

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 2024

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 2024

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

• 2024 Return of Parish Financial Spreadsheet	Appendix I
• 2024 Review of Fundraising	Appendix II

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

31st DECEMBER 2024

**Herewith the trustees present their report and the unaudited
Financial Statements and Trustees' Annual Report of the
charity for the year ended 31st December 2024**

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 B Woollett Mr W West Mrs G West (partial)

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

31st DECEMBER 2024

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 B Woollett Mr W West Mrs G West
Secretary/Deanery Synod	Miss A Evans
Treasurer	Mrs L Twitchett
Deanery Synod	Mr W West

(Changes within the year – Mrs G West resigned from post)

31st DECEMBER 2024

Objectives and Activities

Review of the year 2024

2024 marked the first full year of Reverend Clifford Stocking's ministry as Priest in Charge at St. Helen's Cliffe at Hoo with Cooling. As was set in the previous year the PCC met 10 times throughout the year to address the daily running, financial and fabric needs of the parish.

The day-to-day maintenance is cared for by our two wardens and a deputy warden Robin Thompson, Paul Sutton and Peter Jackson.

Regular worship continues with two Sunday services, and this is assisted by our LLM David Green.

In the autumn Clifford was approached about taking on a ordinand who would, on successful completion of training, look to be our curate in 2025. After discussion with the PCC and said person, it was with delight that we welcomed Graeme Copestake to this role in November 2024 adding to our ministry team.

As a church, other services were offered and carried out throughout the year, weddings, baptisms and funerals. A Lent course was run in approach to Easter and other services and activities increased throughout the year with Messy Church being very popular amongst the families of the parish.

Good contact continues to be had between St. Helen's school, Cliffe Woods school and Cliffe Pre-school with regular assemblies and visits with each.

We continue to see growth in the life of the church and in the autumn a basic's God course was successfully run and attended.

As was visualized and agreed in 2023 that we would keep and use St. Helen's house and Cobblecove.

2024 saw some changes in the way in which the PCC uses these assets both for the church and the wider community. In May 2024 the back room of St. Helen's house was cleared out and redecorated so that it might be used as a community café and hub. This was opened after applying for a Medway food standards inspection and warranted with a Five. On the 10th June taking the name as St. Helen's Coffeestop run by volunteers five days a week between 10.30am -4pm, this became a reality and has slowly been growing over the year.

It was agreed that as PCC we would look at how we rent Cobblecove as a private residence and in conversation and agreement with its tenants a new two-year tenancy was drawn up and inspection of the property was carried out. The rent was increased in

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

31st DECEMBER 2024

September 2024 and will be increased again in September 2025 as it slowly catches up with market value for similar sized properties in the area, to which it is still extremely reasonable. It was also agreed that the tenants pay for their own council tax something the PCC had been covering up till now.

Slow progress has been made in 2024 towards our toilet and kitchenette project with inspections from Medway, the DAC and English Heritage these have allowed for more comprehensive plans to be drawn up. In the meanwhile, costs have been met for drawings and surveys as the social and fundraising committee has continued to work hard raising funds for said project.

After our 2023 quinquennial report identified the need for repairs to the church roof to replace missing tiles this work was tendered for and then carried out towards the end of the year. The cost of these repairs was taken from our maintenance fund held with the DBF.

Another unexpected cost was for a new projector after the old one came to the end of its life. It was agreed that we would add two standalone TV screens to the system for the benefit of those who sit in the side aisles. A new HD laser system was installed and came into effect just in time for our Christmas services.

Overall, we have met with a few challenges this year and have continued to look forward in the way in which we truly represent a community church in the heart of our villages and continue to be welcoming to all.



Rev Clifford Stocking

31st DECEMBER 2024

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 99 at the APCM in May 2024

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 2024.

St Helen's House continues to be used by the church and the community with Craft Clubs, Toddler groups, and fellowship bringing people of all ages together for companionship and support. This year we expanded our outreach by converting part of St Helen's House into a community hub and coffee shop as well as a warm space in colder months. As a PCC we opted to invest in furniture and equipment for the coffee shop to operate and income from this venture has brought in an additional £903 in the few months it has operated.

Our tenancy in Cobblecove House remains in place.

The churchyard is well maintained by generous volunteers and this financial year we did receive a grant from the Parish Council of £1500 to assist with the costs.

Fundraising this year has been focused on the toilet & kitchen project for the church which is a long term and costly investment. Additional funds were also raised specifically for replacing and upgrading our projector system used in services and messy church activities.

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

31st DECEMBER 2024

Significant damage was caused to the roof in the bad weather and costly repairs had to be made. We withdrew from the DBF account to pay for these repairs.

We were kindly given the funds collected from SHINE and these were added to our project fund for improvements to the structure of the church building.

Utility bills have risen in line with the general economy and we have taken steps to control our heating costs within the church building.

Financial Review

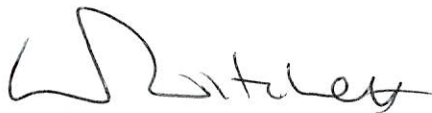
The results for the year are set out on the following pages. As per 2023 our accounts are prepared on a receipts and payments system.

