

ST AUGUSTINE'S with ST LUKE'S CHURCH, BROMLEY COMMON

**STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 December 2022

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	2021 £
<b>INCOME</b>					
Voluntary income	2a	101,255	4,121	<b>105,376</b>	111,966
Activities for generating funds	2b	7,220	-	<b>7,220</b>	12,756
Income from investments	2c	21,642	-	<b>21,642</b>	21,645
Church Activities	2d	56,130	-	<b>56,130</b>	50,497
Other income	2e	3,791	-	<b>3,791</b>	239
<b>Total Income</b>		<b>190,038</b>	<b>4,121</b>	<b>194,159</b>	<b>197,103</b>
<b>EXPENDITURE</b>					
Church activities	3a	227,480	6,239	<b>233,719</b>	183,329
Raising funds	3b	119	-	<b>119</b>	-
Other costs	3c	854	-	<b>854</b>	-
<b>Total Expenditure</b>		<b>228,453</b>	<b>6,239</b>	<b>234,692</b>	<b>183,329</b>
<b>Net Income/Expenditure</b>		<b>(38,415)</b>	<b>(2,118)</b>	<b>(40,533)</b>	<b>13,774</b>
Net Gains on Investments & Fixed Assets	7	(95,311)	-	<b>(95,311)</b>	102,238
Transfers between funds	8	-	-	-	-
<b>Net movement in funds</b>		<b>(133,726)</b>	<b>(2,118)</b>	<b>(135,844)</b>	<b>116,012</b>
Total brought forward at 1 January	8	2,173,164	4,227	<b>2,177,391</b>	2,061,379
<b>Total carried forward at 31 December</b>	<b>9</b>	<b>2,039,438</b>	<b>2,109</b>	<b>2,041,547</b>	<b>2,177,391</b>

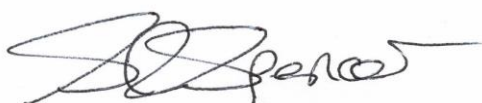
*St Augustine's with St Luke's have no Endowment Funds. They are therefore not shown as a Fund category in these accounts.*

ST AUGUSTINE'S with ST LUKE'S CHURCH, BROMLEY COMMON

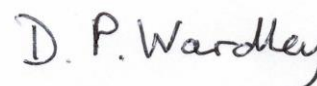
**BALANCE SHEET AT 31 DECEMBER 2022**

	Notes	2022	2021
		£	£
<b>Fixed assets</b>			
Tangible fixed assets	7a	1,253,075	1,254,100
Investments	7b	717,960	813,271
<b>Total fixed assets</b>		<b>1,971,035</b>	<b>2,067,371</b>
<b>Current assets</b>			
Debtors	4	25,764	25,201
General Deposit Account		43,464	47,421
Repair Fund Deposit Accounts		17,990	31,240
Cash at bank and in hand		12,177	31,581
		<b>99,395</b>	<b>135,443</b>
Creditors: due within one year	5a	(28,883)	(25,423)
<b>Net current assets</b>		<b>70,512</b>	<b>110,020</b>
<b>Total assets less current liabilities</b>		<b>2,041,547</b>	<b>2,177,391</b>
Creditors: due after one year	5b	-	-
<b>NET ASSETS</b>		<b>2,041,547</b>	<b>2,177,391</b>
<b>Parish Funds</b>			
<b>Unrestricted</b>	8	<b>2,039,438</b>	<b>2,173,164</b>
<b>Restricted</b>	8	<b>2,109</b>	<b>4,227</b>
		<b>2,041,547</b>	<b>2,177,391</b>

Approved by the Parochial Church Council on 22 March 2023 and signed on its behalf



Chairman (Reverend Steve Spencer)



Treasurer (David Wardley)

The accompanying notes form a part of these financial statements.

