

The Parish of Frindsbury with Upnor and Chattenden



LOVING – SERVING – CHANGING

Annual report and financial statements for the year ended 31 December 2023

Incumbent

The Reverend Nicholas Cooper
Frindsbury Vicarage
4 Parsonage Lane
Frindsbury
Rochester
Kent, ME2 4UR

Registered charity number 1127928

www.allsaintsfrindsbury.org.uk

The Parish of Frindsbury with Upnor and Chattenden

Annual Report for the year ended 31 December 2023

The report of the PCC has been prepared in accordance with the financial reporting standard for smaller entities (effective January 2005)

OUR PARISH VISION

Our focus as a Church remains summarised in our statement of purpose:

‘Loving – Serving – Changing’.

Governance and Membership as at 31 December 2023

Members of the PCC are either *ex-officio* or elected at the Annual Parochial Church Meeting. The members of the PCC are the trustees of the charity.

Vicar: The Reverend Nicholas Cooper (*ex officio*)

Churchwardens: Carol Gravestock and Janet Young were elected Churchwardens in April 2023.

Deanery Synod representatives: Janet Young and Andrew Whiteley (both elected April 2023)

LLM/Readers licensed to the Parish: Judith Armitt, Judy Carr, Carole Morrad (*ex officio*)

Elected members: Jennifer Barnard, John Bloomfield, Catherine Heffernan, Jane Hughes, Robert Mayhew, Nannette McAleer, Alison Mings (Treasurer), Peter Robbins, Victoria Webster, Elizabeth Williams (all elected April 2023); Susan Nicol (elected May 2023)

Pioneer Minister: The Reverend Sue Vallente-Kerr

The following are not voting members or trustees but in are attendance and/or receipt of papers:

PCC Secretary: Sue Jones

The responsibility of members of the PCC as Trustees remains unchanged, ensuring that it is solvent, well run and delivering its charitable purposes.

The PCC met 7 times during 2023 with an average attendance of 74%. The PCC has a Standing Committee which meets to transact minor business between the PCC meetings.

A new Electoral Roll was prepared in April 2023 and numbered 104.

Risk Management

All reports received by the PCC from its subcommittees are required to identify and highlight any health and safety risks and implications for safeguarding practice.

The PCC follows the guidelines for Serious Incident Reporting to the Charity Commission and National Safeguarding Team.

Safeguarding

Following the introduction of the Safeguarding and Clergy Discipline Measure 2016:

Vicki Webster continued in her role as Parish Safeguarding Officer.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults) at the appropriate dates of the Measure coming into force.

The PCC adopted the House of Bishops 'Promoting a Safer Church' safeguarding policy statement.

All reports received by the PCC from its subcommittees are required to identify and highlight any safeguarding risks.

During the year the PCC Safeguarding subcommittee continued to highlight the importance of safeguarding, to review our practice, to make recommendations and arrange training. In November we took part in Safeguarding Sunday.

General Data Protection Regulations

Data continues to be stored under the consents granted.

A Brief Summary of the Year

Our Annual Parochial Church Meeting and Election of Churchwardens was held in All Saints Church on Sunday 30 April 2023.

During 2023 our pattern of worship continued with 2 services: 8.30am at St Philip & St James, Upnor and 10.00am at All Saints, Frindsbury. Services at 10.00am continued to be live-streamed and materials were sent to those worshipping at home.

During the season of 'ordinary time' we followed a sermon series on discipleship.

In October, we were pleased to host, and take part in, the annual service for Kent Black History Association in All Saints Church.

Our regular activities and events (including Concerts and Christmas Fayre, Tower Ringing and Handbell Ringing) continued this year.

Ministry to young families continued with monthly meetings through Up4It led by Pioneer Minister, Sue Vallente-Kerr. She also visited schools for assemblies and lessons. Local primary schools took part in a Nativity Festival aimed at KS2 classes and All Saints Church hosted Christmas services for schools.

At Christmas, Pioneer Minister, Sue Vallente-Kerr organised hamper deliveries for families in need of some extra help.

