year					£35,204	£14,606

Independent Examiner's Report to the members/trustees of St Francis Church, Petts Wood, Parochial Church Council.

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

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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 an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matters have 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.

Rodney Bellis
14 Greencourt Road, Orpington, Kent BR5 1QW

Date: 26.2.21

Independent Examiner's Report to the members/trustees of St Francis Church, Petts Wood, Parochial Church Council.

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

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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 an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matters have 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.

Rodney Bellis
14 Greencourt Road, Orpington, Kent BR5 1QW

Date:

Draft

Parochial Church Council of St Francis, Petts Wood

Statement of Financial Activities for the year ending 31st December 2020

	Notes	Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL FUNDS 2020 (£)	TOTAL FUNDS 2019 (£)
INCOMING RESOURCES						
Voluntary Income	2a	£101,779	£3,397	£0	£105,176	£128,697
Activities for generating funds	2b	£800	£0	£0	£800	£3,859
Income from Investments	2c	£52	£34	£13	£98	£255
Church Activities	2d	£14,265	£0	£0	£14,265	£26,912
TOTAL INCOMING RESOURCES		£116,895	£3,431	£13	£120,339	£159,723
RESOURCES EXPENDED						
Cost of generation voluntary income		£0	£0	£0	£0	£0
Church Activities	3a	£78,145	£6,977	£13	£85,135	£145,117
TOTAL RESOURCES EXPENDED		£78,145	£6,977	£13	£85,135	£145,117
NET INCOMING/ (OUTGOING) RESOURCES		£38,750	(£3,546)	£0	£35,204	£14,606
NET MOVEMENT IN FUNDS						
BALANCES B/ F 1ST JANUARY 2020		£50,164	£18,741	£3,000	£71,904	£57,298
BALANCES C/ F 31ST DECEMBER 2020		£88,914	£15,195	£3,000	£107,108	£71,904
NET MOVEMENT		£38,750	(£3,546)	£0	£35,204	£14,606

Balance Sheet for the year ending 31st December 2020

	Notes	2020 (£)	2019 (£)
Fixed Assets			
Tangible	7	£8,000	£8,000
Total		£8,000	£8,000
Current Assets	8		
Debtors & Prepayments		£3,194	£3,781
Short Term Deposits		£25,722	£27,139
Cash at Bank and in hand		£70,192	£32,984
Total		£99,108	£63,904
Liabilities	9		
Creditors		£0	£0
Total		£0	£0
NET CURRENT ASSETS/ (LIABILITIES)		£99,108	£63,904
TOTAL NET ASSETS		£107,108	£71,904
PARISH FUNDS	10		
Unrestricted		£88,914	£50,164
Restricted		£15,195	£18,741
Endowment		£3,000	£3,000
TOTAL PARISH FUNDS		£107,108	£71,904

Notes to the Financial Statements

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations "true and fair view" provisions, it is also the first year that they have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

ASSETS

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

The Church Hall is within the church grounds, but the building is owned by the PCC. It is included at historic cost.

Equipment used within the church premises will be depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Fund accounting

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

2. INCOMING RESOURCES

INCOMING RESOURCES		Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2020 (£)	TOTAL 2019 (£)
Voluntary Income	2a					
Planned Giving:						
Gift Aid Donations		£41,351			£41,351	£40,726
Tax Recoverable		£11,377	£593		£11,969	£15,413
Other					£0	£0
Collections		£1,134	£235		£1,369	£4,724
Donations, appeals etc.		£8,224	£2,570		£10,794	£66,833
Tax Recoverable					£0	£0
Legacies		£39,693			£39,693	£1,000
Activities for generating funds	2b					
Fairs, Raffles, Social Events		£0	£0		£0	£2,899
Sponsorship		£800			£800	£960
Income from Investments	2c					
Bank and Deposit Fund interest		£52	£34	£13	£98	£255
Income from Church Activities	2d					
Fees		£794			£794	£2,071
Church Lettings		£100			£100	£0
Church Hall Lettings		£13,371			£13,371	£24,841
TOTAL INCOMING RESOURCES		£116,895	£3,431	£13	£120,339	£159,723

Donations from the PCC

Under the Charity Governance Code for Smaller Charities, and in line with the practice advised by the Diocese, the Parish is advised to Disclose the aggregate of the total amount of donations received without conditions from the PCC during the Financial Year.