## ST AUGUSTINE'S with ST LUKE'S CHURCH, BROMLEY COMMON

2 INCOME	Unrestricted	Restricted	TOTAL FUNDS	
	Funds	Funds	2022	2021
	£	£	£	£
<b>a Voluntary income</b>				
Planned Giving - Gift Aid Reclaimable	45,726	-	<b>45,726</b>	47,875
Planned Giving - Gift Aid Not Reclaimable	32,274	-	<b>32,274</b>	21,873
Collections and Giving eligible for GASDS	1,795	-	<b>1,795</b>	242
Charitable Appeals	829	3,756	<b>4,585</b>	9,650
Flower Appeal	1,205	-	<b>1,205</b>	1,020
Other Donations	3,578	-	<b>3,578</b>	10,440
Legacies	3,082	-	<b>3,082</b>	7,005
Tax Recoverable (Gift Aid and GASDS)	12,766	365	<b>13,131</b>	13,861
	<b>101,255</b>	<b>4,121</b>	<b>105,376</b>	<b>111,966</b>
<b>b Activities for generating funds</b>				
Tower Rental (Mobile Aerial)	6,525	-	<b>6,525</b>	12,436
Parish Magazine - Advertising	695	-	<b>695</b>	320
	<b>7,220</b>	<b>-</b>	<b>7,220</b>	<b>12,756</b>
<b>c Income from Investments</b>				
Interest on Bank Deposit	13	-	<b>13</b>	4
Interest from HMRC	42	-	<b>42</b>	7
Interest on Repair Funds	100	-	<b>100</b>	52
Investment Fund Dividends	21,487	-	<b>21,487</b>	21,582
	<b>21,642</b>	<b>-</b>	<b>21,642</b>	<b>21,645</b>
<b>d Income from Church Activities</b>				
Parochial Fees (net of Diocese Fees)	712	-	<b>712</b>	1,784
Community Activates	1,735	-	<b>1,735</b>	578
Parish Magazine Sales	117	-	<b>117</b>	253
Fundraising and Outreach Events	1,861	-	<b>1,861</b>	600
Room Hire and Office Rents	51,705	-	<b>51,705</b>	47,282
	<b>56,130</b>	<b>-</b>	<b>56,130</b>	<b>50,497</b>
<b>e Other incoming resources</b>				
Grants **	3,476	-	<b>3,476</b>	-
Sundry Income	315	-	<b>315</b>	239
	<b>3,791</b>	<b>-</b>	<b>3,791</b>	<b>239</b>
<b>Total Income</b>	<b>190,038</b>	<b>4,121</b>	<b>194,159</b>	<b>197,103</b>

\*\* Received from the Diocese of Rochester "Energy Costs Support Fund".

ST AUGUSTINE'S with ST LUKE'S CHURCH, BROMLEY COMMON

3 EXPENDITURE	Unrestricted	Restricted	TOTAL FUNDS	
	Funds	Funds	2022	2021
	£	£	£	£
<b>a Church Activities</b>				
Missionary and Charitable Giving (See Note 10)	16,430	6,239	22,669	21,570
Diocesan Offer	75,040	-	75,040	81,180
Other Ministry Costs	5,429	-	5,429	4,729
Staff Salaries and Pension Costs *	51,894	-	51,894	30,274
Facilities Running Costs *	50,756	-	50,756	27,038
Facilities Improvements	13,280	-	13,280	9,373
Equipment Depreciation	1,025	-	1,025	-
Community Activities	999	-	999	978
Back Office (Administration and Technology)	3,284	-	3,284	2,945
Worship	4,472	-	4,472	2,822
Outreach	3,199	-	3,199	1,395
Other Expenses	1,672	-	1,672	1,025
	227,480	6,239	233,719	183,329
<b>b Raising Funds</b>				
Stewardship	119	-	119	-
	119	-	119	-
<b>c Other Costs</b>				
Governance	-	-	-	-
Bad Debts **	854	-	854	-
Exceptional Items	-	-	-	-
	854	-	854	-
<b>Total Expenditure</b>	228,453	6,239	234,692	183,329

\* Following the introduction of a new payroll system, the costs of our employed cleaner are now included in "Staff Salaries and Pension Costs". Previously these costs were in "Facilities Running Costs". The 2021 figures have been re-stated to ensure a "Like for Like" comparison.

\*\* 2020 St Luke's Hall Bookings - Bexfit (£215) and Little Kickers (£639)

4 DEBTORS	2022	2021
	£	£
Accrued Tax Recoverable	13,131	13,861
Other Accounts Receivable	12,633	11,340
	25,764	25,201
<b>5 LIABILITIES</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>a Creditors: due within one year</b>		
Accounts Payable	28,883	25,423
<b>b Creditors: due after one year</b>	-	-

## 1. ACCOUNTING STATEMENTS

### Basis of financial statements

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities and applicable accounting standard FRS102.

The financial statements have been prepared under the historical cost convention except for 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 main affiliation to another body, nor those that are informal gatherings of church members.

### 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. St Augustine's with St Luke's has no endowment funds.

*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.

*Designated funds* are general funds set aside by the PCC for use in the future. Project funds are designated for particular projects for administration purposes only. Funds designated as invested in fixed assets for the PCC's own use are abated in line with those assets' annual depreciation charges in the SOFA. Designated funds remain unrestricted and the PCC will move any surplus to other general funds.

### Incoming resources

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are readily quantifiable. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross.

