

CHARITY REGISTRATION NUMBER: 1128172

**THE PAROCHIAL CHURCH
COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST HELEN'S CHURCH,
CLIFFE WITH HOO**

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS**

31st DECEMBER 2023

Prepared by

Linda Twitchett, St Helen's Church Treasurer

lindatwitchett@hotmail.com

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST HELEN'S
CHURCH, CLIFFE WITH HOO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 2023

INDEX

	Page
• Index	1
• Trustee' annual report	2-8
• Independent examiner's report to the trustees	9
• Statement of financial activities	10
• Balance sheet	11
• Notes to the financial statements as trustees' annual report	12-15

The following pages do not form part of the financial statements and trustees' annual report

• 2023 Return of Parish Financial Spreadsheet	Appendix I
---	------------

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST HELEN'S
CHURCH, CLIFFE WITH HOO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 2023

**Herewith the trustees present their report and the unaudited
Financial Statements and Trustees' Annual Report of the
charity for the year ended 31st December 2023.**

Registered Charity Name	The Parochial Church Council of the Ecclesiastical Parish of St Helen's Church, Cliffe with Hoo
Charity registration number	1128172
Principal Office	St Helen's Church Church Street Cliffe, Rochester Kent ME3 7QP
The Trustees	Rev C Stocking Mr R Thompson Mr P Sutton Mr D Green Mrs L Twitchett Miss A Evans Mrs V Bottrill Mr P Jackson Mrs I Dalton-Brown Mrs M Tring Mrs B Woollett Mr W West Mrs G West

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST HELEN'S
CHURCH, CLIFFE WITH HOO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 2023

Incumbent	Rev C Stocking
Licensed Lay Preacher	Mr D Green
Church Wardens	Mr R Thompson Mr P Sutton
Elected Members	Mrs V Bottrill Mr P Jackson Mrs I Dalton-Brown Mrs M Tring Mrs B Woollett Mr W West Mrs G West
Secretary/Deanery Synod	Miss A Evans
Treasurer/Deanery Synod	Mrs L Twitchett

31st DECEMBER 2023

Objectives and Activities

Review of the Year

As of the 25th April 2023, St. Helen's came out of interregnum with the licencing of Reverend Clifford Stocking as Priest in Charge of Cliffe at Hoo with Cooling.

Taking up his role, PCC meetings have increased to ten times a year as the church has looked at a few old projects, revisiting some and starting new projects both with the fabric of the church and within its worshipping life through services and use of its buildings.

The maintenance of the church is cared for through its wardens Robin Thompson and Paul Sutton and the regular worship is assisted by a dedicated LLM David Green.

As well as regular services the church has continued to offer occasional offices of weddings, funerals and baptism throughout the year.

A long-term decision was made to stop looking at selling St. Helen's House and Cobblecove House as had been previously suggested and to seek ways in which to use this asset for the better purpose of the church and wider community. Current proposals are to create a coffee shop and very long-term possibly B&B style accommodation for pilgrimages.

The PCC also agreed to start work on providing much needed toilets and a better kitchen serving area in the church and architects were asked to provide working draft plans. This has meant that all our fundraising activities are now primarily focusing on supporting this project.

Activities such as musical evenings and light dramatics as well as a plant sale and Christmas fair.

Messy Church was reintroduced which has been an immediate success, engaging with many of the young families within the villages.

Wednesday evening Café style worship is a new concept which is in its early days but hopefully will pick up allowing wider access to times of worship away from the normal Sunday approach.

On greater access to the church, we now open at set times on weekdays, and this is only possible by a wonderful team of volunteers who have welcomed many visitors.

A weekly electronic newsletter is now available and is sent out to subscribers which along with other social media, a website and better use of A Church Near You we are now reaching a wider audience and able to promote activities better than we might have before.

The year drew to an end with a memorial service, remembrance services for school and villagers, then Christmas services including a Crib and Christingle service which was packed.

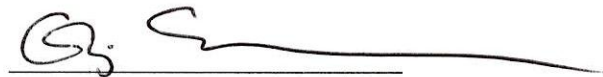
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST HELEN'S
CHURCH, CLIFFE WITH HOO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 2023

The link between the two primary schools in the Parish has increased with regular assemblies being taken by Rev Stocking and end of term acts of worship as well as other visits to the church have happened throughout the year, including with Cliffe Pre-school.

There is a good and strengthening relationship between the Church and the Parish Council and those who run the village hall.

Numbers are steady if not growing as we continue to be a welcoming church.

A handwritten signature in black ink, consisting of a stylized 'C' followed by a long horizontal line that tapers off to the right.