The Pastoral Team continued to contact those in our congregation who are elderly and living on their own and the team resumed Home Communion to housebound parishioners and nursing and residential homes. Our annual Service of Remembrance and Thanksgiving for Loved Ones Departed, for families recently bereaved, was held in November; it was well attended and appreciated by those who came. The Prayer Chain team continues to meet and is co-ordinated with care and compassion.

Little Lights, a group for babies and toddlers with parents and carers, met weekly on Tuesdays for activities, toys, Bible story and singing.

The parish walk continued to take part on a monthly basis and was well attended.

Pilgrims Pantry, our drop-in café continued on Tuesday mornings welcoming regular visitors from the church and community. All Saints Craft Group met monthly within Pilgrims' Pantry. Pilgrims Pantry took part in the annual fundraising coffee morning event supporting Macmillan.

UpChat Café – intergenerational café at St Philip & St James - continued to meet on Friday mornings

The EcoChurch group continued to meet monthly and organised 3 Clothes Swap Events for 2023, one to co-ordinate with Caring for God's Acre fortnight. Donations raised from the February event (which included a Christmas Gift Amnesty Tombola) raised funds to twin the toilets All Saints and

St Philip & St James with latrines in the Democratic Republic of Congo through the Tearfund toilet twinning scheme.

Home Groups met through the year, for fortnightly Bible study, including a 6 week Lent Course, based on Emma Ineson's course, Failure, and a study on the disciples.

PCC is grateful to the Parish Hall team undertaking the bookings and co-ordination of maintenance.

In 2023 in the parish we conducted 3 Baptisms, 2 Thanksgiving for the Gift of a Child, 23 funerals and 9 Interment of Ashes.

We continue to be thankful for:

- Church members' faithful financial support.
- Church members' active participation in worship and music by the All Saints Singers and church musicians.
- Young families who have become regular members of the congregation.
- The support and work by those who maintain our buildings and churchyard.

Buildings and Churchyard

The Buildings and Churchyard team met with the new churchwardens in September to prioritise building works.

An assessment re RAAC was carried out on the Parish Hall but no further action was needed.

The Archdeacon's Visitation took place in June and a certificate of inspection was received for both churches.

All Saints

- Regular maintenance work was undertaken including the servicing of fire extinguishers, building alarm and PAT testing.
- Permission was granted to pollard the lime trees along Church Green (work to take place January 2024)
- Permission was given to remove a limb which had fallen from an ash tree in the Old Churchyard (conservation area)
- Work took place to repair parts of the flooring in church.
- A faculty application was sent for the disposal of the triptych and coat of arms

St Philip & St James

- Regular maintenance work was undertaken including the servicing of fire extinguishers and PAT testing.
- Pruning work was carried out on an oak tree (permission granted 2022)

Financial Statements for the Year ended 31 December 2023

Financial Summary

The accounts for 2023 show that for the 12 months to the end of December there was a surplus on the parish accounts of £8,209 before taking account of the movement in value of the endowment investments. A gain on the valuation of the investments of £8,649 resulted in an overall surplus of £16,858.

Detailed explanation of the full year results

Income from unrestricted funds was above expectations mainly due to a successful trading year for the parish hall. The General fund generated a shortfall of £1,847 while the parish hall made a surplus of £9,207.

The figure for planned giving is very encouraging in the current circumstances and I am grateful to all those who have continued to give by standing order as well as to those who have set up new standing orders.

The Parish Hall had a successful year with income totalling £26,777 from regular hirers and casual bookings. The increased use of the hall by other community organisations as well as for private events reflects the efforts of the parish hall management team.

General fund costs of £118,917 are £1,751 higher than 2022 mainly due to higher running costs in particular higher utility bills and administration costs.

Reserves

Unrestricted cash reserves available to spend now increased by some £9,500 to £59,575. These are available to cover future costs of repairs and maintenance to our churches and parish hall as well as future shortfalls in income. It is the PCC's policy to maintain unrestricted reserves sufficient to fund three months expenditure.

The Parish holds £5,343 of restricted reserves and £121,652 of endowment reserves.

Funds not required immediately are invested in either the Diocesan General Deposit Account, the CBF Church of England Deposit fund, the CBF Church of England Investment Fund or the COIF Investment Fund managed by CCLA Investment Management Ltd.