### Resources expended

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

### Fixed 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 and listed in the church's inventory. For anything acquired prior to 1 January 2001 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Items acquired since 1 January 2001 and over £1000 are capitalised and depreciated in the accounts over their anticipated useful life on a straight line basis.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1000 or less are written off when the asset is acquired.

Investments are valued at market value at 31 December.

Depreciation on freehold property, calculated to write off its cost, less anticipated residual value, over its expected useful life, is considered by the PCC to be immaterial, particularly in the light of continuing maintenance. Therefore no depreciation is charged in the financial statements.

# ST AUGUSTINE'S with ST LUKE'S CHURCH, BROMLEY COMMON

<b>6 STAFF COSTS</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>a</b> Wages and salaries	<b>51,087</b>	30,274
Employer Defined Contribution pension scheme	<b>732</b>	709
Average number of employees	<b>4</b>	2

The PCC employs a Youth and Schools Minister, two part-time parish administrators and a part-time Cleaner.

In addition, the PCC contributed towards the Diocesan costs of employing the Reverend Steve Spencer which is included under the "Diocesan Offer" in Note 3.

## **b Related Party Transactions**

A small immaterial portion of the expenses paid to the incumbent may relate to services as Chairman of the PCC.

Linda Spencer, the wife of Reverend Steve Spencer and Victoria Bouwer, wife of PCC member Quinton Bouwer received payments of £16,869 working as part-time Parish Administrators. No other payments were paid to any PCC member, persons closely connected to them or related parties.

Donations received from PCC members and related parties were £40,246 (excluding Gift Aid).

## **7 FIXED ASSETS & INVESTMENTS**

<b>a</b> <i>Tangible fixed assets</i>	<b>St Luke's Hall Raglan Road</b>	<b>Other Tangible Fixed Assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
ACTUAL / DEEMED COST			
At 1 January 2022	1,250,000	4,100	1,254,100
Additions	-	-	-
Disposals	-	-	-
<b>At 31 December 2022</b>	<b>1,250,000</b>	<b>4,100</b>	<b>1,254,100</b>
DEPRECIATION			
At 1 January 2022	-	-	-
Charge for the year	-	1,025	1,025
Disposals	-	-	-
<b>At 31 December 2022</b>	<b>-</b>	<b>1,025</b>	<b>1,025</b>
NET BOOK VALUE			
<b>At 31 December 2022</b>	<b>1,250,000</b>	<b>3,075</b>	<b>1,253,075</b>
At 31 December 2021	1,250,000	4,100	1,254,100

The freehold land and buildings comprising of the St Luke's Church Hall, Raglan Road is owned solely by the PCC. The value shown in the accounts is the insurance value as at 1st January 2015. This represents the deemed cost under FRS15 transitional provisions.

## **b Investments**

	<b>£</b>	<b>By Fund Type</b>	<b>£</b>
Market Value at 1st January 2022	<b>813,271</b>	Unrestricted	717,960
Purchases at Cost	-	Restricted	-
Disposals	-	Endowments	-
Unrealised Gains or Losses	(95,311)		
<b>Market Value at 31st December 2022</b>	<b>717,960</b>	<b>Total</b>	<b>717,960</b>

represented by 34,775 units of the CBF Church of England Investment Fund (Income)

**8 SUMMARY OF FUND MOVEMENTS**

	Balance B/Fwd 1 Jan 2022 £	Income £	Expenditure £	Transfers, other gains and losses £	Balance C/Fwd 31 Dec 2022 £
<b>Unrestricted Funds</b>					
General Reserves	72,156	188,833	(226,427)	13,249	47,811
a Raglan Road	1,250,000	-	-	-	1,250,000
b Investment Fund	813,271	-	-	(95,311)	717,960
c Repair Funds	31,239	-	-	(13,249)	17,990
d Other Fixed Tangible Assets	4,100	-	(1,025)	-	3,075
e Other Designated	2,398	1,205	(1,001)	-	2,602
	<b>2,173,164</b>	<b>190,038</b>	<b>(228,453)</b>	<b>(95,311)</b>	<b>2,039,438</b>
<b>Restricted Funds</b>					
f Kondoa Charitable Giving	3,856	1,091	(4,800)	-	147
g Hope into Action Charitable Giving	-	1,500	-	-	1,500
h Defibrillator Fund	-	1,530	(1,439)	-	91
j Stained Glass Window	371	-	-	-	371
	<b>4,227</b>	<b>4,121</b>	<b>(6,239)</b>	<b>-</b>	<b>2,109</b>
<b>Total funds</b>	<b>2,177,391</b>	<b>194,159</b>	<b>(234,692)</b>	<b>(95,311)</b>	<b>2,041,547</b>