For 2020, the aggregate donations received without conditions by members of the PCC (whilst in office) amounted to £19,730 (2019 £18,620).

Financial Comparisons

The Charity Governance Code also recommends that comparisons of all fund elements should be shown against prior year figures. For Incoming Resources these are as follows:

Restricted Funds

	2020	2019
INCOMING RESOURCES		
Voluntary Income		
Planned Giving:		
Collections	£235	£1,580
Donations, appeals etc.	£2,570	£59,075
Tax Recoverable	£593	£3,238
Legacies		
Activities for generating funds		
Fairs, Raffles, Social Events	£0	£400
Income from Investments		
Bank and Deposit Fund interest	£34	£120
TOTAL INCOMING RESOURCES	£3,431	£64,413

Endowment Funds

	2020	2019
Income from Investments		
Bank and Deposit Fund interest	£13	£23
TOTAL INCOMING RESOURCES	£13	£23

Unrestricted Funds

	2020	2019
INCOMING RESOURCES		
Voluntary Income		
Planned Giving:		
Gift Aid Donations	£41,351	£40,726
Tax Recoverable	£11,377	£12,176
Other	£0	
Collections	£1,134	£3,144
Donations, appeals etc.	£8,224	£7,758
Tax Recoverable		
Legacies	£39,693	£1,000
Activities for generating funds		
Fairs, Raffles, Social Events	£0	£2,499
Magazine Advertising and sponsorship	£800	£960
Income from Investments		
Bank and Deposit Fund interest	£52	£112
Income from Church Activities		
Fees	£794	£2,071
Church Lettings	£100	
Church Hall Lettings	£13,371	£24,841
TOTAL INCOMING RESOURCES	£116,895	£95,288

3. RESOURCES EXPENDED

RESOURCES EXPENDED		Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2020 (£)	TOTAL 2019 (£)
Church Activities	3a					
Missionary and Charitable giving:						
Welcare					£0	£400
Friends of Rochester Cathedral		£20			£20	£20
St Christophers Hospice		£150			£150	£245
Childrens Society		£150	£9		£159	£451
Refugee Action					£0	£445
Romney House Cats			£48		£48	£0
Last Chance Animal Rescue			£48		£48	£0
St Francis Katete			£130		£130	£210
Orpington Deanery Synod		£10			£10	£0
Petts Wood Churches Together		£55			£55	£0
Rochester Diocese (Collation/ Confirmation)					£0	£230
Sub Total		£385	£235	£0	£620	£2,000
Ministry						
Diocesan Parish Share		£40,441			£40,441	£47,925
Other Ministry Costs		£3,840			£3,840	£4,586
Church Running and Maintenance		£16,267	£6,742	£13	£23,022	£75,465
Training		£573			£573	£0
Parish Website		£234			£234	£234
Churchyard upkeep		£1,133			£1,133	£0
Church Hall Running Costs		£11,849			£11,849	£11,399
Printing & Stationery		£3,424			£3,424	£3,508
Generation of voluntary income						
Cost of Appeals etc.					£0	£0
TOTAL RESOURCES EXPENDED		£78,145	£6,977	£13	£85,135	£145,117

Financial Comparisons

The Charity Governance Code also recommends that comparisons of all fund elements should be shown against prior year figures. For Resources Expended these are as follows:

Restricted Funds

	2020	2019
RESOURCES EXPENDED		
Church Activities		
Missionary and Charitable giving:		
St Christophers Hospice		£245
Childrens Society	£9	£450
Refugee Action		£445
Romney House Cats	£48	
Last Chance Animal Rescue	£48	
St Francis Katete	£130	£210
Rochester Diocese (Confirmation)	£0	£230
Sub Total	£235	£1,580
Ministry		
Church Running and Maintenance	£6,742	£57,832
TOTAL RESOURCES EXPENDED	£6,977	£59,412

Endowment Funds

	2020	2019
Ministry		
Church Running and Maintenance	£13	£23
TOTAL RESOURCES EXPENDED	£13	£23

Unrestricted Funds

	2020	2019
RESOURCES EXPENDED		
Church Activities		
Missionary and Charitable giving:		
Welcare	£0	£400
Friends of Rochester Cathedral	£20	£20
St Christophers Hospice	£150	
Childrens Society	£150	
Orpington Deanery Synod	£10	
Petts Wood Churches Together	£55	
Sub Total	£385	£420
Ministry		
Diocesan Parish Share	£40,441	£47,925
Other Ministry Costs	£3,840	£4,586
Church Running and Maintenance	£16,267	£17,611
First Aider Training	£573	
Parish Website	£234	£234
Churchyard upkeep	£1,133	
Church Hall Running Costs	£11,849	£11,399
Printing & Stationery	£3,424	£3,508
Generation of voluntary income		
Cost of Appeals etc.		
TOTAL RESOURCES EXPENDED	£78,145	£85,683

INCOME AND ENDOWMENTS

4. ANALYSIS OF EXPENDITURE

Expenditure is as shown under note 3 above. Under "Church Running and Maintenance" in Restricted funds is an amount of £6,742 broken down as follows:

West End Facility Building Costs	£1,625.63
Portable Font	£1,625.20
Sound System	£160.39
Bell Tower repair	£821.15
CCTV	£200.00
Organist Fund	£2,310.00
Total	£6,742.37

The equivalent figure in 2019 was £57,832 broken down as follows:

West End Facility Building Costs	£57,492.06
Sound System	£339.65
Total	£57,831.71

5. PAYMENTS TO PCC MEMBERS

No expenses were paid to any PCC Member.

6. TRANSFERS BETWEEN FUNDS (SEE ALSO NOTES 10 -12)

The following Fund Transfers were made during 2020:

Date	From:	To:	Amount
1 st 2020	February Hall Fund	General Fund	£10,000. 00

No Fund transfers were made during 2019

7. FIXED ASSETS TANGIBLE (ALL UNRESTRICTED)

Church Hall Building - Historic Cost Value

As at 1st January 2020

£8,000

As at 31st December 2020

£8,000

8. CURRENT ASSETS

Debtors

	2020	2019
Tax Recoverable	£3,194	£3,781
Total	£3,194	£3,781

Tax recoverable (debtor) for 2020 is an actual amount that was received into Church Funds in January 2021. Of this amount, £25 is in respect of Restricted Fund donations.

Tax recoverable (debtor) for 2019 is an actual amount that was received into Church Funds in January 2020. Of this amount, £925 is in respect of Restricted Fund donations.

9. CURRENT LIABILITIES

Creditors

Creditors as at 31 December 2020/19	2018 Nil	2018 Nil
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10. FUNDS

Unrestricted Funds comprise the General Fund, the designated Church Repair Fund and Hall Fund. Some income from collections and fund raising is restricted when raised for specific (restricted) fund projects.