Rev Clifford Stocking

31st DECEMBER 2023

Objectives and Activities

Background

The PCC of St Helen's Church, Cliffe has the responsibility of cooperating with the incumbent Rev Clifford Stocking, in promotion within the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Public Benefit

The trustees confirm that they have complied with the requirements of section 4 of the Charity Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales

Safeguarding

We have continued the process of reviewing our policies and have ensured that the PCC complies with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

Church Electoral Roll

The Church Electoral Role stood at 98 at the APCM in May 2023

Trustees' Report

St Helen's aims to support different charities throughout the year, hosting events and practical assistance.

The Children's Society, Friends of Kent Churches, Foodbank, The Royal British Legion and Shoe Boxes with AMEN were all supported by St Helen's Church in 2023.

St Helen's House continues to be used by the church and the community with Craft Clubs, Toddler groups, Young Persons Games Night and fellowship bringing people of all ages together for companionship and support.

Our tenancy in our property at Cobblecove House remains in place with good tenants. Their monthly rental covers all running and maintenance costs of the property as well as providing greater security for the adjacent church property St Helens House.

The churchyard is well maintained by generous volunteers and this financial year we did not request additional support from the Parish Council.

This year we stepped up our fundraising efforts with the clear goal of adding toilet facilities into the church and redesigning the kitchen amenities. These fundraising activities have contributed to our reserved funds for this project and a very generous bequest was received which has also been reserved for this project.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST HELEN'S
CHURCH, CLIFFE WITH HOO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 2023

Financial Review

The results for the year are set out on the following pages. As per 2022 our accounts are prepared on a receipts and payments system.

The total income from the year amounts to £75,524 and the total expenditure £51,584. Resulting in a profit for the year of £23,940, which will help considerably with our toilet project. Our reserves policy to maintain two to four months of normal running costs remains.

Policy on Reserves

It is the PCC trustees view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility and to ensure the charity meets its commitments as they fall due.



Linda Twitchett
Treasurer

31st DECEMBER 2023

Structure, Governance and Management

Nature of governing document

The PCC is constituted under the Church Representation Rules (contained under Schedule 3 to the Synodical Governance Measure 1969, as amended) and functions under the Parochial Church Council (Powers) Measure 1956, as amended.

Recruitment and appointment of trustees

The method of appointment of PCC members/trustees is set out in the Church Representation Rules Advice for trustees published by the Charity Commission is given to new PCC representatives/trustees at PCC meetings. Trustees have free access to the day to day running of the church to ensure that they are fully aware of the activities and methods of the charity.

Induction and training of trustees

Members of the PCC are either ex officio, or elected at the Annual Parochial Church Meeting in accordance with the Church Representation rules. The members of the PCC who served during the year, are as stated in the information page.

Organizational structure

Sub committees have worked together to ensure the smooth running of the church. These include the Building Committee, the Project (Toilet/Kitchen) group and the Fundraising team.

Major Risks and management of those risks

No major risks occurred during 2023.

Risk Assessment

The trustees have assessed the major risks to which the charity is exposed and are satisfied that the systems are in place to mitigate the charity's exposure to major risks. We have safeguarding policies and officers in place for both child and adult safeguarding concerns. We also have the diocesan policy relating to the Disclosure and Banning Service with a dedicated trustee nominated to administer this. We have risk assessment and Health & Safety issues monitored throughout the year and the PCC considers any matters that arise.

This trustees' annual report was approved on 8/4/24 and signed on the behalf of the board of trustees



Linda Twitchett
Treasurer

**The Parochial Church Council of the Ecclesiastical Parish of St
Helen's Church. Cliffe with Hoo**

**Independent Examiner's Report to the Trustees of The Parochial Church
Council of the Ecclesiastical Parish of St Helen's Church. Cliffe with Hoo**

Year ended 31 December 2023

I report to the trustees on my examination of the accounts of the above charity ("The Charity") for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the Accounts and Annual Report in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145 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 giving me cause to believe that in, any material respect:

1. accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts do not accord with the accounting records.

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


.....
David Baldwin
Independent Examiner

13th April 2024
.....
Date

10 Chesterton Road
Cliffe
Rochester
ME3 7QX

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST HELEN'S
CHURCH, CLIFFE WITH HOO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 2023

Statement of Financial Activities

		2023		2023	2022
		Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
	Note				
Income & Endowments					
Donations & Legacies	4	36,072	10,463	46,535	56,348
Charitable activities	5	12,486	10,903	23,389	29,625
Investment Income		5,601	0	5,601	6,431
Total Income	6	54,158	21,366	75,524	92,404
Expenditure					
Expenditure of Charitable activities	7	37,947	413	38,360	86,183
Other Expenditure	8	13,224	0	13,224	13,498
Total Expenditure	9	51,171	413	51,584	99,681
Net Expenditure		2,987	20,953	23,940	7,277
Transfers between funds		0	0	0	0
Net movement in funds		2,987	20,953	23,940	-7,277
Reconciliation of funds					
Total funds brought forward (prior yr)				219,768	240,789
Total funds carried forward				243,708	233,512