**Fund Notes**

- a The 'Raglan Road' fund matches the net carrying value of the property St Luke's Hall, Raglan Road in the accounts.
- b The Investment fund was setup in 2020 by the PCC to support the ongoing mission of the church following the sale of 40 Rolleston Avenue, with the objective of replacing the rental income with dividend income. The investment fund matches the value of investments held.
- c The 'Repair Funds' are amounts paid to Rochester Diocese intended to fund future repairs to St Augustine's Church, and St Luke's Hall. The funds are interest bearing and fully refundable.
- d The 'Other Fixed Tangible Assets' Fund represents Cameras (£4,100) purchased in Dec 2021 and depreciated over 4 years starting 1 January 2022..
- e The 'Other Designated' fund represents ring fenced amounts for the Flower Guild and Forget-Me-Not.
- f The 'Kondoa Charitable Giving' Fund represents amounts received and donated to Kondoa Diocese or associated projects.
- g The 'Hope into Action Charitable Giving' Fund represents amounts received and donated to Hope into Action.
- h The Defibrillator Fund represents amounts received and monies spent on a Defibrillator at St Augustine's Church.
- j The stained glass window appeal was established in 1997 to fund the provision of a stained glass window in the church. This project is currently suspended, and there was no movement on the fund this year. The funds of £371 raised for the purpose are being held on deposit pending the possible restarting of the project.

**Analysis of transfer between funds**

- c St Augustine's and St Luke's repair funds were funded from General Reserves at a rate of £265 a month. £16,000 was transferred from our repair funds to pay for maintenance to our buildings and interiors.

There were no transfers between Unrestricted and Restricted Funds

**9 ANALYSIS OF NET ASSETS BY FUND**

<b>On 31 Dec 2022</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>	<b>Previous Year £</b>
Tangible Fixed Assets	1,253,075	-	<b>1,253,075</b>	1,254,100
Investments (CBF COE Investment Fund)	717,960	-	<b>717,960</b>	813,271
Current assets	97,286	2,109	<b>99,395</b>	135,443
Current Liabilities: due within one year	(28,883)	-	<b>(28,883)</b>	(25,423)
Long Term Liabilities: due after one year	-	-	-	
	<u>2,039,438</u>	<u>2,109</u>	<u><b>2,041,547</b></u>	<u>2,177,391</u>

**10 CHARITABLE GIVING**

St Augustine's donated £22,669 to the following charitable organisations in 2022 (£21,570 in 2021)

***10% Away Giving***

2MakelT	1,200
Barnabus Trust	500
Bible Reading Fellowship	750
Biblica	600
Bromley Foodbank	300
Bromley Relief in Need	500
Bromley Welcare	1,300
CAP Bromley	400
The Church Army	1,750
Church Mission Society	2,500
Cry in the Dark	750
Kondoa Diocese	2,000
Bromley Homeless Centre	500
Nsumbi Trust	600
SAMS Ireland	500
Scargill Movement	750
Spinnaker Trust	500
	<u><b>£15,400</b></u>

***Collections and Appeals***

UKRAINE Relief via DEC	1,030
Defibrillator	1,439
Kondoa Diocese	4,800
	<u><b>£7,269</b></u>

**Total Giving** **£22,669**



**11 STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 December 2021

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	2020 £
<b>INCOME</b>					
Voluntary income	2a	100,778	11,188	<b>111,966</b>	86,885
Activities for generating funds	2b	12,756	-	<b>12,756</b>	6,900
Income from investments	2c	21,645	-	<b>21,645</b>	18,948
Church Activities	2d	50,497	-	<b>50,497</b>	48,596
Other income	2e	239	-	<b>239</b>	201
<b>Total Income</b>		<b>185,915</b>	<b>11,188</b>	<b>197,103</b>	<b>161,530</b>
<b>EXPENDITURE</b>					
Church activities	3a	175,969	7,360	<b>183,329</b>	172,541
Raising funds	3b	-	-	-	20
Other costs	3c	-	-	-	-
<b>Total Expenditure</b>		<b>175,969</b>	<b>7,360</b>	<b>183,329</b>	<b>172,561</b>
<b>Net Income/Expenditure</b>		<b>9,946</b>	<b>3,828</b>	<b>13,774</b>	<b>(11,031)</b>
Net Gains on Investments & Fixed Assets	7	102,238	-	<b>102,238</b>	29,831
Transfers between funds	8	-	-	-	-
<b>Net movement in funds</b>		<b>112,184</b>	<b>3,828</b>	<b>116,012</b>	<b>18,800</b>
Total brought forward at 1 January	8	2,060,980	399	<b>2,061,379</b>	2,042,579
<b>Total carried forward at 31 December</b>	<b>9</b>	<b>2,173,164</b>	<b>4,227</b>	<b>2,177,391</b>	<b>2,061,379</b>

*St Augustine's with St Luke's have no Endowment Funds. They are therefore not shown as a Fund category in these accounts.*

**12 2021 INDEPENDENT EXAMINER'S REPORT**

The following was brought to the attention of PCC in a letter dated 17 March 2022  
*Inadequacies in the area of Payroll processing.*

In April 2022 a new payroll system was implemented.  
 After 3 months of bedding in, payments to staff have matched Net Pay on Payslips.