Restricted funds in 2020 were comprised of the following:

2020 Restricted Funds Summary				
Sub Fund	Openin g	Incom e	Expendit ure	Closing
Organ	£2,610.35	£5.84	£0.00	£2,616.19
West End	£11,246.37	£18.36	£3,250.83	£8,013.90
Sound System	£160.35	£0.04	£160.39	£0.00
Organist	£4,425.00	£7.29	£2,310.00	£2,122.29
Bell Tower	£0.00	£3,310.37	£1,292.35	£2,018.02
Lady Chapel	£0.00	£125.00	£0.00	£125.00
Families & Children	£298.67	£0.68	£0.00	£299.35
Short Term & Grants	£0.00	£434.88	£434.88	£0.00
Total Restrictive Funds	£18,740.74	£3,902.46	£7,448.45	£15,194.75

Organ Fund

The Organ Fund is the residual funds from the last restoration of the current Church Organ (2004). It was agreed that the fund be maintained for any future repairs required to the Organ.

West End Facility

The Fund relates to the Toilet and Tea Station Facility at the West End of the Church, together with any further improvements or enhancements (e.g., heating) for that area of the Church required for the benefit of additional usage of that space.

Sound System

This Fund relates to a specific donation to improve and enhance the Church Sound System. The remaining balance of this fund was spent in 2020.

Organist

This Fund relates to a specific donation to pay the cost of organists for Services held at St Francis.

Bell Tower

This Fund was set up in 2020 following requirements to repair the Church Bell and the building surrounding its housing.

The Fund was oversubscribed, and the donors agreed that the excess funds be held for any future repairs and expenditure.

Lady Chapel Enclosure

This Fund relates to a specific donation for the possible enclosure of the Lady Chapel. Of the balance shown above, £25 relates to gift aid received in January 2021 and shown as a HMRC debtor in the accounts.

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Families & Childrens Fund

The Families & Childrens Fund (F&C) Fund was established in 2012, when a donation via an employee charitable giving scheme raised £500 specifically for use by the Family & Childrens section of St Francis.

The fund was reduced by £150 following the purchase of Fireworks for an F&C event in November 2017. A review of the fund was undertaken shortly afterwards and discussed at the PCC to reconfirm both the fund and the amount held. Since then a further £51.33 has been spent for costs and Refreshments relating to the Singing & Serving meeting at the end of January.

At that time, it was agreed that the amount of the fund be transferred into restricted funds, and a separate fund be maintained for accounting purposes.

Short Term Projects and Grants

This Fund was set up in 2020 to account for any short-term projects funded by specific donations, and also to account for any restricted grants and donations, where collections have been taken for specific charities. For 2020 the amounts shown in both income and expenditure relate to the following:

St Francis Pet Service - Romney House Donation	£48.15
St Francis Pet Service - Last Chance Animal Rescue Donation	£48.20
Church Hall CCTV Camera Equipment	£200.00
Childrens Society (Specific Offertory Donation)	£8.53
St Francis Katete Collection Jar	£130.00
Total	£ 434.88

Endowment Fund

The endowment fund comprises the Lamp Maintenance Fund, which is an endowment of £3,000 given to provide income to pay for the sanctuary lamps from the interest attained on that sum.

11. SUMMARY OF FUND MOVEMENTS

Fund Movements	Common Fund	Church Repair Fund	Hall Fund	Restricted Fund	Lamp Fund	Total
Balance at 1st January 2020	£7,511	£9,662	£32,990	£18,741	£3,000	£71,904
Incoming Resources	£101,421	£1,633	£13,371	£3,902	£13	£120,339
Resources Expended	£65,825		£11,849	£7,448	£13	£85,135
Transfer Between Funds	£10,000	£0	(£10,000)	£0	£0	£0
Balance as at 31st December 2020	£53,107	£11,295	£24,512	£15,195	£3,000	£107,108

Transfers between Funds are set out in Note 6 of these accounts.

12. SUMMARY OF ASSETS BY FUND

Summary of Assets by Fund						
		Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2020 (£)	TOTAL 2019(£)
Tangible Fixed Assets		£8,000			£8,000	£8,000
Current Assets		£80,914	£15,195	£3,000	£99,108	£63,904
Liabilities		£0			£0	£0
Total		£88,914	£15,195	£3,000	£107,108	£71,904
Increase for Year					£35,204	£14,606

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