The total income from the year amounts to £92,888 including funds reserved for specific projects and the total expenditure £128,626. Resulting in a deficit for the year of £35,738.

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 2024

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 2024.

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 7/4/25 and signed on the behalf of the board of trustees



Linda Twitchett
Treasurer

31st DECEMBER 2024

Independent Examiner's Report

I report to the trustees on my examination of the Financial Statements of The Parochial Church Council of the Ecclesiastical Parish of St Helen's Church, Cliffe with Hoo ('the charity') for the year ended 31 December 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the Financial Statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's Financial Statements 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(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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the Financial Statements do not accord with those records.

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.

.....

3/5/2025

David Baldwin
Independent Examiner

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

31st DECEMBER 2024

Statement of Financial Activities

		2024		2024	2023
		Unrestricted	Restricted	Total	Total
		funds £	Funds £	Funds £	Funds £
	Note				
Income & Endowments					
Donations & Legacies	4	36,768	23,821	60,589	46,535
Charitable activities	5	10,479	15,809	26,288	23,389
Investment Income		6,011	0	6,011	5,601
Total Income	6	53,259	39,629	92,888	75,525
Expenditure					
Expenditure of Charitable activities	7	96,607	19,382	115,989	38,360
Other Expenditure	8	13,047	15,960	28,597	13,224
Total Expenditure	9	109,654	35,342	144,586	51,584
Net Expenditure		-56,395	4,287	-52,108	-23,941
Transfers between funds		0	0	0	0
Net movement in funds		-56,395	4,287	-52,108	23,941
Reconciliation of funds					
Total funds brought forward (prior yr)				219,768	219,768
Total funds carried forward				167,660	243,709

The statement of financial activities includes all gains and losses recognized in the year.
The income and expenditure derive from continuing activities.
The 2023 comparative figures are taken from the 31/12/23 approved Trustees' Annual Report and Financial Statement document.

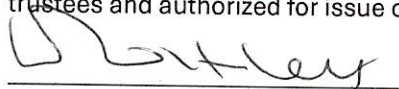
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST HELEN'S
CHURCH, CLIFFE WITH HOO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

31st DECEMBER 2024

Balance Sheet at 31 December 2024

		2024 £	2023 £
	Note		
Fixed Assets			
Tangible Fixed Assets Land & Buildings	12	114,413	114,413
Tangible Fixed Assets Equipment		2,646	2,048
Total		117,059	116,461
Current Assets	13		
Debtors		0	0
Cash at bank and in hand		106,760	135,950
		106,760	135,950
Creditors: amounts falling due within one year	14	0	0
Net Current Assets		106,760	135,950
Total Assets less Current Liabilities		223,819	252,411
Funds of the charity			
Restricted Funds		60,501	73,555
Unrestricted Funds		46,259	62,395
Total Charity Funds	15	223,819	252,411

These Financial Statements and Trustees' Annual Report were approved by the board of trustees and authorized for issue on the 7/4/25 and are signed on behalf of the board by



Linda Twitchett
Treasurer

31st DECEMBER 2024

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 2024.

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

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

31st DECEMBER 2024

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

4. Donations and Legacies

	2024		2023		2024	2023
	Unrestricted funds £	Restricted Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
Donations						
Legacies Received	0	0	0	0	0	10000
Collections at all services	5,746	350	5,433	0	6,095	5476
Donations & Appeals	4,695	23,471	15,287	5,956	28,166	4985
Gift Aid Reclaimed	6,847	0	7,554	0	6,847	6907
Planned Giving	19,481	0	22,119	0	19,481	19166
Total	36,768	23,821	50,393	5,956	60,589	46,534

5. Charitable Activities

	2024		2023		2024	2023
	Unrestricted funds £	Restricted Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
Charitable Activities						
Fetes, Fairs, other fundraising	903	15,809	5,330	4,800	16,712	10903
Income from Investments	6,011	0	6,431	0	6,011	5601
Magazines	3,657	0	3,474	0	3,657	4552
Fees	5,919	0	6,002	0	5,919	6601
Other	0	0	10,019	0	0	1333
Total	16,490	15,809	31,256	4,800	32,299	28,990

6. Income Summary

	2024		2023		2024	2023
	Unrestricted funds £	Restricted Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
Donations	36,768	23,821	50,393	5,956	60,589	46,535
Charitable Activities	16,490	15,809	31,256	4,800	32,299	28,990
Total Income	53,259	39,629	81,649	10,756	92,888	75,524

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

31st DECEMBER 2024

7. Expenditure on charity activities by fund type

	2024		2023		2024	2023
	Unrestricted funds £	Restricted Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
Support Costs	96,607	19,382	51,711	34,472	115,989	38,360