## **Independent Examiner's Report to the PCC of St Augustine's, Bromley Common**

I report on the accounts of the church for the year ending 31 December which are set out on pages 1 to 8

### **Respective responsibilities of the Trustees and the Examiner**

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

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 you as trustees 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 matter has 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 section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.



Snaefell, Highfield Road  
Biggin Hill  
TN16 3UX  
22 March 2023

## **Parish of St Augustine's with St Luke's Bromley Common**

### **Annual Report 2021**

*Incumbent:* Reverend Steve Spencer

*Curate:* Reverend Rachel Winn (from September 2020)

*Independent Examiner:* Christine Case, Highfield Road, Biggin Hill TN16 3UX

#### **Aim and purposes**

St. Augustine's with St Luke's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the Church and rooms of St. Augustine, Southborough Lane, Bromley BR2 8AT and the Church hall of St Luke, Bromley Common BR2 9RN. The Church building of St Luke's is shared with Hope Church.

#### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Augustine with St Luke. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.

Provision of pastoral care for people living in the parish.

Outreach work.

To facilitate this work it is important that we maintain the fabric of the Church of St Augustine, including its Church rooms and facilities as well as the Church hall of St Luke's.

#### **Achievements and Performance**

##### *Worship and Prayer*

The PCC are keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. Our main Sunday morning services have been held in person from spring 2021 (under Covid-19 restrictions) and online throughout the year, with many in the congregation having the opportunity to contribute through scripture reading, prayers and music. We have been blessed by the members of our music group who sing and record our popular songs and hymns, as well as many new to us. The technology to live stream our services to Youtube has been grasped and used to much advantage. During March 2021 we have celebrated our 50<sup>th</sup> online service.



During the year we have also continued our Wednesday morning meditation service using Zoom technology, along with many house group gatherings and Church meetings.

All are welcome to attend or log in to our Sunday service, this year we have welcomed a number of new people into our church family and attendance at the Sunday morning service averages around 70 people. At the date of this report there were **123** parishioners on the St. Augustine's with St Luke's Church Electoral Roll, a increase of 6 from the May 2021 APCM. Due to the Covid-19 restrictions, our Easter Experience, held in the Church for pupils at our local schools, was cancelled. We were able to hold an online Christingle service just before Christmas, giving a Christingle pack to all who could collect it.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. At St. Augustine's with St Luke's Church we have been able to celebrate 2 weddings this year and we have held 5 funeral services.

### *Deanery Synod*

There were three meetings in 2021 – April, July and November.

At the April meeting, representatives of Churches shared what they were looking forward to doing on return from lockdown and what changes had been made in lockdown that they were looking to maintain.

At the July meeting, there was discussion about how the Called to Grow initiative at church level would need to evolve in the light of changes to the Called Together Diocese strategy to incorporate the 5 marks of mission:

1. To proclaim the Good News of the Kingdom
2. To teach, baptize and nurture new believers
3. To respond to human need by loving service
4. To seek to transform unjust structures of society
5. To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

At the November meeting, Liz Mullins, Generous Giving Adviser for Rochester Diocese, gave a presentation covering the Anglican Giving Survey and the top 10 findings and recommendations from this. She also encouraged individual PCCs to review giving in their own parishes and described some of the digital ways to receive gifts. The presentation also explained the Parish Giving Scheme which has already been adopted by many Dioceses and will be introduced to Rochester Diocese over the next 12 months or so.

Rev'd Steve Spencer, Rev'd Rachel Winn and Nigel Pope represented St Augustine's with St Luke's.

### *The Church and Church Rooms*

We want our church to be open to our community for private prayer, and to this end the Church was opened every morning of the week until the middle of March when covid-19 restrictions were applied. The Church rooms are hired out to clubs and charities as well as individuals and families for the celebration of their important events, although again this was limited. The regular users of the rooms, such as the Orpington Video and Film Club, Sing and Sign for babies and the ballet school, Studio88, have stayed with us for many years. In past years we have hosted concerts in aid of various charities, and we are pleased that Bromley Well (Mencap) have used the Barnard room regularly for their Carers' Lunch club and for Cookery classes.