Financial statements prepared by Alison Mings ACMA, CGMA (treasurer)

Statement of Financial Activities for the year ended 31 December 2023

		Unrestricted	Restricted	Endowment	Total Funds	
		Funds	Funds	Funds	2023	2022
Note		£	£	£	£	£
Income and Endowments						
Voluntary income	2(a)	79,055	0		79,055	75,065
Activities for generating funds	2(b)	3,476			3,476	5,923
Income from investments	2(c)	4,818			4,818	3,168
Income from church activities	2(d)	38,291			38,291	33,736
Other incoming resources	2(e)	1,242	1,396		2,638	4,475
Total income		126,882	1,396	0	128,278	122,368
Expenditure						
Church activities	3(a)	118,872	1,152		120,024	118,496
Generation of voluntary income	3(b)	45			45	124
Total expenditure		118,917	1,152	0	120,069	118,621
Net income / (expenditure) before investment gains		7,965	244	0	8,209	3,747
Net gains/(losses) on investments	5(b)			8,649	8,649	-12,313
Net income / (expenditure)		7,965	244	8,649	16,858	-8,566
Transfer between funds		0	0			0
Net movement in funds		7,965	244	8,649	16,858	-8,566
Total funds brought forward		690,988	5,098	113,003	809,089	817,654
Total funds carried forward		698,953	5,343	121,652	825,948	809,089

Balance Sheet as at 31 December 2023

		Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2023 £	2022 £
	Notes					
Fixed assets						
Tangible	6(a)	625,705	-		625,705	629,622
Investments	6(b)			101,351	101,351	92,701
		625,705	-	101,351	727,056	722,324
Current assets						
Debtors and prepayments	7	18,428			18,428	15,576
Short term deposits	8(a)	48,556	-	20,301	68,857	47,756
Cash at bank and in hand	8(b)	11,019	5,343		16,362	27,232
		78,003	5,343	20,301	103,647	90,563
Liabilities						
Creditors: amounts falling due in one year	9	4,755	-		4,755	3,798
Net current assets		73,248	5,343	20,301	98,892	86,765
Total net assets		698,953	5,343	121,652	825,948	809,089
Parish funds	10-15					
Unrestricted		698,953			698,953	690,987
Restricted			5,343		5,343	22,419
Endowment				121,652	121,652	95,683
		698,953	5,343	121,652	825,948	809,089

Approved by the Parochial Church Council on 19 March 2024 and signed on its behalf by:



Rev Nicholas Cooper, Vicar

The notes on pages 5 to 14 form part of these accounts.

Notes to the Financial Statements

1. Accounting policies

Basis of preparation

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, together with FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Funds

Unrestricted funds

These represent the income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project.

Restricted funds

These are income funds that must be spent on restricted purposes.

Endowment funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted.

Notes to the Financial Statements continued.

Recognition of income and endowments

Income

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the income to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

Expenditure

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan Parish share is accounted for when due. All other expenditure is recognised when it is incurred and is accounted for gross.

Assets

Consecrated and beneficial property of any kind is excluded from the accounts by Section 10(2) (a) and (c) of the Charities Act 2011.

Depreciation on fixed asset properties has not been provided in these accounts as any charge is not considered material, on the basis that the asset has either, a very long useful life; or a residual value, based on its current value, which is not materially different from its carrying value.

Moveable church furnishings held by the 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). No inalienable property was acquired in 2022 and 2023.

All expenditure incurred in the year on consecrated or beneficed buildings or on the repair of moveable church furnishings is written off.

Investments are valued at market value at the year end.

Notes to the Financial Statements continued.

Short term deposits include cash held on deposit either with the CBF Church of England Funds, with the Diocese or at HSBC bank.

Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. The organs at All Saints and Upnor are being depreciated on a straight-line basis over 25 years and equipment used within the church premises on a straight-line basis over 4 years. Parish hall fixtures and fittings are being depreciated over 10 years on a straight-line basis.

Notes to the Financial Statements continued.

		Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
		Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
		£	£	£	2023	£	£	£	2022
					£				£
2	Income and endowments								
2(a)	Voluntary income								
	Collections and giving	60,720			60,720	54,036			54,036
	GAYE	150			150	550			550
	Tax recoverable	15,974	0		15,974	12,558	0		12,558
	Donations, appeals, etc	1,212	0		1,212	4,097	275		4,372
	Legacies	1,000			1,000	0			0
	Grants	0	0		0	3,549	0		3,549
		79,055	0	0	79,055	74,790	275	0	75,065
2(b)	Activities for generating funds								
	Fund raising	3,476			3,476	5,923			5,923
		3,476	0	0	3,476	5,923	0	0	5,923
2(c)	Income from investments								
	Dividends and interest	4,818			4,818	3,168			3,168
		4,818	0	0	4,818	3,168	0	0	3,168
2(d)	Income from church activities								
	Church hall lettings	26,583			26,583	24,433			24,433
	Other church activities	2,474			2,474	1,419			1,419
	Fees for weddings and funerals	9,234			9,234	7,884			7,884
		38,291	0	0	38,291	33,736	0	0	33,736
2(e)	Other incoming resources								
	Insurance claim	0			0	3,016			3,016
	Other parish income	1,242	1,396		2,638	187	1,272		1,459
		1,242	1,396	0	2,638	3,203	1,272	0	4,475
	Total Income	126,882	1,396	0	128,278	120,821	1,547	0	122,368

Notes to the Financial Statements continued.

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2023 £	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2022 £
3 Expenditure								
3 (a) Church activities								
Missionary and charitable giving								
Tearfund	981			981	3,078			3,078
General	140			140	0			0
	1,121	0	0	1,121	3,078	0	0	3,078
Ministry: diocesan parish share	52,837			52,837	52,891			52,891
Other ministry costs	4,922			4,922	6,336			6,336
Church running and maintenance	21,497			21,497	18,963	0		18,963
Church hall running costs	15,601			15,601	14,727			14,727
Depreciation of church equipment and hall fixtures and fittings	3,917			3,917	3,917			3,917
Upkeep of churchyard	3,512			3,512	2,756			2,756
Mission and youth work	253			253	822	0		822
Administration costs	15,191	1,152		16,342	13,675	1,330		15,006
Other expenses	20			20	0	0		0
	118,872	1,152	0	120,024	117,166	1,330	0	118,496
3 (b) Raising funds								
Generation of voluntary income	45			45	124			124
Total resources expended	118,917	1,152	0	120,069	117,290	1,330	0	121,699

Notes to the Financial Statements continued.

4 Staff Costs

	2023	2022
wages and salaries	£15,005	£13,529
<u>Average no. of employees</u>	<u>2</u>	<u>2</u>

The PCC employs a Parish administrator and hall cleaner, both part-time. During 2023 the parish administrator was enrolled into the NEST pension scheme. Their salary costs include employer contributions.

5 Related parties

There is nothing to report for related parties.

6 Fixed assets

6(a) Tangible		(All unrestricted)			Total
		Parish Hall £	Church Equipment £	Parish Hall Fixtures and Fittings £	£
Cost of valuation	At 1 January 2023	600,000	29,536	19,699	649,235
	Additions at cost				-
	At 31 December 2023	600,000	29,536	19,699	649,235
Depreciation	At 1 January 2023		15,673	3,940	19,613
	Charge for the year		1,948	1,970	3,917
	At 31 December 2023		17,621	5,910	23,530
Net Book Value	At 31 December 2023	600,000	11,916	13,789	625,705
	At 31 December 2022	600,000	13,863	15,759	629,622

Equipment includes a projector, organ, speakers, other music equipment, a safe and Wi-fi equipment at All Saints and St Philip and St James.

Notes to the Financial Statements continued.

6(b)	Investments (all endowment funds)	£
	Market value 1 January 2023	92,701
	Annual revaluation	8,649
	Market value 31 December 2023	<u>101,351</u>

7 Current assets

Debtors (Unrestricted funds)

	2023 £	2022 £
Income tax recoverable	14,552	12,000
Other income due	809	812
Prepayments	<u>3,067</u>	<u>2,764</u>
	<u>18,428</u>	<u>15,576</u>

8	Deposits and Cash Balances	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2023 £	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2022 £
8(a)	Short term deposits	48,556		20,301	68,857	27,453		20,303	47,756
8(b)	Cash in hand and at bank	11,019	5,343		16,362	22,462	4,770	-	27,232
		<u>59,575</u>	<u>5,343</u>	<u>20,301</u>	<u>85,219</u>	<u>49,915</u>	<u>4,770</u>	<u>20,303</u>	<u>74,987</u>

Notes to the Financial Statements continued.