8. Other Expenditure

	2024		2023		2024	2023
	Unrestricted funds £	Restricted Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
Other Expenditure						
Depreciation & write off	410	0	1,989	0	410	512
Printing, postage, stationery	4,482	0	3,667	0	4,482	4,708
Bank Charges	502	0	413	0	502	425
Insurance	7,653	0	7,099	0	7,653	7,578
Accountancy Fees	0	0	250	0	0	0
Independent Examiner	0	0	80	0	0	0
Total	13,047	0	13,498	0	13,047	13,223

9. Total Expenditure

	2024		2023		2024	2023
	Unrestricted funds £	Restricted Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £	Total Funds £
Support Costs	96,607	19,382	51,711	34,472	115,989	38,360
Other Expenditure	13,047	0	13,498	0	13,047	13,224
Total Expenditure	109,654	19,382	65,209	34,472	129,036	51,584

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

31st DECEMBER 2024

4. Trustee remuneration and expenses

Rev Clifford Stocking received stipend in this financial year.

An agreed increase in the Parish Share was agreed with the PCC and negotiated with the Diocese.

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

No fees were taken on behalf or myself for preparing these accounts or from our auditor.

5. Tangible Fixed Assets

No depreciation was made against St Helen's House or Cobblecove House as a long standing tangible asset.

Assets were added in terms of the Chairs, Tables & Coffee Machine purchased for the Coffee Stop, these amounted to £1008.66

6. Debtors & Creditors falling due within one year

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

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

St Helen's Church building utility bills:	£10668
St Helen's Church running costs:	£36954

This equates to £3968.50 per month or £130.47 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 2024

2024 Return of Parish Financial Spreadsheet
APPENDIX I

30 Are your accounts Receipts and Payments [X] OR Accruals [] ? (Indicate ONE)		Diocese: St Helens Cliffe	
RECEIPTS/INCOME		PAYMENTS/EXPENDITURE	
	UNRESTRICTED (nearest £)	UNRESTRICTED (nearest £)	RESTRICTED (nearest £)
Voluntary giving			
1 Regular giving	£19,481		
3 Collections at services	£5,746		£2,439
4 All other giving and voluntary receipts, including special appeals (recurring and one-off donations)	£4,695		
6 Gift Aid Recovered			£983
7 Legacies received (capital value)	£6,847		
8 Grants (include recurring and one-off)	£0		£0
Total voluntary giving	£36,768		£0
Activities for generating funds			
9 Fundraising activities (gross proceeds)	£903		£0
Income from investments			£0
10 Dividends, interest, income from property etc.	£6,011		£0
Church activities			
11 Fees retained by PCC (weddings, funerals etc.)	£5,919		£0
12 Trading activities (gross proceeds), NOT fundraising	£3,657		£0
Other incoming resources			
13 Other receipts/income not already listed			£15,960
NOTE BRIEF DETAILS IN BOX E			
Totals (from Financial Statements)	Unrestricted	Unrestricted	Restricted
A RECEIPTS/INCOME	£53,259	£109,244	£19,382
B COMBINED TOTAL	£92,888	£128,626	
PLANNED GIVERS AND LEGACIES			
14 Number of regular givers	33		
16 Number of new legacies received in year 0	0		
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.			
CASH AND INVESTMENT BALANCES		UNRESTRICTED	
31 Cash and deposit balances/Net current assets as at 31/12/24		£46,259	£60,501
32 Investment assets as at 31/12/24			
Name		Date	
Linda Twitchett		07/04/2025	
Position		Treasurer	
Email or telephone		linda.twitchett@hotmail.com	
Looking back across 2024, was there any exceptional financial activity affecting movement on cash and investment balances? Please provide details in this box -			
E These might include project or capital expenditure, major equipment purchases, property or asset disposals, new investment or investment sales, new loans or loan repayments			

31st DECEMBER 2024

2024 Review of Fundraising

APPENDIX II

1. Graveyard expenses

The Parish Council kindly donated £1500 towards our Graveyard expenses.

Our 2024 Graveyard expenses were £1879.16

2. St Helen's House/Cobblecove

Donations from Community groups	1424.87
Income from property - Cobblecove	5700
Private Rental of St Helens House	311
Coffee Stop Net Income	903.26
Total	8339.13

St Helens House minor repairs/maintenance	289.95
Coffestop Set Up Expenses	1300.24
Cobblecove minor repairs/maintenance	265
St Helens Utility Bills/Council Tax	1121.25
Cobblecove Utility Bills/Council Tax	708.11
Total	3684.55

Assets were added in terms of the Chairs, Tables & Coffee Machine purchased for the Coffee Stop, these amounted to £1008.66

3. Fundraising ProjectorAppeal

The new equipment cost us £15520 and we raised £3260 in reserved donations with the rest of the expenditure being covered by church funds.

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

31st DECEMBER 2024

4. Fundraising for Toilet / Kitchen project

Fundraising through specific donations	2901.42
Fundraising through Entertainment, fairs, etc	14418.60
Total	17320.02

Costs of fundraising activities	2438.98
Architect & Survey costs	16938.00
Total	19376.98

Balance of Reserved funds brought forward from 2023	£38014.33
Balance at close of accounts 2024	£35957.37