When we have been able to open, room use has been at almost at full capacity, but Church groups remain a priority and Wednesday daytimes and evenings in both rooms have been reserved for their use. Church users include the Toddler group, Bible study and Sally Morris's Fitness group, as well as Messy Church every month.



2021 was obviously a very difficult year for the Church rooms. However, when the Government lifted some of the restrictions imposed in complete lock down in April, the PCC decided that the rooms could re-open in May. Additional terms and conditions for the duration of the Covid outbreak were also introduced. Hand sanitisers were installed in all rooms, and users were advised to open windows to allow good ventilation.

Most regular users resumed their bookings in May 2021, although some groups who catered for mainly elderly people did not return until October. The only group that did not return was Pilates: the instructor is successfully continuing her Thursday class on Zoom. Since reopening, there have been 5 parties, a wedding reception and a concert. Bookings for 2022 are back to pre-covid levels so far.

Regular repairs continue to be made to the premises, with Health and Safety requirements taking a high priority.

St Luke's hall is a very significant Victorian building, and as such we are aware of the need for continuing maintenance. To this end we have taken advice on the needs and priorities involved.

The building is partly occupied by a commercial business (usually, although we are currently awaiting the arrival of new tenants) and a preschool. When able to open, it is also used for classes in Taekwondo, Dog Training, Badminton, Fitness Training together with children's parties on Saturday and Sunday afternoons.

### *Pastoral Care*

During the week the Church rooms are used by our Parent and Toddlers Club (now renamed ARK), with up to 100 adults and children in attendance most weeks. We have a volunteer team who work ceaselessly to maintain order and provide a welcoming experience, and we note the significant level of adults bringing children are childminders.

The 23<sup>rd</sup> Bromley (St Augustine) Scout Group continues to thrive, along with the Brownies and Rainbows. All uniformed sections usually combine for Church Parade services although Covid-19 restrictions are always observed.

### *Mission and Evangelism*

Helping those in need is a demonstration of our faith. As a Church, we give 10% of our income to local Charities and Overseas missions, our 'Away Giving', which amounted to £15,210 in the year.

Prominent among these were £1,500 to the Church Army, £1,150 to Bromley Welcare, £2,250 to the Church Mission Society, and £1,000 to 2MakeIT. We also gave £2,000 to support Bishop Given and Kondoa Diocese in Tanzania. Separately, £7,360 was raised to fund the building of a house for the new Catechist (curate) in our linked parish of Mwaikisabe in Kondoa Diocese.

We are represented on the Bromley Appeals committee for the Children's Society, where representatives from various churches within the borough meet to arrange fundraising events. All activities have been cancelled for 2020. Many of our congregation have collection boxes at home which have not been collected during this year. Our regular Christingle Service collection was cancelled with this service happening online.

St Augustine's with St Luke's has a link with the parish of St Mark's Mwaikisabe in the Diocese of Kondoa in central Tanzania. We pray regularly for each other and, as above, we have assisted with funding to build a new Catechist's house in Mwaikisabe, which is nearing completion. We were hoping to send parishioners to visit Kondoa and Mwaikisabe in 2020, but this was postponed and further visits have not yet been planned.

Mothers' Union members continue to play an active role in Church life, although most activities have been curtailed this year. We have been busy knitting hats for seafarers and blanket squares for Lewisham Refuge, and also supporting Bromley Foodbank.

It is good that these efforts on behalf of others can be combined with opportunities for fellowship.

Our parish magazine, Roundabout, is published in ten months of each year and readership is mainly online although a limited number of copies are printed for those without internet access. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus. This year Roundabout celebrated its 50<sup>th</sup> year of publication.



As previously mentioned, our Easter Experience for children at the local schools had to be cancelled, along with quarterly parade services for the uniformed organisations attached to our Church. We did however hold our Christmas journey in the Church, with three local schools in attendance throughout the week. We told the Christmas story to around 165 children and their accompanying adults.

We held a 'Fun on the Green' event in July, in which more than 150 people joined us for an afternoon of fun and cakes. In December we held an 'After School Hot Chocolate' event outside our Church, 23 children stopped by and it was agreed to hold this event monthly and to include adults. Also during December additional Outreach events were held, including **The Advent Trail**, 24 picture boards in the roads & shops between St Luke's and St A's. **The Stable** was set up in the Memorial garden. The **Christingle service** was again on zoom due to COVID. 50 bags were made up and collected by families to join in on zoom. **Carols on the Green** was attended by about 60 people, some non-church neighbours & friends came along and the GLK Handbell ringers playing carols were well received, Mulled Wine/hot chestnuts/hot chocolate were appreciated.