9 Liabilities (Unrestricted funds)

	2023 £	2022 £
Amounts falling due within one year		
- Creditors for goods and services	4,515	3,192
- Cash received in advance	240	606
	<u>4,755</u>	<u>3,798</u>

10 Restricted Funds

Restricted Funds in 2023 comprise the Hand Bell Ringers Fund, music funds, the Gavin Jupp Memorial Fund and AV Equipment.

11 Endowment Investment Funds

The Endowment Funds are managed by CCLA and comprise various funds set up in past years, which require income to be spent on the running costs of All Saints, St Phillip and St James and the churchyards.

	£
CBF Income shares	
131001137S Church Repair Anderson	10,986
131001138S L I Frindsbury Paine	32,280
131001193S Upnor Parish Room	1,628
131001212S MD (Bonham Pennistone Bourne)	6,420
131001192S Anderson	5,516
131001139S Anderson Endowment	5,516
131001523S Frindsbury QAB	2,328
CBF Fixed Interest	
131001025F Church Expenses	499
	<u>65,173</u>

Notes to the Financial Statements continued.

		£
COIF funds		
247790001T	S Fulkes Charity	2,858
325350001T	Newlands Field Charity	20,262
279710001T	Lesser Parish Field Charity	12,165
053820001T	J Rich National School	893
		36,177

Total Endowment funds **£101,351**

12 Designated Funds

The PCC also holds £56,443 in designated funds in respect of the running of the parish hall and future repairs to the churches.

13 Fund Movements

Summary of fund movements

	Unrestricted Funds		Restricted funds	Endowment funds	Total
	General	Designated			
	£	£	£	£	£
Balance at 31 December 2022	644,268	46,721	22,419	95,683	809,089
Correction	90	-90			0
Adj re CCLA deposits			-17,321	17,321	0
Balance at 1 January 2023	644,358	46,631	5,098	113,003	809,089
Incoming resources	99,499	27,383	1,396		128,278
Resources expended	-101,347	-17,571	-1,152		-120,069
Investment gains				8,649	8,649
Transfer between funds		0	0		0
Balance at 31 December 2023	642,510	56,443	5,343	121,652	825,948

Notes to the Financial Statements continued.

14 Statement of cash flows

	Note	2023 £	2022 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	15	10,232	7,615
purchase of equipment		0	0
purchase of fixtures and fittings		0	0
Net cash provided by (used in) financing activities		10,232	7,615
cash at the beginning of the period	8	74,987	67,369
cash at the end of the period	8	85,219	74,987

15 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	Note	2023 £	2022 £
Net surplus / shortfall per the SOFA		16,858	-8,566
Adjustments for:			
Depreciation	6(a)	3,917	3,917
(Gain) / loss on investments	6(b)	-8,649	12,313
(Increase) / decrease in debtors	7	-2,852	-1,121
Increase / (decrease) in creditors	9	957	1,072
Net cash provided by (used in) operating activities		10,232	7,615



Section A

Independent Examiner's Report

Report to the trustees/
members of

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF FRINDSBURY WITH UPNOR & CHATTENDEN

On accounts for the year
ended

31 December 2023

Charity no
(if any)

117928

Set out on pages

ONE TO FOURTEEN

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended **31/12/2023**.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the
accounts in accordance with the requirements of the Charities Act 2011
("the Act").

I report in respect of my examination of the Trust's accounts carried out
under section 145 of the 2011 Act and in carrying out my examination, I
have followed all the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination which gives me
cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements
concerning the form and content of accounts set out in the Charities
(Accounts and Reports) Regulations 2008 other than any requirement
that the accounts give a 'true and fair' view which is not a matter
considered as part of an independent examination.

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in this report in
order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

[Signature]

Date:

6th April 2024

Name:

Philip Wooller

Relevant professional
qualification(s) or body
(if any):

Address:

*FITTONIA, LODGE HILL LANE, CHATTENDEN
ROCHESTER, KENT ME3 8NE*

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.