The statement of financial activities includes all gains and losses recognized in the year.
The income and expenditure derive from continuing activities.
The 2022 comparative figures are taken from the 31/12/22 approved Trustees' Annual Report
and Financial Statement document.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST HELEN'S
CHURCH, CLIFFE WITH HOO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 2023

Balance Sheet at 31 December 2023

		2023 £	2022 £
	Note		
Fixed Assets			
Tangible Fixed Assets Land & Buildings	12	114,413	114,413
Tangible Fixed Assets Equipment		2,048	2,560
Total		116,461	116,973
Current Assets	13		
Debtors		0	0
Cash at bank and in hand		135,950	102,795
		135,950	102,795
Creditors: amounts falling due within one year	14	0	0
Net Current Assets		135,950	102,795
Total Assets less Current Liabilities		252,411	219,768
Funds of the charity			
Restricted Funds		73,555	43,342
Unrestricted Funds		62,395	59,453
Total Charity Funds	15	252,411	219,768

These Financial Statements and Trustees' Annual Report were approved by the board of trustees and authorized for issue on the 8/4/24 and are signed on behalf of the board by


Linda Twitchett
Treasurer

31st DECEMBER 2023

Notes to the Financial Statements and Trustees' Annual Report

1. General Information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principle office is Church Street, Cliffe, Rochester, Kent ME3 7QP

2. Statement of Compliance

These Financial Statements and Trustees' Annual Report have been prepared in compliance with the Charities Act 2011.

3. Accounting Policies

Basis of Preparation

The Financial Statements and Trustees' Annual Report have been prepared on the historical cost basis.

The Financial Statements and Trustees' Annual Report are prepared in sterling, which is the functional currency of the entity.

These accounts have been prepared on a receipts and payments basis for the year ending 31st December 2023.

Going Concern

There are no material uncertainties about the charity's ability to continue.

Fund Accounting

Unrestricted funds are available for the use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through terms of an appeal, and fall into one of two sub-classes, restricted income funds or endowment funds.

Tangible Assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows

Asset class		Depreciation & Rate
Furniture & Equipment	-	20% reducing balance
Freehold Property	-	Nil

Note: Freehold property is considered to be Cobblecove House and St Helen's House

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST HELEN'S
CHURCH, CLIFFE WITH HOO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 2023

4. Donations and Legacies

	2023		2022		2023	2022
	Unrestricted funds £	Restricted Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
Donations						
Legacies Received	0	10,000	0	0	10,000	0
Collections at all services	5,476	0	5,433	0	5,476	5433
Donations & Appeals	4,523	463	15,287	5,956	4,985	21243
Gift Aid Reclaimed	6,907	0	7,554	0	6,907	7554
Planned Giving	19,166	0	22,119	0	19,166	22119
Total	36,072	10,463	28,274	5,956	46,535	56,349

5. Charitable Activities

	2023		2022		2023	2022
	Unrestricted funds £	Restricted Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
Charitable Activities						
Fetes, Fairs, other fundraising	0	10,903	5,330	4,800	10,903	10130
Income from Investments	5,601	0	6,431	0	5,601	6431
Magazines	4,552	0	3,474	0	4,552	3474
Fees	6,601	0	6,002	0	6,601	6002
Other	1,333	0	10,019		1,333	10019
Total	18,087	10,903	31,256	0	28,990	36,056

6. Income Summary

	2023		2022		2023	2022
	Unrestricted funds £	Restricted Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
Donations	36,072	10,463	50,393	5,956	46,535	56,349
Charitable Activities	18,087	10,903	31,256	4,800	28,990	36,056
Total Income	54,158	21,366	81,649	10,755	75,524	92,405

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST HELEN'S
CHURCH, CLIFFE WITH HOO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 2023

7. Expenditure on charity activities by fund type

	2023		2022		2023	2022
	Unrestricted funds £	Restricted Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
Support Costs	37,947	413	51,711	34,472	38,360	86,183

8. Other Expenditure

	2023		2022		2023	2022
	Unrestricted funds £	Restricted Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
Other Expenditure						
Depreciation & write off	512	0	1,989	0	512	1,989
Printing, postage, stationery	4,708	0	3,667	0	4,708	3,667
Bank Charges	425	0	413	0	425	413
Insurance	7,578	0	7,099	0	7,578	7,099
Accountancy Fees	0	0	250	0	0	250
Independent Examiner	0	0	80	0	0	80
Total	13,224	0	13,498	0	13,224	13,498