The work of our Youth and Schools Minister has been difficult but technology has allowed some things to continue and enabled relationships to be ongoing. She expected to manage and lead corporate worship in Southborough Primary School, building relationships with the young people in that school where she is a Governor. This of course was made difficult when schools stopped allowing visitors and eventually closed. She did maintain contact throughout the year, offering virtual assembly videos and attending Zoom Governor meetings. She was also expecting to join other Youth Ministers in the area to support the chaplaincy work at Bishop Justus Secondary School, Trinity Academy and St George's Academy, Bickley. Bromley High School for Girls (GDST) also maintains close links with the Church as part of their PHSE programme. A youth house group were among other activities that have been suspended in the Church building but through using technology, these were able to keep going. Our Summer Holiday Club moved online and was well received by all who watched and participated, including families from as far away as Devon.

Our website ([www.st-augustines.org.uk](http://www.st-augustines.org.uk)) is comprehensive and provides information about all aspects of the life of St Augustine's with St Luke's which we hope will continue.

#### *Ecumenical Relationships*

The church is a member of Churches Together in Bromley Common. (CTiBC)

The clergy liaise regularly to support one another in prayer and fellowship. Joint activities as well outreach events have been cancelled. Wherever possible we share resources and expertise.

#### *Volunteers*

We would like to thank all the members of our Church who contribute so much to make our Church the community that it is. From the visible jobs such as Churchwarden, to the less noticed jobs such as ARC helpers, it seems that almost all of the congregation is involved in something. We have approximately 50 such volunteers, for which we are grateful.

#### **Financial Review**

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities and applicable accounting standard FRS102.

Overall in 2021 there was a total restricted and unrestricted operating surplus of £13,774. To this was added unrealised gains of £102,238 on the investments. This operating surplus is compared to a budgeted deficit of £57,100 and the previous year's deficit of £11,031. The most significant variances from the 2021 budget were a £7,000 legacy and £40k less than budgeted exceptional building and other project expenditure; some of this expenditure has been carried over into the 2022 budget. We have budgeted a deficit of £50,750 in 2022 to include exceptional building and project expenditure of £35,200.

## **Reserves Policy**

The PCC have established a policy whereby unrestricted funds not invested in tangible fixed assets ('the free reserves') held by the PCC are targeted to be at least 3 months of the resources expended, which equates to £46k (£44k in 2020). At this level, the PCC feels that they would be able to continue the current activities of St Augustine's with St Luke's in the event of a significant drop in funding. At present, the free reserves amount to £110k, although these do not all represent readily accessible funds.

## **Safeguarding**

Building on its Risk Assessment programme, which includes child and vulnerable adult protection, the PCC has encompassed all elements of safeguarding. These now include:

- (a) Adopted and signed the House of Bishops 'Promoting a safer Church' safeguarding policy statement.
- (b) Appointed a Safeguarding officer.
- (c) Agreed a document outlining safeguarding roles within the Church.
- (d) Agreed the creation of a risk register, which includes governance, operational, financial, environmental and regulatory risks, and
- (e) Discussed a draft Health and Safety policy document which included general policy, responsibilities and monitoring procedure. This safety Inspection procedure is continuing in process.

## **Structure, governance and management**

The PCC operates through the following committees:

### *Standing and Finance*

The Standing Committee is the only one required by law. It has power to transact urgent parochial business between the main PCC meetings, subject to particular directions given by the main Council. The Churchwardens and Officers of the PCC make up its membership and the Incumbent may invite members of its other committees if these are not Officers themselves.

### *Worship and Pastoral care Group*

The Incumbent chairs this committee which considers the pattern of worship and pastoral care.

### *Property Management Committee*

This committee oversees the day-to-day care of church premises and ancillary areas, together with the church room and hall lettings.

### *Outreach and Mission*

This committee considers outreach and mission in our parish and further afield.

### *Administration, Communications and Technology (ACT)*

This group considers all aspects of support, training and research in our Church life.

### *Review of the year*

At the PCC meeting in January 2021 the Away Giving for 2020 was approved. It was agreed to support a fundraising initiative to fund a building project in our link parish of Mwaikisabe in Tanzania. The national lockdown resulted in the suspension of church services and the closure of the church rooms and hall for hire once more. There was discussion of plans for a Lent course on Zoom and prayer walks around the parish. Following another flood of the kitchen at St Luke's Hall, it was agreed to commission a specialist survey of the foundations.



At the March meeting, there was discussion of the possible reopening of church hire facilities in early April. The approval of the 2020 financial accounts was agreed. There was discussion of the Lent and Easter activities which will go ahead under Covid-19 restrictions, including sharing Easter joy through gifts of Easter eggs accompanied by cards and bookmarks with bible verses. There was an update on the survey at St Luke's Hall.

An extra PCC meeting was held in April, the main item of business being discussion and approval of the budget for 2021 and the Annual Report for 2020. There was an update on the Diocesan Called to Grow initiative.

The APCM took place on 8<sup>th</sup> May 2021, followed by a PCC meeting on 26<sup>th</sup> May. The House of Bishops' Safeguarding policy statement was adopted by the PCC. There was discussion of a survey to be sent out to members of the congregation to ask them about the format of church services going forwards and the survey questions were agreed. There was an update on property issues, on volunteer support in the parish office and on risk assessments.

At the July meeting, there was discussion of terms and conditions for hirers of church rooms with the removal of Covid-19 restrictions on 19<sup>th</sup> July and of a proposal concerning the early termination of the lease on the Upstairs Office at St Luke's Hall. The St Luke's Hall sub-group will prepare an options appraisal to bring to the PCC. There was a report on the survey sent to members of the congregation concerning church services. It was agreed to move the 10 am Zoom service to an in-person service at St Augustine's from 5<sup>th</sup> September (Covid-19 conditions permitting) with the hope of reopening services at St Luke's later in the autumn. There was an update on progress with livestreaming technology for 'hybrid' worship services. There was discussion of outreach activities planned for September, including a relaunch of the Toddler Group in the church and a possible Family Fun Day on the grass outside St Augustine's. There was an update on the survey at St Luke's Hall. The Lone Worker policy was reviewed and it was agreed to circulate it to members for approval.

At the September meeting, it was agreed to bring four groups and their funds (where applicable) under the governance of the church: the Parent and Toddler Group (now ARK), the St Luke's Bell Ringers, Bits & Pieces and Keep Fit with Sally. There were updates on the 'hybrid' worship services and on outreach activities. It was agreed to spend £13,000 on an upgrade of IT infrastructure. It was agreed to offer a six-month contract for 12 hours of work in the parish office and that there would be a meeting with representatives from the Worship and Communications groups to discuss the running of the parish office. It was agreed to enter into a surrender deed ending the lease of the Upstairs Office at St Luke's Hall and to set aside a budget of £12,000 for flood remedies at St Luke's Hall.

At the November meeting, the Diocesan offer payment of £75,000 was agreed and an interim away giving payment to Kondoa of £2,000. A proposal to move the Roundabout parish magazine from a subscription to a donation basis was agreed. An increase in the St Luke's Hall hire rates for 2022 was agreed. The acceptance of a starter budget for 2022 was agreed. There was an update on the setting up of a Pastoral Care team and on Christmas outreach activities. It was agreed to spend up to £6,000 on repairs to the St Luke's Hall windows. There was discussion of issues with livestreaming services. A recommendation to proceed with the recruitment of a second administrator in the parish office was agreed.

The usual business of the Parochial Church Council of St Augustine with St Luke, Bromley Common was considerably impacted by the coronavirus pandemic and subsequent lockdown which happened in January 2021, and restrictions finally eased on the 21<sup>st</sup> June.

### **Administrative Information**

St Augustine's church and St Luke's church are situated in Bromley Common and are part of the Diocese of Rochester. The correspondence address is: Southborough Lane, Bromley BR2 8AT.



The PCC is a body corporate (PCC Powers Measure 1956, Church representation Rules 2006) and a charity registered with the Charity Commission No. 1129375.

During the year 2021 and the period from the APCM in May 2021 to date, the following served as members of the PCC, Andrew Gurney took a step back from his duties as churchwarden from 27 October 2021 and Nigel Pope took on his day to day duties on a temporary basis from that date:

Clergy: Revd Steve Spencer (Chairman)  
Revd Rachel Winn (from 01/09/20)

Licensed Lay Ministers: Alan Mitchell (from 18/10/20)  
Verity Mitchell (from 15/05/21)

Youth and Schools Minister: Helen Baker

Wardens: Hilary Chittock (from 18/10/20), Andrew Gurney (from 18/10/20)

Treasurer: David Wardley

Secretary: Johanna Gurney

Representatives on Deanery Synod: Nigel Pope (from 09/11/20)

Elected Members: Lucy Adcock (until 08/05/2021), Helen Baker (elected 2019)  
Alan Fyfield (elected 2020), Alan Gorman (elected 2021)  
Karen Palmer (elected 2020)

Approved by the PCC and signed on their behalf



Rev'd Steve Spencer

23 March 2022