9. Total Expenditure

	2023		2022		2023	2022
	Unrestricted funds £	Restricted Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
Support Costs	37,947	413	51,711	34,472	38,360	86,183
Other Expenditure	13,224	0	13,498	0	13,224	13,498
Total Expenditure	51,171	413	65,209	34,472	51,584	99,681

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST HELEN'S
CHURCH, CLIFFE WITH HOO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 2023

10. Trustee remuneration and expenses

Rev Clifford Stocking joined St Helen's at incumbent in April 2023 and received stipend in this financial year.

A reduced Parish Share was negotiated with the Diocese this year and has now returned to a full Parish Share contribution.

A small amount of visiting clergy expenses were declared at the beginning of the year whilst still in interregnum.

No other trustees received any remuneration from the charity during the year.

11. Tangible Fixed Assets

No depreciation was made against St Helen's House or Cobblecove House as a long standing tangible assets. No new assets were added to the ledger in this financial year.

12. Debtors & Creditors falling due within one year

There are no debtors or creditors falling due outside of the current financial year.

13. Analysis of cost of running St Helen's Church Building

St Helen's Church building utility bills:	£4,145
St Helen's Church running costs:	£19,378

This equates to £1,960 per month or £65 per day

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST HELEN'S
CHURCH, CLIFFE WITH HOO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 2023

2023 Return of Parish Financial Spreadsheet

30 Are your accounts Receipts and Payments [X] OR Accruals []? (indicate ONE)				Diocese: St Helens Cliffe	
RECEIPTS/INCOME		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)	PAYMENTS/EXPENDITURE	
Voluntary giving				Costs of generating funds	
1 Regular giving		£19,166	£0	17 Costs of fundraising activities	£363
3 Collections at services		£5,476	£0	18 Church activities	
4 All other giving and voluntary receipts, including special appeals (recurring and one-off donations)		£4,523	£463	19 Mission giving and donations	£615
6 Gift Aid Recovered		£6,907	£0	20 Diocesan parish share contribution	£12,000
7 Legacies received (capital value)		£0	£10,000	21 Salaries, wages and honoraria	£574
8 Grants (include recurring and one-off)		£0	£0	22 Clergy and staff expenses	£2,982
Total voluntary giving		£36,072	£10,463	23 Church expenses	
9 Fundraising activities (gross proceeds)		£0	£10,903	24 Mission and evangelism costs	£210
Income from investments		£5,601	£0	25 Church running expenses (including governance)	£19,378
Dividends, interest, income from property etc.		£5,601	£0	26 Church utility bills	£8,147
Church activities		£6,601	£0	27 Costs of trading	£0
11 Fees retained by PCC (weddings, funerals etc.)		£4,552	£0	28 Major capital expenditure	
12 Trading activities (gross proceeds), NOT fundraising				29 Major repairs to the church building	£818
Other incoming resources				30 Major repairs to church hall/other PCC property including redecoration	£1,140
13 Other receipts/income not already listed		£1,333	£0	31 New building work to the church, church hall, clergy housing or other PCC property.	£4,944
PLEASE NOTE BRIEF DETAILS IN BOX E				32 Other expenditure	
Totals (from Financial Statements)		Unrestricted £54,158	Restricted £23,366	33 Other payments/expenditure not already listed	£0
RECEIPTS/INCOME				PLEASE NOTE BRIEF DETAILS IN BOX E	
COMBINED TOTAL		£75,524		Totals (from Financial Statements)	Unrestricted £51,171
PLANNED GIVERS AND LEGACIES				PAYMENTS/EXPENDITURE	£413
Number of regular givers	34			COMBINED TOTAL	£51,584
Number of new legacies received in year	1			CASH AND INVESTMENT BALANCES	
31 Cash and deposit balances/Net current assets as at 31/12/23				UNRESTRICTED	£62,395
32 Investment assets as at 31/12/23				RESTRICTED	£73,555
Please refer to the accompanying notes to help clarify what is included in each section. The item numbers refer to RPF notes, consistent with the guidance provided in PCC Accountability, 5th edn.				Date	
Name		Position		Treasurer	
Linda Twitchett		Treasurer		29/03/2024	
Email or telephone		linda@twitchett@hotmail.com			
Looking back across 2023, was there any exceptional financial activity affecting movement on cash and investment balances? Please provide details in this box -					
These might include project or capital expenditure, major equipment purchases, property or asset disposals, new investment or investment sales, new loans or loan repayments - Insurance payouts from claims against damage to church building					

Appendix I